



ONLINE SERVICE FOR **AUTO ENROLMENT**

Getting started guide

For employers using our system to assess workers

WELCOME

This short guide will introduce you to our online service for auto enrolment.

Use our system to carry out the following regular tasks to manage your auto enrolment scheme.

- Tell us about new workers in time for the worker to be notified within six weeks.
- Tell us about workers who have left employment with you or who have decided to stop contributing to the pension scheme.
- After your pay cut off date, assess the earnings of workers not currently in the pension scheme in that pay reference period to see if they should be enrolled into the scheme.
- Update your payroll to ensure that it is up to date, that the correct contributions are paid and any refunds are made to workers.
- Submit your contribution schedule and make a contribution.

LOGGING IN

Our online service for auto enrolment is a web-based system. Go to employer.royallondon.com/login to log in.

If you have any problems logging in, please contact our Web Support team on 0845 605 0401 or email websupport@royallondon.com.

GETTING AROUND THE SYSTEM

Online Service Contact us Log out

User: payroll@newco.com
Scheme: NEWCO LIMITED (Ref: 47984)

Home Tasks Workforce Assess Contributions & payroll Leavers Admin ▾

Tasks

Due now	Upcoming	Done
6	0	...

ADD WORKERS	VIEW WORKFORCE
MAKE CONTRIBUTION	UPDATE PAYROLL

Workforce	
Total workers:	97
In scheme:	72
Not in scheme:	25

Contributions	
Next due date:	March 2015
Last complete:	Feb 2015
Amount received:	£13,709.26

Quick links

- [CSV data guide](#)
- [Help manual + Getting started guide](#)
- [Your pension scheme microsite](#)

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The dashboard

When you log in you will see the home page. We call it the dashboard because it shows you at a glance:

- How many tasks you have outstanding
- A summary of the current status of your workforce
- Your contribution history
- Quick links to the user guides, data guides and your pension website.

Use the large buttons on the dashboard to access the following tasks

- Add workers either by importing a file or adding individually.
- View workforce and filter on the different types of workers.
- Make contributions either by importing a file or adding individually.
- Update your payroll by exporting a CSV file.

The menu

The navigation menu appears on every page of the system. The options are:

- **Home** – return to the dashboard.
- **Tasks** – view and action tasks that are due now and upcoming.
- **Workforce** – view your entire workforce, add workers, edit and update worker details, opt workers in and out and view their document history.
- **Assess** – assess your workers for auto enrolment.
- **Contributions and payroll** – export a CSV file of updates you'll need to make to your payroll, make a contribution and view your previous contribution schedules.
- **Leavers** – tell us about people who have left the pension scheme.
- **Admin** – change your email, password and your task reminder settings.

OUR USER GUIDES

Our guides will take you through everything you need to do to manage your scheme using our online service for auto enrolment.

All our guides can be downloaded from employer.royallondon.com/aeuserguide.

1. Getting started
2. Importing data
3. Adding workers
4. Managing your workforce
(including editing and updating worker details and opting workers in and out)
5. Telling us about leavers
(including those workers who have stopped contributing to the pension scheme)
6. Assessing workers
7. Making payroll updates
8. Making a contribution
9. Completing tasks
10. All the above guides in one document

Data standards guide

Our data guide explains all the information you need to provide for adding workers, updating workers, telling us about leavers, assessing workers and making contributions. Download it from the above page or directly from employer.royallondon.com/aedataguide.

Contacting us

Use the **Contact us** link at the top right of every screen in our online service for auto enrolment to contact your Corporate Servicing Team who can help with any queries you may have.



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