

# Top 5 features of the NOW: Pensions Gateway site

Every pay period you will need to upload your pensions data file to NOW: Pensions so that we can deduct pension contributions for your workers. To do this, you will receive your own log on to the NOW: Pensions Gateway site.

*The NOW: Pensions Gateway makes auto enrolment administration a breeze, here's how:*



## 1 Cutting edge technology perfectly tailored for auto enrolment

The NOW: Pensions Gateway has been developed using the latest technology and has been extensively tried and tested over a number of months with overwhelmingly positive feedback. We've used everything we know about auto enrolment to develop a cutting edge system, perfectly tailored to meet the needs of smaller employers.



## 3 Administration minimised

Auto enrolment administration is a task you probably don't want to spend a huge amount of time on. The NOW: Pensions Gateway is designed to keep administration to an absolute minimum, saving you time.

Time saving features include:

- Drag and drop facility allowing multiple pensions data files in just one click
- Payroll timetable uploaded after the very first time. The system will work with an automatic payroll submission so you don't have to repeat yourself every week or month depending on your payroll frequencies
- Instant password reset



## 2 Simple to navigate and easy to understand

Auto enrolment is complex and some of the terminology can be baffling. The NOW: Pensions Gateway is jargon free with easy to understand language and explanations at every stage.

The site is designed with simplicity in mind, so you can easily find what you need. Whether that's locating your Direct Debit history, or checking up on the communications that have been issued, navigating the site should be simple.



## 4 Seamless integration with your payroll software provider

NOW: Pensions Gateway works alongside your existing payroll provider, so setup is straightforward.

The site also offers easy to follow, built-in file validation, so you can be confident that the pension data file you're uploading to NOW: Pensions are correct. Any data errors will be instantly flagged so you can correct them straight away.



## 5 Designed with your small business in mind

No matter what your size of business, NOW: Pensions Gateway can adapt by supporting a growing number of employees at all stages of their auto enrolment journey. This includes:

- Useful reminders about processing opt outs and opt ins
- Introduction of a 'null' submission option, where there are no contributions in a pay period
- Full visibility over employee communications sent
- The ability to easily reconcile payments, providing a clear audit trail to help you with compliance

# NOW: Pensions

Smarter. Simpler. Better.

Tel: +44 (0) 330 100 3336

Web: [nowpensions.com](http://nowpensions.com)

NOW: Pensions is a UK occupational pension plan. Membership is only available through an employer, following satisfactory checks on the employer. This is written as a general guide only. It should not be relied upon as a substitute for specific professional advice. Please note, past performance is not a guarantee of future returns.

Information correct as at November 2016 | ER00172.1016/1