NEW IRELAND ASSURANCE

Pension Schemes Online
Guide

PRSA

taking care of you...

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PRSA

How do I log on?

Step 1:

- Log onto www.newireland.ie. Click on the **"Pensions"** tab and you will find a link to **"Pension Schemes Online"** in the drop down menu. This will bring you to the Login page.
- Start your registration by clicking **"Start your registration by clicking here"** in the Member Registration Centre.
- You will then be asked to read the 'Terms and Conditions' of the site. To continue, click on the 'I accept' button.

Step 2:

To register for **Pension Schemes Online**, you need the following information:

- **Your PSOL ID*.**
- **Your Member Number**.**
- **Your Date of Birth.**
- **Your email address**.

We will automatically update your details and provide you with a username, which you should note as you will need it each time you login.

You will then be asked two personal questions, which we will use to confirm your identity in the future.
*PSOL ID is available on your Statement of Account and on your policy documents. **Member Number is available on your Statement of Account.
If you have any difficulty locating this information, please contact us at pensions@newireland.ie

Step 3:

Finally, you will be asked to reset your Password.

- It must be 8 characters or more long.
- It has to contain at least one number and one capital letter.
- You cannot use any blank spaces.

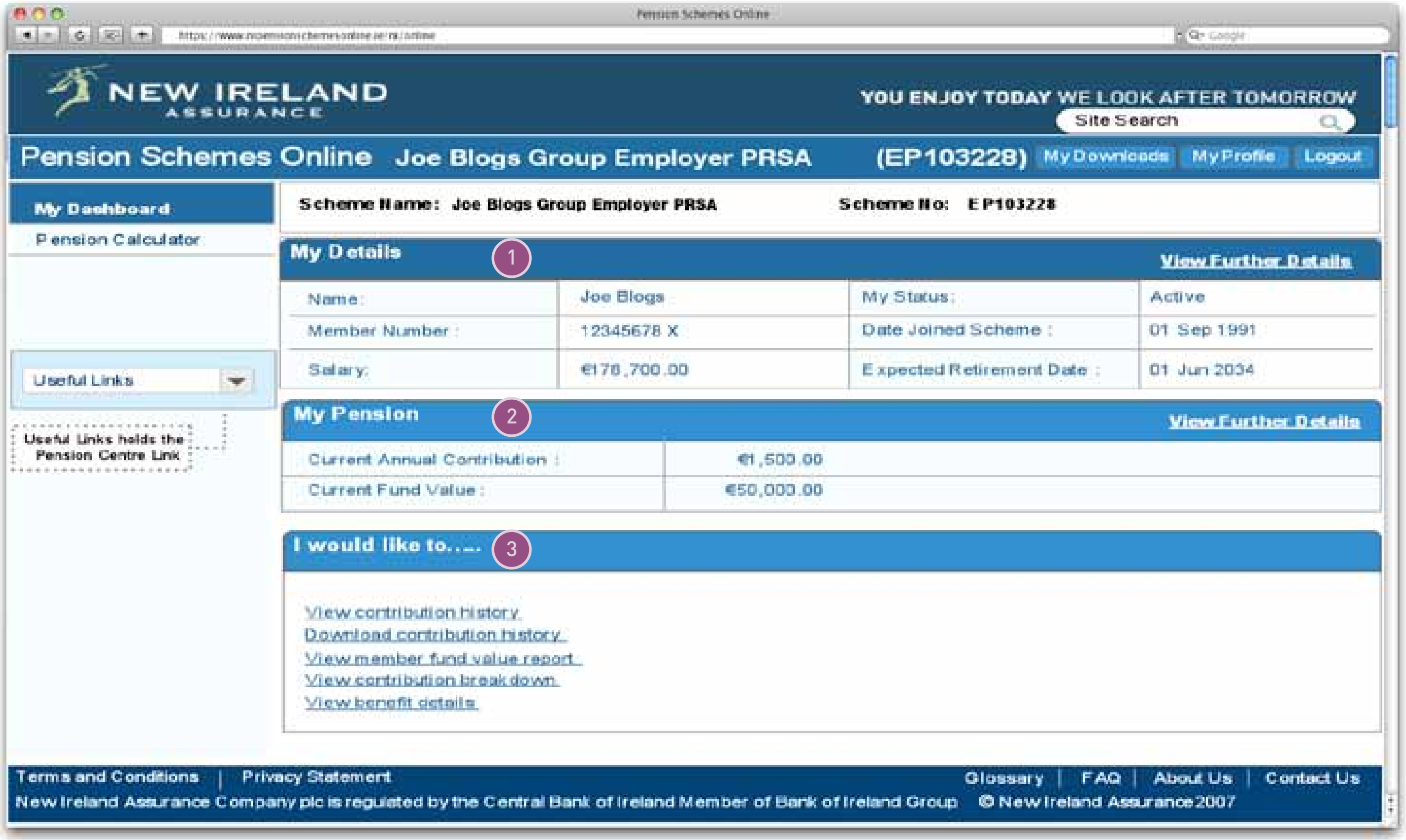
You will receive an email, confirming your registration detail.

It is most important that you keep your password secure and known only to yourself. Please also take care when logging on that your password is not seen or noted by anyone else.

Pensions Schemes Online is a password-protected website from New Ireland Assurance, where you can view up-to date information on your pension, including contributions you've made, fund values and choice of funds. It forms part of our ongoing efforts to provide you with the information you need to get the most out of your pension.

What is My Dashboard?

Once you have logged on to **New Ireland's** Pension Schemes Online, you will automatically be taken to the **My Dashboard** page.



My Dashboard contains the following sections:

1. My Details – this gives details of when you joined the scheme, expected retirement age and salary. **Click on View Further Details** for more information.

2. My Pension – This gives details of current annual contribution amount and the fund value of your policy. **Click on View Further Details** for more information.

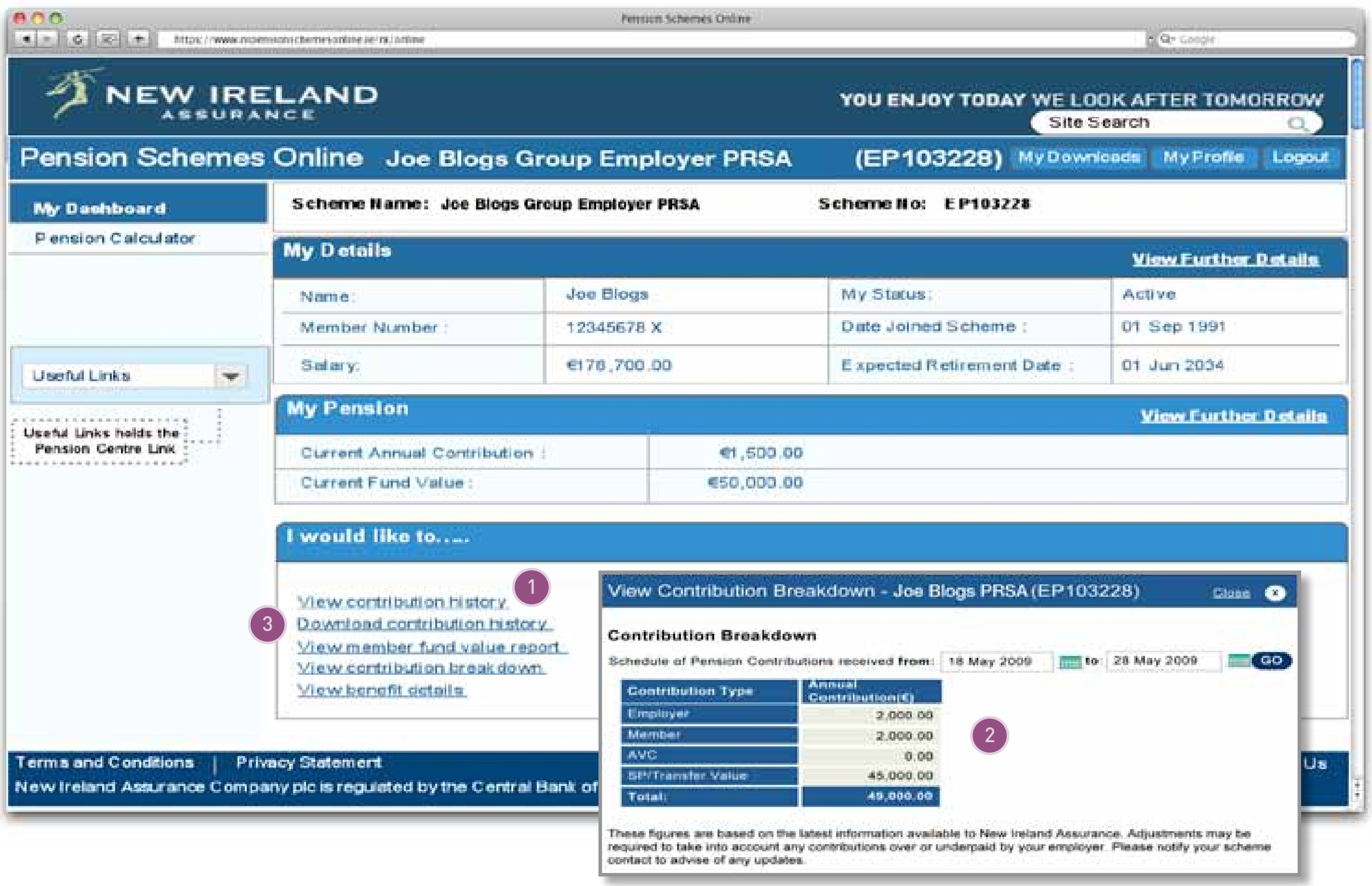
3. The "I would like to ...." Section – this section gives you access to the following:

- **View contribution history** – this allows you to view the contribution history for past year.
- **Download contribution history** – you can download a report containing contribution history for the past year.
- **View member fund value report** – a report of the funds you are invested in is available.
- **View contribution breakdown** – this gives you the contributions paid from the start date of your policy.
- **View benefit details** – provides details of benefits you are on cover for.

Click on any of these options to obtain the relevant information.

How do I view my contributions history?

The Contribution History is a list of payments in relation to the PRSA and this can be run for different periods.

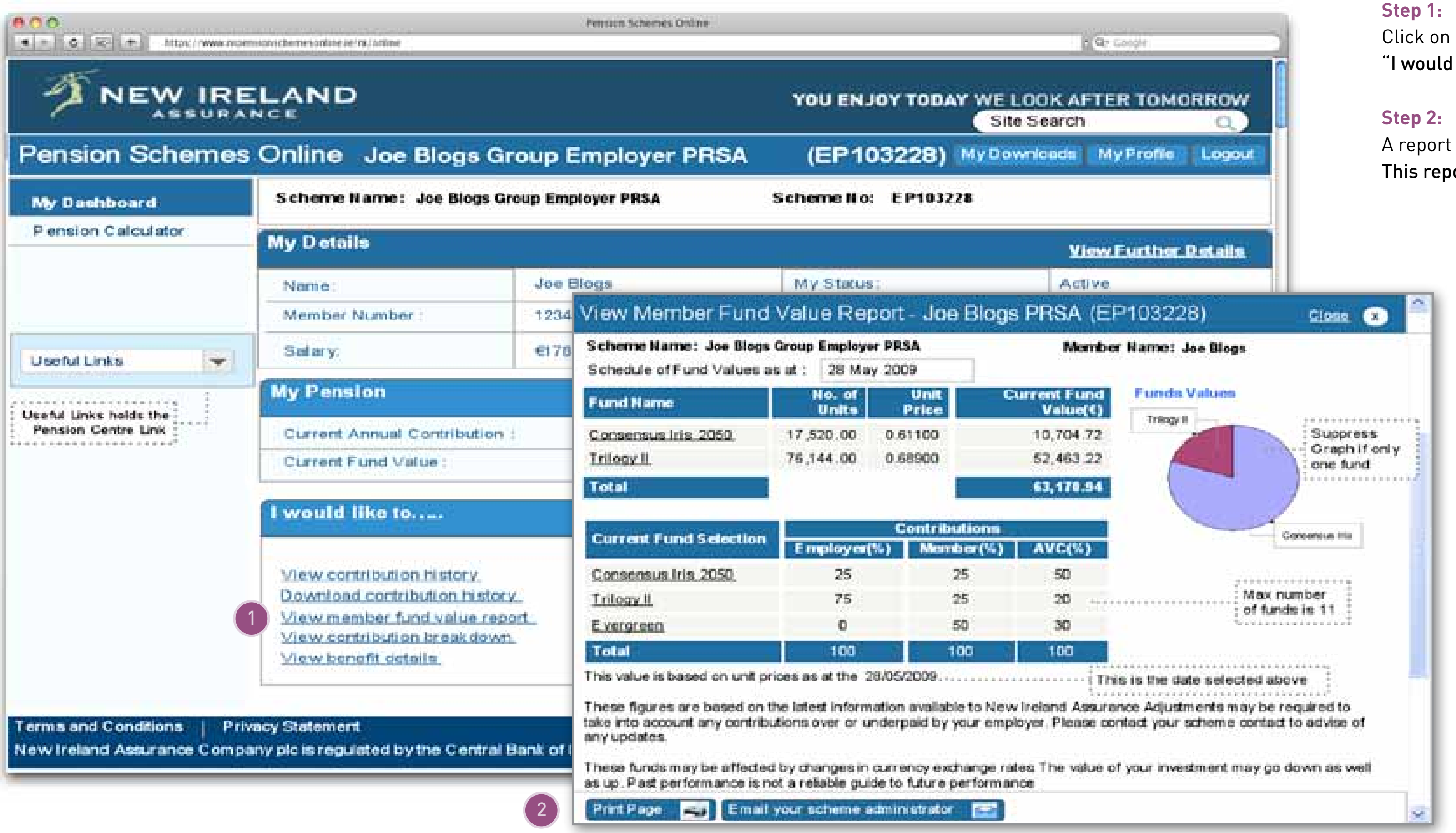


Step 1:
Click on the **View contribution history** option in the **"I would like to ..."** section.

Step 2:
A light box will open with details of contributions paid over the last year. You will also have the option to download the contribution history to Excel from here.

Step 3:
You can also click on the **Download contribution history** link from the **"I would like to ..."** section to download a list of contributions paid over the last year to Excel.

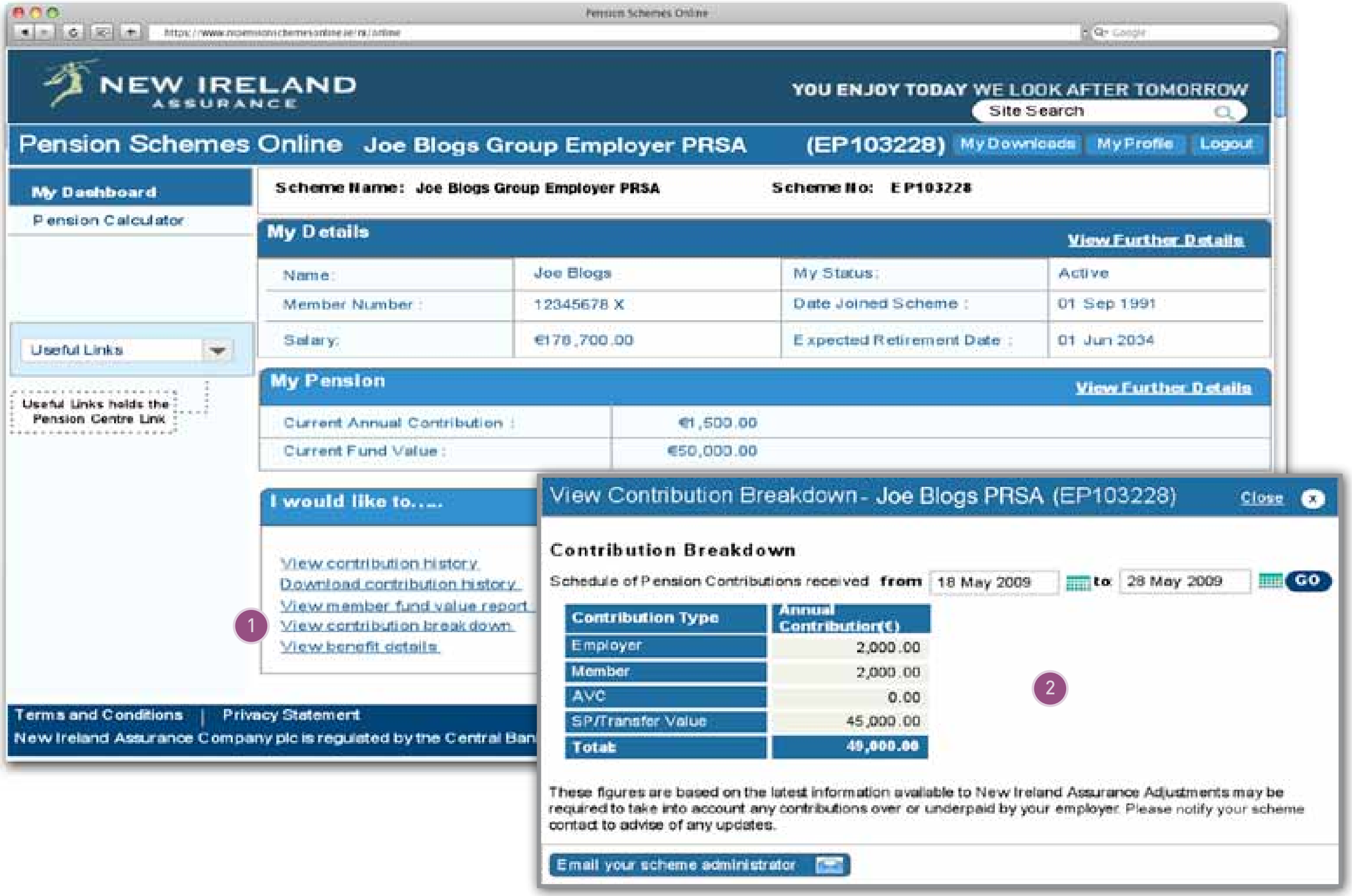
How do I find out the value of my fund?



Step 1:
Click on the **View member fund value report** in the “**I would like to ....**” Section.

Step 2:
A report of the funds you are invested in is available. **This report can be printed if required.**

What is my contribution breakdown?

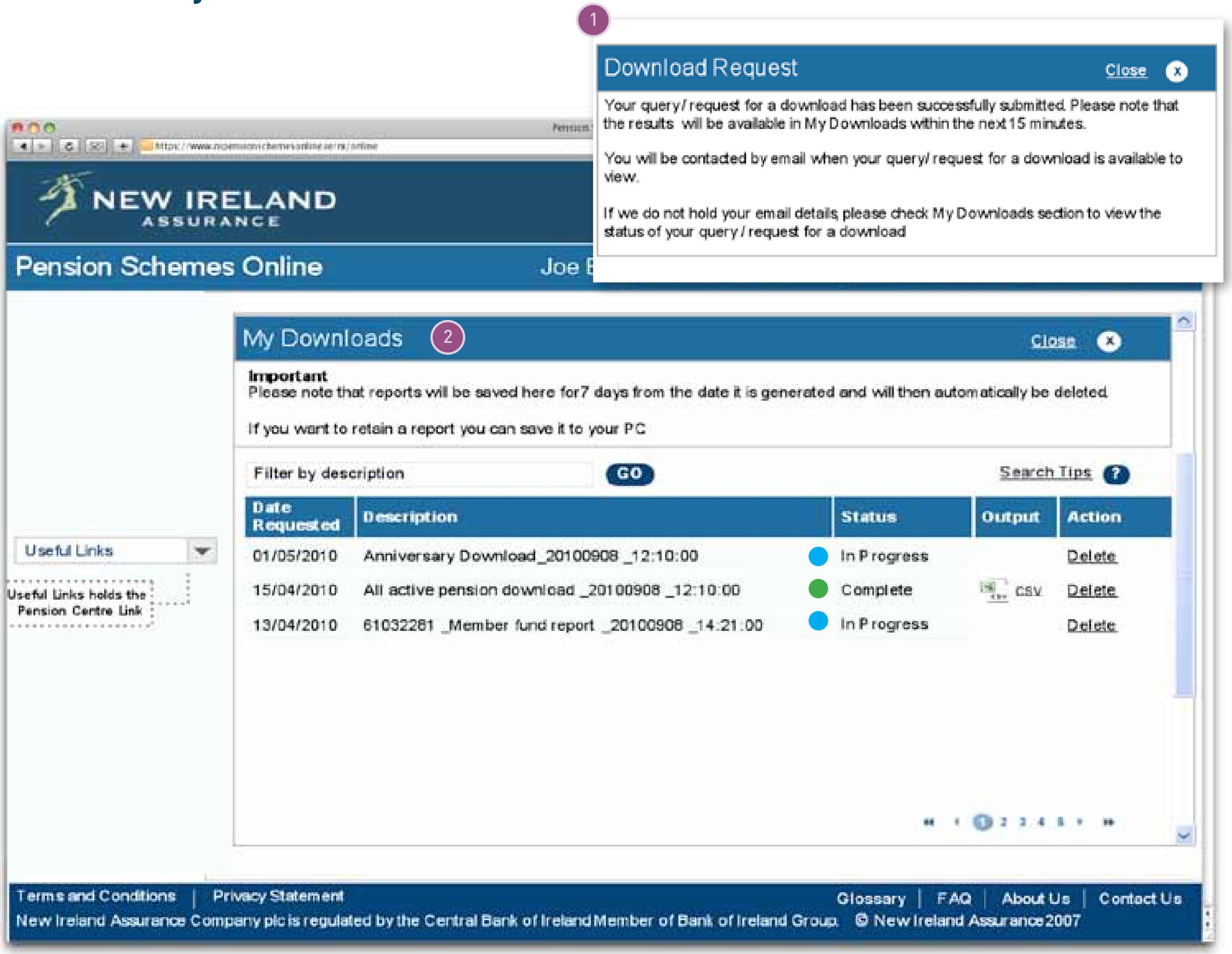


Step 1:
Click on the **View contribution breakdown** in the **"I would like to ...."** Section.

Step 2:
A lightbox will open giving details of the contributions received by contribution type.

You can change the date range here to view the breakdown of contribution for different dates.

What are My Downloads?



Step 1:
You can download your **Contribution History** as previously outlined.

Step 2:
To access the download you can click on **My Downloads** in the top menu bar.

The status will show either, **In Progress** or **Complete**. You can then open the report and save it to an external location if necessary. Once you have finished with the report you can then delete it from My Downloads.

Downloads will be held for 7 days and will then will be automatically and permanently deleted.

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