You've signed up, so what's the next step?

the people's pension

1 Email your bank evidence

To meet Direct Debit rules regarding 'know your customer', we need evidence of the bank account you'll use to pay contributions. You can email us a void cheque (crossed through with the word cancelled), pre-printed paying-in slip (showing your account number and sort code) or bank statement (dated within the last 3 months) to us at **kyc@bandce.co.uk**.

2 Log in to Online Services

Take a look around your **Online Services Account**.

It's a good idea to familiarise yourself with all the features available, as you'll need to use these on a regular basis to manage your pension scheme with us.

3 Set up your payroll provider

If you don't have a payroll provider set up and you'd like one – now is the time. You don't have to have one, but it may be handy if you have lots of employees.

To set one up you'll need some information from us, which you'll find in the 'documents for completed accounts' section of your **Online Services Account**.

4 Tell your employees what's happening

The Pensions Regulator requires you to tell your staff certain information about the pension scheme you've set up. You should write to your employee(s) to tell them what's happening. Our letter templates should help with this.

We provide you with some templates in our **resource library**.

How will you be sending us your employee's details?

Use your payroll to create a file

Log in to **Online Services** and upload the employee file produced by your payroll provider. For your first file we recommend you use our training mode.

Check with your provider though, as some can send files directly to us.

Create a file yourself

We can provide a **file template**.

Just input your own employee's details and then upload your file. For your first file we recommend you use our training mode.

Enter employee details yourself

Add your employee's details one by one and we'll suggest contributions for each of them.

This may be time consuming if you have lots of employees though.

Make a payment

Once you've set up your Direct Debit you can go into your **Online Account** and make a payment. You can also set up an automated direct debit if you prefer. Head to our **website** for more information.

What we'll do

After you've given us your employees' details, we'll post or email joiner information to them, including how they can access their own Online Account.