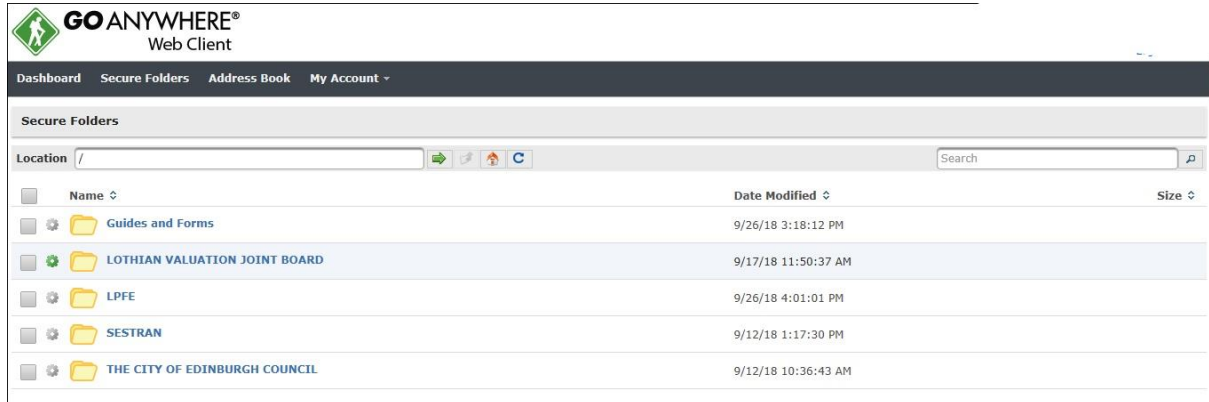


Using the 'Go Anywhere' Document Sharing Site

Log in at <https://lothianmft.pensiondetails.co.uk/webclient/Login.xhtml>

You will be taken to the dashboard where you will see your employer folder(s).

Example dashboard



Guides and Forms Folder

The Guides and Forms folder contains the documents previously held in pensionsWeb.

There are five new LPF forms which replace pensionsWeb online forms:



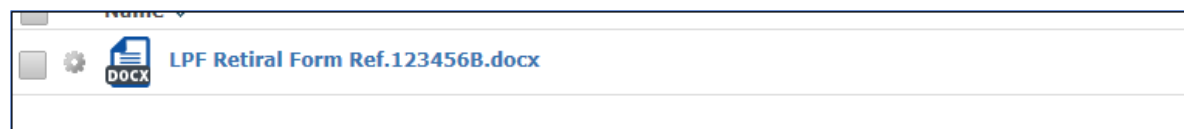
Please note there is now one form – 'Early Leaver Form' which should be completed for both organisational leavers and cancellation of membership/opt outs.

Download and complete forms

Open the 'Guides and Forms' folder, select the appropriate form and download it to your PC.

Complete the form, including your name, email address and date completed.

Name the document with the form title and member's pension reference number.







e.g.

Upload the form using the instructions overleaf.

Uploading a document

To upload a document, click the employer folder (if you have more than one employer, please pick the employer folder for that member).

Two folders will be shown – **Upload** and **Download**.

<input type="checkbox"/>	Name ↕	Date Modified ↕
<input type="checkbox"/>	  download	9/26/18 4:00:56 PM
<input type="checkbox"/>	  upload	9/27/18 10:31:17 AM

Open the **Upload** folder, click the Upload button, press Select Files and search for your file.

Once the file has successfully uploaded to the **Upload** folder, an email notification will be sent to the Fund to tell us a new document is ready for download.

It is important that you use the **Upload** folder to send documents to the Fund. If the document is not in the **Upload** folder, the Fund will not receive the email notification and therefore we won't know to check your folder for a new document.

The current retention period for all documents is two weeks. As the new system becomes embedded this may change and any changes will be communicated to you.

Documents from Lothian Pension Fund to you

An email will be sent to the relevant individual within an employer to let them know a file is ready to be downloaded. They should go to the **Download** folder within your employer folder and download the file. The file name will include the name of the person to whom the email has been sent.

Please note: Files will be available for two weeks before being deleted automatically due to space.

As there is no marker to tell when a document has been downloaded, please ensure you have a process set up within your organisation to ensure you are aware when files are still waiting for action.