

Step-by-step website registration guide

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.

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”).

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.

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.

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

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.

Please note that you will not be able to securely access your online account until you have received your **Registration code** in the post.

If you have already started the registration process by completing Steps 1-3 and have now received your Registration code, you can simply click on **Log in** and enter the email address and password you used to register. You will then be able to enter your **Registration code** (Step 4) to access your secure online account.

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.