

Complete your declaration of compliance online: employer guide

How to use this guide

This guide has been produced to help you complete your declaration of compliance as quickly as possible.

We strongly recommend reading both the introduction and useful tips sections before you begin. You can then go straight to the sections that are relevant to your needs.

Select the different sections listed in the contents below to skip straight to the information you need.

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Introduction

This guide has been designed to help you complete the online declaration of compliance service and has been produced both for employers and those acting on their behalf.

- It contains answers to some of the common questions we know employers are asking and we will add to the guide as we know more about the help employers need.
- Please check that you are using the latest version of this user guide. The most recent version will always be available from The Pensions Regulator website at www.tpr.gov.uk.
- As we are continually improving the online facility, the screens in it may subsequently look slightly different to those shown within this guide.
- The declaration can take as little as 15 minutes to complete if you have everything ready.

Useful tips

- You'll need certain information to hand when you complete your declaration. Download our checklist at www.tpr.gov.uk/declaration. You may also find our webinar (<http://www.thepensionsregulator.gov.uk/press/webinar-automatic-enrolment-declaration-of-compliance.aspx>) and demonstration video (<https://www.youtube.com/watch?v=q942BTa7I2c&feature=youtu.be>) helpful.
- Please make a note of all logins and passwords, including your employer agent reference number if you're issued one and keep them safely stored.
- Start your declaration before your staging date; you can add your contact details, the employer contact details and the pension scheme details as you get them.
- If you've used postponement for any of your staff, you cannot submit your declaration until after your postponement period has ended.
- If you already have a Government Gateway ID, you'll only be able to use it for the declaration if it's an 'employer' or 'acting on behalf of an employer' ID.
- When you receive a message saying you've 'enrolled' after setting up a user ID, it doesn't mean that you've completed your declaration – it just means that you've successfully signed up to use the online declaration via Government Gateway.
- The online declaration service can only be used with an individual ID on one computer at a time.
- Save your declaration at regular intervals as the system will timeout after a short period of inactivity.
- When completing the declaration, it's important that the numbers you provide are accurate – please don't use estimations or approximations.
- Remember to select 'submit' once you've finished adding all of the required information.

The data you'll need

You'll need the following data to add an employer and complete your declaration.

Letter codes

The letter code is a 10-digit reference beginning with a '1' that's unique to every employer.

It can be found on all written correspondence from us. If you don't know it or have never received it, please contact customersupport@autoenrol.tpr.gov.uk providing the following:

- employer name
- PAYE scheme reference(s)
- employer address
- your contact details (telephone number, email address, job role)

PAYE references

- Your PAYE reference number is made up of a district and reference code. It comprises three numbers, a forward slash and a short combination of numbers and letters. It can be found on any correspondence from HMRC or payroll documents and will be in the format 123/ABCD.
- Make sure you don't confuse this with your Accounts Office Reference Number (AORN) which generally begins with the same district code as your PAYE reference. This is followed by two letters and eight numbers, eg 123/PP00112233.
- If you operate multiple PAYE references, you'll need to notify us using the employer PAYE scheme reference form, which can be found at www.tpr.gov.uk/employer-payee. This will help us connect all your PAYE schemes and will mean that you only need to declare once – the declaration is required once for each employer and not for each PAYE scheme.

Please note that it may take a few days for your PAYE schemes to be linked. You'll then be able to login to the portal using your letter code and any one of your PAYE schemes.

Completing the declaration of compliance – introduction

For ease, the online declaration form is split into the following sections on different pages to help you through the journey one stage at a time.

1. Getting started – an overview of the information you'll need to provide.
2. About you – information about the person completing the declaration.
3. About the employer – information about the organisation you're declaring on behalf of.
4. PAYE scheme details – information about the employer's PAYE schemes.
5. Pension scheme details – information about the schemes the employer has used for automatic enrolment.
6. Workforce details – information about the employer's workforce on their staging date.
7. Summary and check – a display of all the information you've provided.
8. Declaration – you must confirm that the information provided is, to the best of the employer's knowledge and belief, correct and complete.

If, at any point throughout the process, you are unable to complete an item, select 'save and exit declaration' to return to the overview page and save your progress.

Completing the declaration of compliance – step by step

1. Getting started

This section provides a reminder of the information you'll need to complete your declaration. Once you've made sure you have everything to hand, select 'next: about you'.

The Pensions Regulator Automatic enrolment declaration

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Getting started Save & exit declaration

Saving your changes: You can save the information you enter as you go along. If you log out, your information will be available next time you log in through the Government Gateway. However, a declaration of compliance (registration) is not complete until all the details have been provided and the declaration has been submitted.

Introduction

The information you submit will be used as a record of compliance with the new employer duties.

You can complete this declaration if you are the employer or someone authorised to act on the employer's behalf. Please make sure you are authorised to submit this information. You cannot submit this declaration until all eligible jobholders in employment on the staging date have been automatically enrolled. So if a postponement period has been applied to any workers at staging, you should not complete a declaration until after the end of the postponement period(s).

To complete the declaration, you will need to have the following information to hand:

- 1 Details of the pension scheme(s) the employer has used for automatic enrolment. You can find this in the policy booklet or scheme documentation.
- 2 All relevant PAYE scheme references. You can find these on the last employer annual return (P35) or yellow payslip booklet (P30BC).
- 3 A summary breakdown of those in employment on the employer's staging date who were already in a qualifying pension scheme, were automatically enrolled or were not eligible. You may be able to get this information from payroll.
- 4 Name and address details of the employer.
- 5 Companies House number (or if you do not have one, a named identifier, where one exists, as detailed in our checklist).

Our [declaration of compliance \(registration\) checklist](#) provides a full list of all the information you will need to be able to complete a declaration.

You can save time by partially completing this form ahead of the staging date (or before the end of the postponement period(s)). All information is saved as you go through the form but a declaration is not complete until all the details have been provided and the declaration has been submitted.

If you partially complete this form, you must come back after the staging date (or after the end of the postponement period(s)) to submit these details to The Pensions Regulator and complete the declaration to finish the declaration process. You have a maximum of five months after your staging date to complete a declaration. Failure to complete your declaration or providing false information can result in fines or prosecution.

NEXT: ABOUT YOU > Save & exit declaration



2. About you

This section is split into two parts. The first is for your individual contact details so we know who's submitting the declaration and the second is for the address of the employer you're declaring on behalf of.

Fill in all the information as prompted then select 'next: about the employer'.

Please note that the 'your relationship to the employer' answer is via a drop-down list – please make sure you don't miss this and, if your exact job title isn't on the list, select the one that best describes your role.

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About you Save & exit declaration

Please note: all information must be provided except where stated

Your details

It is important for our records that we know who is completing the declaration of compliance (registration) process. Please provide your details below and tell us what your relationship is to the employer.

Your title
Please select

Your first name (only)

Your last name

Your title
Please select

Your first name (only)

3. About the employer

Fill in the details as prompted before selecting 'next: PAYE scheme details'.

In the employer details section:

- Companies House number – if the employer isn't registered with Companies House, tick the box below and you'll be prompted to provide an alternative identifying number.
- The alternatives are, in the following order: industrial and provident society number, registered charity number and VAT registration number.
- If the employer doesn't have an Industrial and provident society number, tick the box that appears underneath it to progress to the next option and so on.
- You only need to provide one of these numbers and can move to the next part as soon as you've done so.
- If the employer doesn't have any of the above, tick the box against each identifier to move on to the next part of the declaration.

In the employer contact details section:

- By 'correspondence address for the employer', we mean the postal address of the most senior person at the employer. We need this as we will send them a postal confirmation when the declaration has been successfully submitted.

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About the employer Save & exit declaration

Please note: all information must be provided except where stated

Employer Details

Name of the employer [Help](#)

Companies House number

If registered with Companies House, you can find this on your organisation's Certificate of Incorporation, or by searching Companies House WebCheck.

Tick this box if the employer is not registered with Companies House

Employer Details

Name of the employer

4. PAYE scheme details

Use this section to provide details of any PAYE scheme(s) that the employer you're declaring for was using on their staging date, which included at least one worker before selecting 'next: pension scheme details'.

- The employer's PAYE reference can be found on any correspondence from HMRC and comprises three numbers, a forward slash and a combination of letters and numbers in the format 123/ABCD.
- If the employer has any PAYE scheme(s) that are used only for non-workers (eg pensioners, ex-pats) you won't need to include them.

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PAYE scheme details Save & exit declaration

Please note: all information must be provided except where stated

Employer's PAYE scheme references

Please enter the reference of each PAYE scheme used (eg 123/A246), excluding any that are used solely to pay pension benefits to retired members of staff. You can find this reference on the last employer annual return (P35) or yellow payslip booklet (P35BIC).

PAYE scheme reference
123/A246

Select this box if the employer does not have a PAYE scheme. Help

Does the employer use more than one PAYE scheme? Add another

NEXT: PENSION SCHEME DETAILS > Save & exit declaration

< PREVIOUS: ABOUT THE EMPLOYER

PAYE scheme reference

eg 123/A246

5. Pension scheme details

In this section, you only need to tell us about any pension schemes you've used for automatic enrolment.

These can be previously existing pension schemes that meet automatic enrolment specifications, or new ones that have been set up especially.

Fill in all the information as prompted then select 'next: workforce details'.

You only need to provide pension scheme information if you've automatically enrolled eligible jobholders.

- Select yes – if you've automatically enrolled eligible jobholders.
- Select no – if you haven't automatically enrolled any staff. By selecting 'no', you won't be required to provide any information about your pension scheme.

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Pension scheme details Save & exit declaration

Please note: all information must be provided except where stated

You only need give us the details of pension schemes that have been used for automatic enrolment.
If more than one scheme has been used for automatic enrolment, simply select 'Add another pension scheme'.

Did you have any eligible jobholders on your staging date or at the end of the postponement period(s) that you automatically enrolled into a pension scheme?

Yes
 No Help

NEXT: WORKFORCE DETAILS > Save & exit declaration
< PREVIOUS: PAYE SCHEME DETAILS

Yes
 No

If you have a pension scheme that only includes existing members (people who were members of the scheme before your staging date), you won't need to provide details of this scheme.

If you have a scheme which contains existing members but will also be used for automatic enrolment, you'll need to provide details of it.

For each pension scheme you're using, you'll need to provide the type and specific information about that scheme. If you're using more than one scheme for automatic enrolment, each scheme should be added separately.

Type: personal pension scheme – data to enter:

- Employer Pension Scheme Reference number (EPSR) – this can be found on any correspondence with your pension scheme provider, it will be in letters, numbers or a mix of both without spaces
- name of the pension scheme provider – this is the name of the provider rather than the scheme itself
- pension provider address

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Pension scheme details Save & exit declaration

Please note: all information must be provided except where stated

You only need give us the details of pension schemes that have been used for automatic enrolment.
If more than one scheme has been used for automatic enrolment, simply select 'Add another pension scheme'.

Did the employer have any eligible jobholders on their staging date or at the end of the postponement period(s) that were automatically enrolled into a pension scheme?

Yes
 No

[Help](#)

Yes
 No

Type: occupational pension scheme – NEST data to enter:

- unique employer NEST ID – this can be found on any correspondence with NEST and appears in the format of EMP followed by nine numeric characters eg EMP123456789

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Pension scheme details Save & exit declaration

Please note: all information must be provided except where stated

You only need give us the details of pension schemes that have been used for automatic enrolment.
If more than one scheme has been used for automatic enrolment, simply select 'Add another pension scheme'.

Did you have any eligible jobholders on your staging date or at the end of the postponement period(s) that you automatically enrolled into a pension scheme?

Yes
 No

[Help](#)

Type of scheme

Scheme 1

Personal pension scheme
A contract-based defined contribution (DC) scheme arranged by an employer. These schemes are made up of a group of individual contracts between the employees and an insurance company, or other financial institution. Stakeholder pensions, group personal pensions and self invested personal pensions (SIPPs) are all DC personal pension schemes.

Occupational pension scheme
There are different types of occupational pension schemes:

- **Defined contribution (DC)** - also known as a 'money-purchase' pension and sometimes a 'master trust', this is a trust-based scheme governed by a board of trustees. Note: The National Employment Savings Trust (NEST) pension scheme falls into this category.
- **Defined benefit (DB) scheme** - this could be a career average scheme where the pension paid is based on a percentage of the scheme member's average salary over all the years they have been a member, or a final salary scheme where the pension paid is related to a scheme member's earnings when leaving the scheme or retiring, and the length of pensionable service.
- **Hybrid scheme** - this generally has elements of both DB and DC.

Please select the type of occupational pension scheme

NEST
 Other occupational pension scheme

NEST scheme details

Unique employer NEST ID

[Help](#)

[Remove this scheme](#)

ADD ANOTHER PENSION SCHEME? Delete last pension scheme

[NEXT: WORKFORCE DETAILS >](#) Save & exit declaration

[< PREVIOUS: PAYE SCHEME DETAILS](#)

Unique employer NEST ID

Type: occupational pension scheme – other occupational scheme data to enter:

- pension scheme name
- Pension Scheme Registry number (PSR) is an eight-digit number beginning with a 1 – the person who manages your scheme should be able to provide this – eg the scheme trustees
- Employer Pension Scheme Reference number (EPSR) – this is a scheme reference (in any format) allocated to employers by the trustees or managers of the scheme and can be found on any correspondence from the pension scheme

This is only needed for multi-employer occupational schemes

The screenshot shows a form titled 'Type of scheme' with a section for 'Scheme 1'. It lists two main categories: 'Personal pension scheme' and 'Occupational pension scheme'. Under 'Occupational pension scheme', there are three sub-options: 'Defined contribution (DC)', 'Defined benefit (DB) scheme', and 'Hybrid scheme'. At the bottom, there is a section titled 'Please select the type of occupational pension scheme' with two radio buttons: 'NEST' and 'Other occupational pension scheme'. The 'Other occupational pension scheme' option is selected and highlighted with a red box.

A legend showing two radio button options: 'NEST' and 'Other occupational pension scheme'. The 'Other occupational pension scheme' option is selected, indicated by a filled radio button.

Pension scheme details – examples

Example A

An employer has 100 workers on their staging date. They have two pension schemes – one group personal pension scheme with Provider A and one with Provider B. They are automatically enrolling eligible jobholders into Provider B.

When completing the declaration, the employer will only need to provide details about Provider B as it's the only scheme they're using for automatic enrolment.

Example B

An employer has one scheme – a group personal pension scheme with Provider A, which meets all the automatic enrolment requirements. There are 50 workers already in it and the employer automatically enrolls 50 eligible jobholders on the staging date.

When completing the declaration, the employer will need to provide details of this scheme as it's been used to automatically enrol the eligible jobholders, as well as to serve the existing members.

Example C

An employer has two existing schemes – one with Provider A and one with Provider B. They both meet the requirements for automatic enrolment and the employer decides to use both for it.

When completing the declaration, the employer will need to include both schemes.

Example D

An employer has 11 entitled workers on their staging date and knows that they don't need to automatically enrol them.

The employer won't have to provide details of a pension scheme during the declaration.

6. Workforce details

This part of the declaration is split into two parts. The first is where you tell us what you did with all of your workers on your staging date and the second is where you tell us about postponement (if you've used it). For automatic enrolment purposes, a worker is someone who has entered into a contract of employment with, or other contract to personally perform work or services for, an employer, be it written, verbal or inferred.

Fill in all the information as prompted then select 'next: summary and check'.

Employer's workforce details

It's important that the numbers you provide are accurate – please don't use estimations or approximations.

The answers to all workforce questions should add up to the total you provided for question 1.

Q1. Tell us how many workers you had in employment on your staging date.

- This is the total number of workers who were in employment on your staging date.
- This must not include workers who started work after the staging date – eg new starters.
- This should include workers who left your employment between your staging date and declaration date, but were in employment on your staging date.

You may need to consult your records to establish the number of workers that were employed on your staging date.

Q2. How many eligible jobholders were automatically enrolled into (pension scheme name)?

- For each scheme provided in the pension scheme details section, you'll need to provide the number of eligible jobholders who were automatically enrolled into that scheme.
- This will be the number of eligible jobholders who have been automatically enrolled with effect from your staging date, or deferral date if you used postponement.

If you've added more than one pension scheme for automatic enrolment purposes, you'll be asked Q2 for every scheme you provided in the pension scheme section. Please note, if you're using more than one scheme, the following question numbers may be different.

Q3. How many workers were already active members of a qualifying scheme on the staging date?

- This is the number of workers who were already active members of a qualifying pension scheme before the staging date.
- This should not include anyone who has been automatically enrolled or who has opted in since the staging date.

Q4. Tick this box if using the DB/hybrid transitional period.

- This won't apply in most cases. It is only for employers who are using a defined benefit or the defined benefit element of a hybrid scheme for automatic enrolment.
- If you are applying the transitional period, you'll need to provide the number of eligible jobholders who are subject to it.

Q5. How many other workers do not fall into the above categories?

This is where you tell us about anyone who is not in the above categories and will include:

- All staff who weren't eligible for automatic enrolment and weren't active members of a qualifying scheme on the staging date.
- Staff who left employment between the staging date and deferral date (if postponement was used) and weren't already members of a scheme.
- Staff who were contractually enrolled prior to the staging date.
- Staff who have opted in after the staging date.

Postponement

This is where you tell us if you've used postponement.

- This is only for when employers have postponed the assessment of their workers from their staging date.
- Employers are required to input the date of the last day of the postponement period – this is known as the deferral date.
- If an employer has chosen to use several deferral dates, the latest one is the date required.
- The postponement period will not be longer than three calendar months from the staging date.
- Employers cannot submit their declarations until after the deferral date.

Where postponement has been used, an employer will still need to provide the number of workers in employment on their staging date. They'll also need to provide the number that were automatically enrolled on the deferral date.

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Workforce details Save & exit declaration

Please note: all information must be provided except where stated

Employer's workforce details

This is where you provide a breakdown of the different categories of worker who were in employment on the staging date.

You will need to:

- provide the number of eligible jobholders automatically enrolled for each pension scheme used for automatic enrolment.
- account for all other workers who were already members of a qualifying scheme or who haven't been automatically enrolled.

Please enter a number in each field, even if it is zero.

Postponement: if using postponement for any workers at staging, you should not register until after the end of the postponement period(s).

1	Tell us the total number of workers in employment on 01 January 2050 (the employer's staging date)	10	Change this answer
2	How many eligible jobholders has the employer automatically enrolled into the pension scheme?	5	Change this answer
3	How many workers were already active members of a qualifying scheme on the staging date? (Do not include anyone who has been automatically enrolled.)	3	Change this answer
4	Tick this box if using the defined benefit/hybrid transitional period	No	Change this answer
5	How many other workers do not fall into the above categories?	2	Change this answer

Thank you.

Postponement

This is only applicable if the employer has used postponement for any of their workers at staging. You should only submit this declaration after the last day of the postponement period(s).

Select this box if the employer is using postponement. Help

NEXT: SUMMARY & CHECK > Save & exit declaration

< PREVIOUS: PENSION SCHEME DETAILS

1 Tell us the total number of workers in employment on the employer's staging date)

2 How many eligible jobholders has the employer automatically enrolled into the pension scheme ?

Workforce details – examples

Example 1

Purple Plastics have a staging date of 1 April 2014. They've applied postponement to all of their workers until 1 July 2014 – this is their deferral date. The last day of their postponement period is 30 June 2014. They establish that they had 100 workers on their staging date.

On 1 July 2014, they assessed their workforce:

- 60 of the 100 workers were eligible jobholders and were automatically enrolled into Pension Scheme A with effect from the deferral date of 1 July 2014.
- They didn't apply the transitional period to any of their workers.
- 10 workers didn't meet the criteria for automatic enrolment, nor were they already members of a qualifying pension scheme.
- 30 workers were already active members of Pension Scheme A on 1 April 2014.

The employer declares their compliance on 21 July and states the following – their answers appear in bold:

Q1: Tell us how many workers you had in employment on your staging date. **A. 100**

Q2: How many eligible jobholders were automatically enrolled into Pension Scheme A? **A. 60**

Q3: How many workers were already active members of a qualifying scheme on the staging date?
A. 30

Q4: Tick this box if using the DB/hybrid transitional period. **A. No**

Q5: How many other workers do not fall into the above categories? **A. 10**

Q6: What is the last day of the postponement period or deferral date? **A. 30 June 2014**

Example 2

Blue Lining Recruitment has a staging date of 1 May 2014. They establish that they had 175 workers on this date. This figure was made up of 35 permanent and 140 temporary workers. They applied postponement to their permanent workers until 1 August 2014 – this is their deferral date. The last day of their postponement period is 31 July 2014.

On 1 August 2014, Blue Lining Recruitment assessed their workforce:

- They now employ 300 workers.
- They know that they only need to include the 175 workers they had on their staging date and not the additional 125.
- Of the 35 permanent workers, 20 are assessed as eligible jobholders who need to be automatically enrolled, while the remaining 15 are already active members of a qualifying scheme. The employer automatically enrolls the 20 eligible jobholders into Pension Scheme A with effect from their deferral date.
- The employer assesses the 140 temporary workers on their staging date and 10 are assessed as eligible jobholders and automatically enrolled into Pension Scheme A with effect from their staging date.
- The remaining 105 temporary workers are assessed as non-eligible jobholders and are not automatically enrolled.

The employer declares their compliance on 22 August and states the following – their answers appear in bold:

Q1: Tell us how many workers you had in employment on your staging date. **A. 175**

Q2: How many eligible jobholders were automatically enrolled into Pension Scheme A? **A. 30***

Q3: How many workers were already active members of a qualifying scheme on the staging date?
A. 15

Q4: Tick this box if using the DB/hybrid transitional period. **A. No**

Q5: How many other workers do not fall into the above categories? **A. 130****

Q6: What is the last day of the postponement period? **A. 30 July 2014**

* 30 is derived from 20 permanent and 10 temporary workers being automatically enrolled

** 130 is derived from 105 non-eligible temporary workers and 25 leavers since the staging date

Example 3

Greener Gardening has a staging date of 1 August 2014. They established that they had 70 workers on that date. They have not applied postponement and have chosen to contractually enrol 57 of their workers with effect from their staging date. The other 13 workers are eligible for the transitional period.

The employer declares their compliance on 21 August and states the following – their answers appear in bold:

Q1: Tell us how many workers you had in employment on your staging date. **A. 70**

Q2: The usual question about how many eligible jobholders were enrolled won't be asked as the employer has stated that they didn't have workers to automatically enrol in the pension scheme details section.

Q3: How many workers were already active members of a qualifying scheme on the staging date?
A. 57

Q4: Tick this box if using the DB/hybrid transitional period. **A. yes**

Q5: The number of eligible jobholders subject to the transitional period: **A. 13**

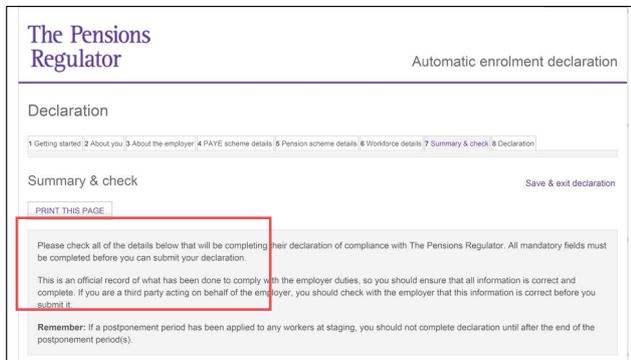
Q6: How many other workers do not fall into the above categories? **A. 0**

Q7: What is the last day of the postponement period? **A. leave blank**

7. Summary and check

This part of the declaration provides a summary of all the previous ones you've filled in. Please make sure everything is correct before selecting 'next: declaration'.

Select 'edit information' to return to the relevant section and correct any information.



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Summary & check Save & exit declaration

[PRINT THIS PAGE](#)

Please check all of the details below that will be completing their declaration of compliance with The Pensions Regulator. All mandatory fields must be completed before you can submit your declaration.

This is an official record of what has been done to comply with the employer duties, so you should ensure that all information is correct and complete. If you are a third party acting on behalf of the employer, you should check with the employer that this information is correct before you submit it.

Remember: If a postponement period has been applied to any workers at staging, you should not complete declaration until after the end of the postponement period(s).

Please check all of the details below that be completed before you can submit you

8. Declaration

This is the final step in the declaration process. Tick the boxes to confirm that the information is correct and complete to the best of the employer's knowledge and belief and that you're authorised to submit it, then select 'next: submit'.

The declaration is now complete. We recommend printing a copy of the declaration which is available on the 'thank you' screen and completing our customer feedback survey.

Next steps

You will receive an email confirmation to acknowledge that it has been submitted successfully.

The most senior person named in the declaration will receive a letter confirmation including a summary of the data declared on their behalf.

Troubleshooting

The online declaration service performs best on the following browsers:

- Internet Explorer 9 and above
- Firefox
- Google Chrome

You may encounter certain error messages when trying to access and complete the online declaration. These include:

- 'Page cannot be found'
- 'Server error 505'
- 'Sorry, there seems to be a problem'
- 'Service already in use'
- 'Page has been moved'

To reduce the chance of encountering these, we recommend the following:

- clear your cookies by adjusting the settings in your browser
- be careful not to select links more than once – this can cause the site to run slowly
- avoid using the 'back' button in your browser
- if you've shared your login with a colleague, ensure that it is only being used on one computer at a time
- Save your declaration at regular intervals as the system will timeout after a short period of inactivity

If you still receive error messages after completing the above steps, you may wish to restart your computer and login at another time.

Government Gateway support

Incorrect/forgotten password

- Remember that passwords are case sensitive, so make sure you don't have caps lock on.
- If you've forgotten your password, you can reset it via the service you created your Government Gateway ID with. If you created yours with a different service (eg HMRC), you'll need to reset your password via the same service. Find out which Government services are available by visiting:
http://www.gateway.gov.uk/Help/Help.aspx?content=help_government_services_online.htm&languageid=0

Actions to take:

- If you created your Government Gateway ID through the online declaration, you can reset your password by visiting the relevant link below.

employer ID: <https://myaccount.gateway.gov.uk/Pages/Login/ForgotPassword.aspx?gwcategory=ind>
acting on behalf of an employer ID:
<https://myaccount.gateway.gov.uk/Pages/Login/ForgotPassword.aspx?gwcategory=agent>
- If these password resets still don't work, we recommend you create a new Government Gateway ID, going through the 'acting on behalf of an employer' route.

Forgotten user ID

- If you've forgotten your user ID and cannot access the online declaration, you can retrieve it if you have a valid email address.
- If you got your user ID via another Government service, you'll need to request it through the same one you created it with
http://www.gateway.gov.uk/Help/Help.aspx?content=help_government_services_online.htm&languageid=0

Actions to take:

- If you created your Government Gateway ID via the online declaration, you can find it by visiting the relevant link below.

employer ID: <https://myaccount.gateway.gov.uk/Pages/Login/ForgotUserId.aspx?gwcategory=org>
acting on behalf of an employer ID:
<https://myaccount.gateway.gov.uk/Pages/Login/ForgotUserId.aspx?gwcategory=agent>
- If you created an 'employer' ID, you'll need to provide unique facts about the employer – these will be the letter code and PAYE reference number for your organisation.
- If you logged in via 'acting on behalf of an employer', you'll need to enter your post code and your 'employer agent reference number' (this is the number that was emailed to you when you first created your ID).
- Once you've submitted this information, you'll receive your user ID in two parts – the first half will appear on the screen and the second will be emailed to you.

The Pensions Regulator Automatic enrolment declaration

Welcome

This online service is for employers or someone authorised to act on behalf of an employer.

What you can do through this online service

- Complete a declaration of compliance (registration) with The Pensions Regulator to tell us what the employer has done to comply with their duties at their staging date or at the end of their postponement period(s) applied at staging
- Complete a re-declaration of compliance (re-registration) approximately every three years to tell us what the employer has done to comply with their re-enrolment duties.
- Notify The Pensions Regulator about bringing a staging date forward.

Automatic enrolment declaration is a Government service accessed through the Government Gateway. You will need to log in with your Government Gateway User ID (if you submit forms to the Government online, eg tax returns, you will already have a Government Gateway User ID). If you do not already have a Government Gateway User ID, you can generate one here as part of the log in process. **Please note: Employers will need their letter code and PAYE scheme details to continue.**

First time here?

Are you an employer or are you acting on behalf of an employer?

Employer means anyone working within the employer organisation completing their declaration.
However, if you are declaring more than one employer within your corporate group, select 'Acting on behalf of an employer'
If you do not work within the employer organisation, eg accountants or IFAs, select 'Acting on behalf of an employer'

Been here before?

Employers <input type="button" value="LOG IN"/>	Acting on behalf of an employer <input type="button" value="LOG IN"/>
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ACTING ON BEHALF OF AN EMPLOYER

Acting on behalf of an employer – what to do if you’ve forgotten your employer agent reference number

If you created your ID via ‘acting on behalf of an employer’, you’ll need your employer agent reference number to connect with the relevant organisation.

If you’ve forgotten this number or would like it to be re-issued, please email customersupport@autoenrol.tpr.gov.uk providing your contact details and we’ll send it to you.

How to contact us

PO Box 16314
Birmingham
B23 3JP

customersupport@autoenrol.tpr.gov.uk

www.thepensionsregulator.gov.uk

**Complete your declaration of compliance online:
employer guide**

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