# **Sample member communication content:** **Account activation/how employees can manage their Aegon Workplace pension online/App**

To help you communicate details about your Aegon workplace pension scheme to employees, we’ve produced this sample copy for you to use.

We’ve taken all reasonable care to make sure the information is accurate at the time of issue, but we don’t accept liability for any consequences resulting from its use.

There are certain rules you must follow when promoting your company pension scheme to your employees. You can find out more about these on [The Pension Regulator’s website](https://www.thepensionsregulator.gov.uk/en/employers/managing-a-scheme/communicating-with-your-scheme-members).

Title for content / email subject line: Take control of your retirement plan online

Include for email: Hello <forename>

Actively engaging with your workplace pension plan can help you make the most of your savings and increase the chances of seeing your pension pot grow over time. Your pension pot could be your most valuable asset when you come to access your benefits.

Regularly reviewing your retirement goals and considering your options in advance can also help you feel more in control – which can help give you reassurance you’re on track for retirement lifestyle you’d like to achieve.

**Managing your plan online**

Our pension provider Aegon has given you access to an online account service – Retiready, to help make it easier for you to manage your workplace savings.

Log in to [Retiready](https://retiready.co.uk/public/sign-in.html) at least once a year to review and check:

aThe current value of your account and where you’re invested

aThe amount you pay into your pension pot and the contributions we pay in too

aYour target retirement age

aIf transferring other plans into your account could be right for you

aAny beneficiaries you've nominated

You can also access your personal documents plus there’s also a selection of tools:

* Score - shows how ready for retirement you are
* Goal - lets you set, manage and track your retirement plan
* Lifestyle Planner – demonstrates how much you’ll need for the retirement lifestyle you’d like to achieve
* Coach - to learn even more about retirement planning

If you haven’t done so already, get started today and [activate your account](https://retiready.co.uk/public/getstarted.html) - it only takes a few minutes. You can find your 10 digit unique activation code on the email or letter Aegon sent you to welcome you to Retiready. If you can't find this code, [chat to Aegon online](https://retiready.co.uk/public/getstarted.html) or call Aegon on 03456 100 072. Call charges will vary.

So you can access quickly in future, bookmark [Retiready](https://retiready.co.uk/public/sign-in.html) in your web browser and 24 hours after activation you can download the app.

**Get Aegon’s app**

Once you’ve activated your online services you can download the Aegon app. You’ll have access to all your important savings information and be able to manage your workplace pension on the go. Available now on [Apple Store](https://apps.apple.com/gb/app/aegon-uk/id1528986569) or [Google Play](https://play.google.com/store/apps/details?id=com.aegon.prodapp30&showAllReviews=true), you’ll need to enter your account/plan number which starts with the number 7.

Wherever you are in your retirement journey, we want to help make it as easy as possible for you and remember these are your retirement savings, it’s important you manage them.

For any more information or help, please contact <HR>

**Sign off/Sample Name**