

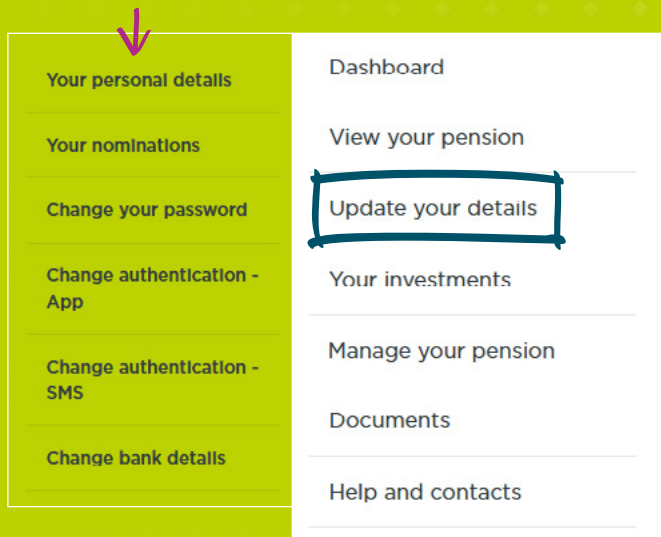
# How to ...

## ...change your personal details

You can change your personal details by logging in to your Pension Account online.

Once you've logged in, go to 'Update your details' in the menu and then 'Your personal details'.

Many of your employers may allow you to change your personal details via your online Pension Account. However, if this option is not available to you, please contact your HR team.



### Keep in touch.



By telephone  
0800 011 3540



To email us  
memberenquiries@seimastertrust.co.uk



To view your savings, visit  
[www.seimastertrust.co.uk](http://www.seimastertrust.co.uk) and click on the 'Log in' button.



## The personal details that are held for you will be shown on the page.

If you are no longer paying into your Pension Account, you should be able to change your address. You can add an address or edit your address by clicking on the edit button (the pen icon). Enter your address and click 'confirm'.

## Nominate a beneficiary

You can also nominate beneficiaries for your pension savings from the **'update your details'** menu item. Simply click on **'your nominations'**.



To add a new beneficiary, click the 'add nomination' button and then fill out the details of the person you'd like to nominate. To edit the details of a current beneficiary, click the 'edit' icon. To delete, click the x next to their name.

There is no maximum amount of beneficiaries you can nominate, but you must fill out the percentage you'd like each beneficiary to receive and these must add up to 100%.

When you've finished, you must click the 'save nomination' button and confirm your changes on the following page. You will receive a confirmation message stating that your changes have been accepted once this form has been completed.

To change any of your other personal details, please contact your HR department.

