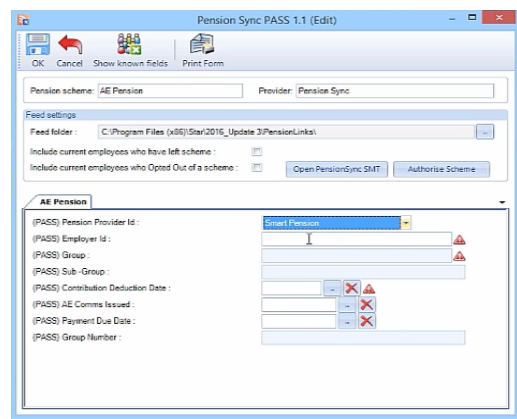
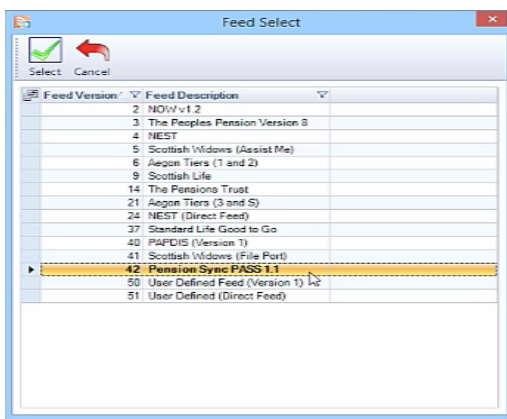


Setting up pensionsync feeds is quick and easy. Make sure you're at the start of an open run, and ensure the employees are in a calculated state (even if you plan to reset them afterwards).

Then follow these steps:

Step 1 - Remove any existing feeds

Step 2 - Create a new pensionsync PASS 1.1 feed (Feed Version 42)



Step 3 - Click Edit and enter details of the pension scheme the feed is for (see our guide: Pension provider details required for pensionsync feeds). Click OK to save the feed details.

Step 4 - Click Edit again, and this time click Authorise Scheme. Provide the username and password you use to log in to the pension provider's website when prompted to do so. This authorises pensionsync to connect your payroll software to the pension scheme.

After you have authorised the feed

Go to the pension sync Scheme Management Tool to check it has activated - you'll get a green alert on the Alerts page to confirm (Note that for NEST schemes this can take about 20 minutes).

Once the pensionsync connection is active, it's ready for you to Download Pension Notifications and Send Feeds (see Regular pensionsync processing).