



## How to...

# Complete your Expression of Wish online

### You will need...

the details of the person or organisation/charity you would like to add, including:

- their title, forename and surname, or the name of the organisation or charity
- Address and postcode
- Your relationship to that person (there's an 'Other' option you can select if you're not related to them)



The process will take about **10 minutes** to complete. Or just **3 minutes** if you're updating existing nominations.

### This process has 4 steps

**By completing an Expression of Wish, you can say who you'd like a lump sum to go to if you die.**

**You can choose family members, other significant people in your life, or an organisation such as a club or charity. You can add more than one Expression of Wish.**

**The Trustees are not obliged to follow your wishes but they will always consider them.**

#### Step 1: Log into your myESPS account

Go to [myeonpension.com/](http://myeonpension.com/) and click on 'Login to myESPS account'. On the 'Welcome' page, fill in your email address and password, click 'Login', and then fill in the requested letters for your memorable phrase. Tick 'I'm not a robot' and click 'Continue'.

#### Step 2: Go to 'My nominations'

Once you've logged in, hover over 'My details' in the menu and then select 'My nominations' from the list. When you log in you can also scroll down to the 'My nominations' tile and click 'Update my nominations'.

On the 'My nominations' page, click the button that says 'Add Expression of Wish'.

#### Step 3: Add Expression of Wish

In this section you can add a person or a charity or organisation, or multiple if you want to. To add a person, you'll need the following details:

- Title, forename and surname
- Address and postcode
- Your relationship to that person (there's an 'Other' option if you're not related or legally linked to the person)

#### What the icons mean



Step complete



Step not started



Edit entry



Required field

#### Key words explained

##### Expression of Wish

Your expression of wish lets the Trustee know who you would like to receive any lump sum benefit when you die.

##### Nomination

Your nomination refers to the person, organisation or charity you want to nominate to receive your lump sum death benefit. These can also be called your expression of wish details.

##### Lump sum

This is a single cash payment from the Scheme.

To add a charity or organisation, you'll need the following details:

- Name of the charity or organisation
- Address and postcode

For the ‘% of lump sum’ field, you can choose the percentage of your lump sum benefits you would like to go to that person/charity/organisation.

The percentage must add up to 100%. So if you just want to nominate one person, you would put ‘100%’ in the ‘% of lump sum’ section.

If you want to nominate two people, you may put ‘50%’ for each one, or ‘60%’ and ‘40%’ – it’s completely up to you how you want to split the lump sum benefit. Just as long as the total allocation adds up to 100%.

Once you have added your nominations, there is a declaration underneath the ‘Total allocation (%):’ field that you should read through.

Once you have read the declaration, click ‘Preview’. If you want to go back and fill in your nominations another time, click ‘Cancel’. However if you click ‘Cancel’ any nominations you’ve filled in will not be saved.

#### Step 4: Review and confirm

When you click ‘Preview’ you’ll be able to review your Expression of Wish and also have another look at the declaration if you want to.

If you want to change any of the nomination details, click the ‘Edit Details’ button.

If you’re happy with your nominations, click ‘Submit’.

On this page you can also print the details or select ‘Cancel’ if you decide to fill your nominations in another time. However if you click ‘Cancel’ any nominations you’ve filled in will not be saved.

### What happens next...

Make sure to keep your Expression of Wish details up to date. Consider adding or editing your nominations every few years (and definitely after a significant change in your circumstances) so the Trustees know your wishes are current.

### How to contact us

If you would like to get in touch, please use the Contact Us page through the online service when you log into your account. Here you can fill out a form to make an enquiry.

Select the enquiry type from the dropdown list (Active, Deferred, Pensioner, Dependant, Transfer Request) and then type in your message underneath. Then click ‘Submit’.