

NHS Pensions – Pensions Online (POL) administrator amendment form

Pensions Online (POL) is an online tool based on the internal Health and Social Care Network (HSCN) which gives employers the facility to update and amend members' records. More information is available on our website at: www.nhsbsa.nhs.uk/employer-hub/pensions-online.

Each organisation that has a HSCN connection must register a POL administrator. As you have already registered for POL you do not need to re-register. To amend your POL administrator contact please complete this form including signature and then return the form to us at nhsbsa.POLHD@nhs.net.

Employing Authority (EA) code	<input type="text"/>	Add additional EA codes at the bottom of the form
EA name	<input type="text"/>	
EA type	<input type="text" value="Choose an item."/>	
Administrator name	<input type="text"/>	
Administrator email address	<input type="text"/>	
Postcode of EA	<input type="text"/>	
Telephone number	<input type="text"/>	
Are you the Total Reward contact?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Please complete details 1- 4 below
1 Total Reward contact name	<input type="text"/>	
2 Total Reward contact email address	<input type="text"/>	
3 Total Reward contact address	<input type="text"/>	
4 Total Reward contact telephone number	<input type="text"/>	
Accountable officer/board member signature (Digital signature not accepted)	<input type="text"/>	
GMC number (GPs only)	<input type="text"/>	

Print name

Position

List any additional EA codes

Once we receive the information you will be issued with a new pin number to your email address and a password will be sent to you by post. There is no need to re-register.

If you have any queries, please contact the POL helpline on 0870 011 7108.