

# **YPP Member Portal Overview**

Registration Process	2
Login Process	
Forgot Username	
Forgot Password	20



## **Registration Process**

1. Member selects Register Now:



2. Member picks method to identify themselves: first and last name, last four digits of SIN and date of birth:

Registration	20%	
Please pick a method to identify yourself:		
<ul> <li>First and Last Name: Provide your name as and Last Name are not case-sensitive)</li> <li>Member Id: Provide your 10-digit identifier</li> </ul>	it was displayed on your annual statement. (Note: First found on your annual statement.	
First Name	Last Name	
Mike	Tyson	
Last Four Digits of SIN	Date of Birth	
1234	5/5/1972 👻	
By proceeding with registration, you are acknowledging that you have read and agree to our <u>Terms</u> of Use. <u>Personal Information Collection Notice</u>		
	Next Step	



3. Or Member ID, last four digits of SIN and date of birth:



- 4. They must acknowledge the Terms of Use (click the checkbox) in order to proceed to Next Step.
- 5. If member is unable to register, the following screen is presented:

* Registration				
Unable to Register				
To register in this system, all of the following must be correct:				
• You are an active or deferred member, pensioner or survivor of the Public Service Pension Plan (PSPP).				
You have not previously registered for this system.				
There is no death certificate on file.				
<ul> <li>The information you provided when registering matches what is already on file with PSPP.</li> </ul>				
<ul> <li>Use "Previous Step" to go back and try registering again.</li> </ul>				
If you satisfy all eligibility requirements and still cannot register, please <u>contact us</u> .				
Previous Step				



6. If member is Active, show contact methods on file and the choice to name most recent employer: (Member can choose one of the options listed below)



7. If member is a Retiree, show contact methods on file and the choice to specify most recently received pension payment amount: (Member can choose one of the options listed below)





8. Member will receive verification code to the contact method they choose - Email:



• The verification code will appear in their email as shown below:

Hello,

Public Service Pension Plan (PSPP) has received a request to verify your email account.

Your verification code is 710409

This code will expire on Wednesday, August 23, 2023, 1:30:49 PM. After the code expires, to continue with the verification process you will have to request another code.

If you did not make this request, please contact us to report this issue.

Public Service Pension Plan

5103 Windermere Blvd. SW

Edmonton AB T6W 0S9

9. Or Phone. If they choose phone, and do not receive a verification code, they have the ability to click 'Receive a code by recorded message' and a recorded message will be sent to their phone number, or they can return to the previous step and select a different contact method:



pspp.ca

Verification code received by phone.

Your temporary PSPP verification code is 063804	
If you did not make this request, please call us at <u>1-877-453-1777</u> to report this issue.	

10. Once they have their verification code, they will enter it and it will be verified:

Registration	<b>X</b> 40%		
Email Verification Code			
A verification code has been sent to crmqaadr	nin@morneaushepell.com.		
<ul> <li>Please login to your email account to retrieve the code.</li> </ul>			
<ul> <li>Once you have your new verification</li> </ul>	code, please return back to this screen to enter it.		
Verification Code			
192486	✓ Verified.		
Previous Step	Next Step		

11. The member is then asked to provide an email address. Note: If we have one on file, it will be displayed and show as verified already. Otherwise, member will enter their email and click Send Code:

Registration	<b>*</b> 60%
Email Address Provide an email address that you will check regularly an retirement status. This email address is used by you to lo send you automatic notifications when pension statemen	id will maintain regardless of your employment or g in to this website and will be used by the Plan to nts or information are posted to your account.
Once you have specified your email address, please click email address. Email tester@test.ca	Send Code and an email will be sent to verify your
	Next Step

12. When Send Code is clicked, message is presented that the code has been sent to the member's email account:

pspp.ca

Registration		60%	×
Email Address			
Provide an email address that you will check regularly and will maintain regardless of your employment or retirement status. This email address is used by you to log in to this website and will be used by the Plan to send you automatic notifications when pension statements or information are posted to your account.			
email address.	K Send Code and	an email will be sent to verity your	
Email	_		
test@test.ca	Send Code		
A verification code has been sent to your email acc	ount.		
<ul> <li>Please login to your email account to retr</li> </ul>	ieve the code.		
<ul> <li>Once you have your new verification code</li> </ul>	e, please return b	ack to this screen to enter it.	
Verification Code			
		Next St	ep

13. Once a valid verification code is entered, the email is verified, and Next Step is enabled:

Registration	60%
Email Address	
Provide an email address that you will check regularly retirement status. This email address is used by you to send you automatic notifications when pension stater	r and will maintain regardless of your employment or o log in to this website and will be used by the Plan to ments or information are posted to your account.
<sub>Email</sub> test@test.ca	✓ Verified.
	Next Step

14. The member is then asked to indicate their preferred communication method:



pspp.ca

15. PSPP is going green and will securely communicate confidential pension documents through YPP and other information, such as newsletters via email. Due to system constraints, the member still has an option to select regular mail.

Even if a member selects mail, members must call the Member Services Center each time they want to request a paper copy of a document be mailed to them. Calling the MSC to request their documents also provides an opportunity to confirm their mailing address to ensure that the documents are being sent to the appropriate residence. This ensures they do not fall in the hands of the wrong person.

Registration	<b>X</b> 70%			
Preferred Communication Method Please indicate your preferred method of communication.				
<ul> <li>Email</li> <li>Email: PSPP offers members the option to reduce their carbon footprint and Go Green. This means you can receive certain pension documents and information by email only, such as tax slips, newsletters, updates, and notifications about pension documents posted to your pension profile.</li> </ul>				
🔿 Regular Mail				
Previous Step	Next Step			



16. The next step is the new Enhanced Security step which allows us to collect a second form of communication to send verification codes to. If we have a phone number on file, it will be displayed, and member will click Send Code to verify the phone number on file. If they would rather receive a voice message, they can click <u>Call me Instead</u> and a voice message will be sent to their number:

Registration				
<b>Enhanced Security</b> For enhanced security and in case you ever forget your username or password, verify a second form of communication that can receive time-sensitive verification codes. We recommend providing your mobile number. Phone numbers used for verification codes must be from Canada or the United States.				
Standard te. X	tt or data rates may apply. Home Phone I◆I ▼ (780) 777-3333	Enter Verification Code	<u>Call me Instead</u>	
<ul> <li>A verification code has been sent to: (780) 777-3333</li> <li>Please check your phone text or voice messages to retrieve the code.</li> <li>Once you have the verification code, return here and enter it above.</li> <li>Add Mobile Phone</li> </ul>				
Previous S	ep		Next Step	

17. Once they receive their code, they will enter it and the phone number will be verified. They also have the ability to add and verify a home phone number if desired. They also have the option to not provide any numbers. They can then click Next Step to continue.

Reg	istration		80%			
Enhanc	Enhanced Security					
For enhan communic Phone nur	For enhanced security and in case you ever forget your username or password, verify a second form of communication that can receive time-sensitive verification codes. We recommend providing your mobile number. Phone numbers used for verification codes must be from Canada or the United States.					
Standard t	Standard text or data rates may apply.					
×	Mobile Phone ↓↓ ▼ (780) 777-3333	✓ Verified.	μζ.			
O Add Home Phone						
Previous	Step		Next Step			



18. The last step of the registration process is to specify the password the member will use to login:

Registration		<b>×</b> 90%
Password Please specify the password you wish to us Your username crmqaadmin@morneaushepell.cc	se to login. Yo	ur new username is shown below for reference.
Password Re-enter Password	Show	Your password must: Be between 8 and 50 characters Contain an upper case letter Contain a number
Previous Step		Next Step

Note: Password criteria is provided on the right-hand side.

Additional criteria: password must **not** include these five special characters: < > & # ? . Use of any of these invalid characters will generate an error message.

19. Once a valid password is entered, the member will click Next Step and receive a confirmation that the registration process is complete. They will receive an email as well. They can select <u>Please click here to log in now!</u> to proceed to the login screen.





20. Selecting What does this mean? on the Email or Regular Mail options opens the Go Green sidebar:





#### Login Process

1. Member clicks Login to Your Pension Profile/Your Account and the Login popup is presented:



2. Member enters their Username and Password, and clicks Login:





3. If username or password are not correct, message is displayed to try again:



4. If password and username are entered correctly, and a member has security questions, they will have the option to answer their security question OR verify their account by phone or email: (Note: security questions will no longer be required during registration after October 30, 2021.)

Account Verification	×
What was your mother's maiden name?	
Answer	
Show	
Did you forget the answer?	
You can now verify by phone or email.	
Submit	



5. If they do not have any security questions or they choose to verify by phone or email, they are presented with the contact methods that we have on file and will select how they wish to receive their verification code:



6. The Send Code button is not enabled until they select how to receive their verification code:





7. If they choose phone, a verification code will be sent to their phone, and they can enter it below:



8. When the verification code is entered, the Submit button is enabled:





9. If they didn't receive a code, they can choose to receive a code by recorded message, which will initiate a call to the phone number with a voice message:



10. Or they can choose a different verification method (i.e. email). Once they receive their code, they will enter it on the Account Verification screen and click Submit:

Account Verification	×
A verification code has been sent to <b>cr*****@morneaushepell.com</b> . Che your email to retrieve the code, the return here and enter it below.	ck n
Enter Verification Code	
Choose a different verification method.	
Submit	



11. When the verification code is entered, the Submit button is enabled:



12. Clicking submit completes the login process and presents the member's personal dashboard for their pension plan.



#### Forgot Username

1. If a member forgets their username for the login process, they will click Forgot your username? in the Login popup:

<b>Login</b> To view Your Pension Profi	×
Username	
Forgot younusername?	0
Password	R
Forgot your password?	
Remember Me	0
Register Now	

2. They will have the option to enter either an email or phone number AND the last four digits of SIN or their member ID:

Forgot Username		
o retrieve your username, provide the email add urrently associated with your account and the la rr your 10-digit member ID.	lress or phone ast four digits	e number of your SIN
Email or Phone Number		
780-777-3333		
Last Four Digits of SIN or Member ID		
0067484400		
	$\square$	
Personal Information Collection Notice		Send

3. If a phone number is entered, they will get a message to check their phone to retrieve their username:



4. If they click Previous, they will have the ability to choose a different contact method if they did not receive their username (i.e. email):

Forgot Username	
To retrieve your username, provide the email address or phone number currently associated with your account and the last four digits of your S or <u>your 10-digit member ID</u> .	r JIN
Email or Phone Number	
crmqaadmin@morneaushepell.com	
Last Four Digits of SIN or Member ID	
0067484400	
Personal Information Collection Notice Send	

5. If an email is entered, they will get a message to check their email to retrieve their username:



- 6. If they did not receive their username, it may be because they haven't registered yet. Clicking <u>register now</u> will open the registration wizard for them to complete their registration or they can click <u>contact us</u> for information on how to contact us for assistance.
- 7. If they have successfully received their username, they can click the Log in now button, and the Login pop up window will be presented.



### Forgot Password

1. If a member forgets their password for the login process, they will click Forgot your password? in the Login popup:

<b>Login</b> To view Your Pension Profi	×
Username	
Forgot your username?	0
Password	R
Forgot your password?	Ø
Login	
Register Now	

2. They will have the option to enter either an email or phone number AND the last four digits of SIN or their member ID:

recover your password, we need	to send you a verification code.
rovide the email address or phone our account and the last four digits 2.	number currently associated with s of your SIN or <u>your 10-digit member</u>
Email or Phone Number	
780-777-3333	
Last Four Digits of SIN or Member ID	
0067484400	
	_



3. If a phone number is entered, they will get a message to check their phone to retrieve their verification code:



4. If they didn't receive a code, they can choose to receive a code by recorded message, and a voice message will be sent to their phone:

	:
Account Verification	
Check your phone <b>7807773333</b> to retrieve your verification code, then return here and enter it below.	
Verification Code	
Did not receive a code?	
<ul> <li><u>Receive a code by recorded message.</u></li> </ul>	
<ul> <li>Click register now if you have not used this system before.</li> </ul>	
• You can <u>contact us</u> to review your registration information.	
Previous	lext
Calling you at (***) ***-4465 now	



5. Member will enter the verification code and click Next:



6. If they click the Previous button, they have the ability to choose a different contact method if they did not receive their verification code by phone (i.e. email):

orgot Password			
recover your password	, we need to send	ou a verificatio	on code.
ovide the email address our account and the last	or phone number four digits of your	currently asso SIN or <u>your 10-</u>	ciated with <u>digit member</u>
Email or Phone Number			
Email or Phone Number crmqaadmin@morneau	shepell.com		
Email or Phone Number crmqaadmin@morneau 	shepell.com		



7. If an email is entered, they will get a message to check their email to retrieve their verification code:



8. Member will enter the verification code and click Next:

Check your e verification c	mail <b>crmqaadmin@morneaushepell.com</b> to retrieve your ode, then return here and enter it below.	
Enter Verificatio	on Code	
531571		
Did not room		
Did not rece Click <u>reg</u> You can <u>c</u>	eive a code? <u>ister now</u> if you have not used this system before. <u>contact us</u> to review your registration information.	

9. If they did not receive their verification code, it may be because they haven't registered yet. Clicking <u>register now</u> will open the registration wizard for them to complete their registration or they can click <u>contact us</u> for information on how to contact us for assistance.



10. When they receive their verification code, enter it and click Next and they will be prompted to enter their new password and click Submit:

rovide a new password below is 8 to 50 characters lo	that:	
<ul> <li>has at least one digit (ie. 0-9)</li> </ul>		
<ul> <li>has both upper and lo</li> </ul>	ower case letters	
Password	Ŕ	

11. Once they enter their password, and confirm their new password, the Submit button will be enabled:

Enter Your New Pa	<b>x</b> ssword		
Provide a new password be	elow that:		
• is 8 to 50 characte	• is 8 to 50 characters long		
<ul> <li>has at least one d</li> </ul>	<ul> <li>has at least one digit (ie. 0-9)</li> </ul>		
<ul> <li>has both upper a</li> </ul>	nd lower case letters		
Password			
•••••	Ŕ		
Confirm New Password			
•••••	Ŕ		
	Submit		



12. The Login pop up window will be presented with a message that their password has been successfully changed:

Login To view Your Pension Pro	Sfile.
Username	-
Forgot your username?	0
Password	R
Forgot your password?	
🗌 Remember Me	0
Password successfully cha	anged
Register Now	

