

# How to ...

## ... register for an online account for the first time

You can register for an online account by going to [portal.hartlinkonline.co.uk/atlasmastertrust](https://portal.hartlinkonline.co.uk/atlasmastertrust) and clicking on 'Register'. You'll need your National Insurance number and then you can follow the steps overleaf.

All the data we provide on your online account, and that you provide to us using it, is kept securely on our administration system. We'll only ever email you with relevant information about your pension, and we'll only share data with third parties where necessary or reasonable to do so for the purposes of administering your pension.

### Keep in touch.



By Telephone  
0800 011 3540



To email us  
[memberenquiries@seimastertrust.co.uk](mailto:memberenquiries@seimastertrust.co.uk)

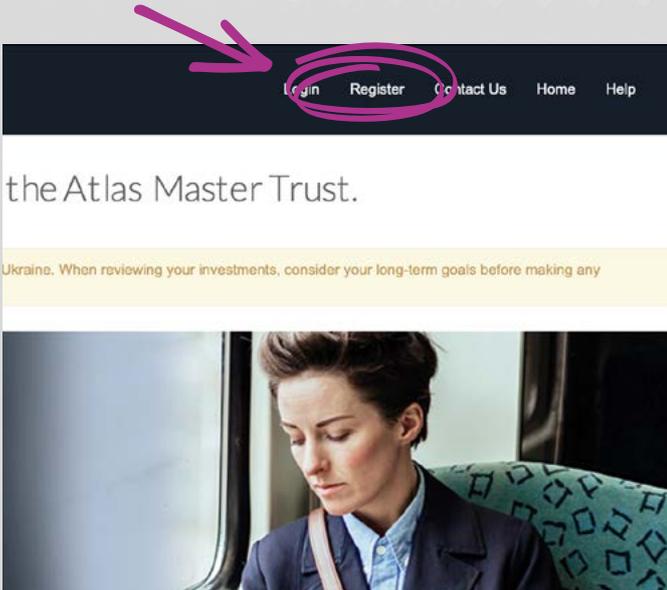


To view your savings, visit  
[portal.hartlinkonline.co.uk/atlasmastertrust](https://portal.hartlinkonline.co.uk/atlasmastertrust)



## Step 1

- Click on the **'Register'** button



- Contain lower case letter(s)
- Contain an upper case letter OR a punctuation character e.g. (-, /?\$\*)
- Not be a password that you have previously used for an account with Hartlink Online.

- Create a security question and answer.
- Enter your contact details and how you wish to receive your **PIN**. When you enter your telephone number, make sure to enter all **11 digits**, including the **0** at the start.

A screenshot of the 'Contact Details' form. It includes fields for 'Your Email Address', 'Confirm Email Address', and 'Mobile Telephone Number'. The 'Mobile Telephone Number' field has a dropdown menu set to 'United Kingdom (+44)'. There is also a checkbox for 'I wish to receive my PIN via' with a dropdown menu set to 'Email'.

- To confirm your identity, you will need to provide:
  - Surname (this must match the name we have recorded for you)
  - Gender
  - Date of birth (DD/MM/YYYY)
  - National Insurance number.
- Confirm that you accept the terms and conditions, and click on the **'Submit'** button.

## Step 2

- Enter the displayed captcha security code. This is case sensitive. If you're struggling to read it just click **'Refresh'** for a new one.

A screenshot of the captcha security code input field. It shows a green captcha image with the characters 'YK 7 6 G'. To the right of the image is a black 'Refresh' button. Below the image is the text 'Please enter the Security Code shown above to proceed.' and a label 'Security Code:' followed by an empty input field. A pink arrow points to the input field from the left.

- Choose your new login name. This is case sensitive and should not be your email address.
- Create your new password. This will need to meet all of the following criteria:
  - Be 8 or more characters long
  - Contain number(s)

## Step 3

- You will be sent a 6-digit PIN
- Enter your **PIN** and click on **'Login'**

When you register, please add an email address to make sure you're kept up to date about your pension.

You're all set to start managing your future!

