

Help for members

Step-by-step website registration guide

Where to start your website registration

At the top of the home screen, click on **Log in**, and then on the Register button. You will be asked to complete the following steps on four “pop-up” screens.

Step 1

Enter the **email address** you want to use for our Fund website and click the **Send verification code** button. LCP will then send a unique 6 digit verification code to the email address you have given. It will appear in your email inbox (if not, please check in your “junk email”).

Step 1 - verify your email address

Please enter your email address and then click 'Send verification code'.

You will be sent a verification code to your email address.

Copy that code and come back to this page

Email address

Send verification code

Cancel

Step 3

You will be asked to create a secure password - this will need to have at least 8 characters and must contain three of the following: uppercase, lowercase, number and symbol. Once you have entered and confirmed your chosen **password**, click the **Create** button.

Step 3 - Choose a password

Thanks. now you can create a new password.

It needs to be a minimum of 8 characters and maximum of 64 characters in length and contain 3 of 4 character classes - uppercase, lowercase, number, symbol.

Email address

New password

Confirm new password

Create

Cancel

Get ready to register

You will need:

- The unique **Registration Code** that is on the enclosed letter
- Your **National Insurance number**
- Your **email address** and the **password** you wish to use to access the website.

Go to the top of the home screen on our Fund website, click on **Log in**, and then the **Register** button. See below for your step by step guide to access your secure online account.

Step 2

Enter the 6 digit **verification code** from the LCP email and click the **Verify code** button.

Step 2 - Enter your verification code here

Check our email for the verification we have sent you.

It's a six digit code.

If you haven't received it after a couple of minutes you can try again by pressing 'Send new code'

Email address

Verification code

Verify code

Send new code

Cancel

Step 4 - Registration

On this final screen, you will be asked to enter the 16 character **Registration code** on the enclosed letter, your **National Insurance number** and your **Date of Birth** and click the **Register** button.

Registration

To create an account, you will need your registration code which you should have received by post. If you haven't received a registration code, please contact us and request one.

Registration code*

Date of birth*

National Insurance number*

☐ I accept the Terms and Conditions

REGISTER

Need help?

If you need **help registering** please get in touch with LCP. Their contact details are under the “Contact us” tab at the top of the home screen.