

# Just joined LifeSight

## What happens now?

When you join your LifeSight Scheme, you are entitled to a Statement of Reasonable Projection (SORP). This must be provided within 8 weeks of joining the Scheme. In addition to your SORP, you will also be given an Account Number, which you will need to access your member record online.

### Process

- Complete the relevant application forms and return them to your HR/Payroll department.
- The HR/Payroll department will advise Willis Towers Watson that you are joining the pension scheme and will send the pension forms on to Willis Towers Watson for action. The HR/Payroll department will arrange for the contributions due to be deducted from your salary in line with your completed forms.
- We will process your pension forms and add you as a 'new joiner' under the pension scheme on our pension system.
- Your first month's pension contributions will be included in the next monthly contribution return. The monthly contributions will be paid and invested as normal.
- Once you join the Scheme, the SORP will be issued to your home address as required by the Pensions Authority.
- A letter containing your Account Number will be sent to your home address.

### To activate your Account, follow the steps below.

- Go to <https://yourpension.willis.ie/> click ACTIVATE ACCOUNT.
- Please then enter your 8-digit Account Number, your date of birth and the security code captcha and click 'Next'.
- You will then need to confirm the first 4 digits of your PPSN, your mobile phone number, email address and click 'Activate'. A PIN will then be sent to your mobile phone.
- You can then return to the homepage and enter your Account Number, click 'Next' and enter the requested digits of your 5-digit PIN that was sent to your mobile phone.

## Notes

- Depending on the day of the month that you join the pension scheme, it can take anywhere up to 6/7 weeks to issue your Account Number, once your first month's pension contributions have been invested.
- You have full investment control of your fund, within the suite of funds available under the pension scheme. If you want to change your investment choice at any stage, you can log in to your member record and complete the investment switch online yourself. The Investment Guide provides full details of the investment strategy and investment fund choices available under the Scheme.
- The Member Guide provides full details of your benefit entitlements.

