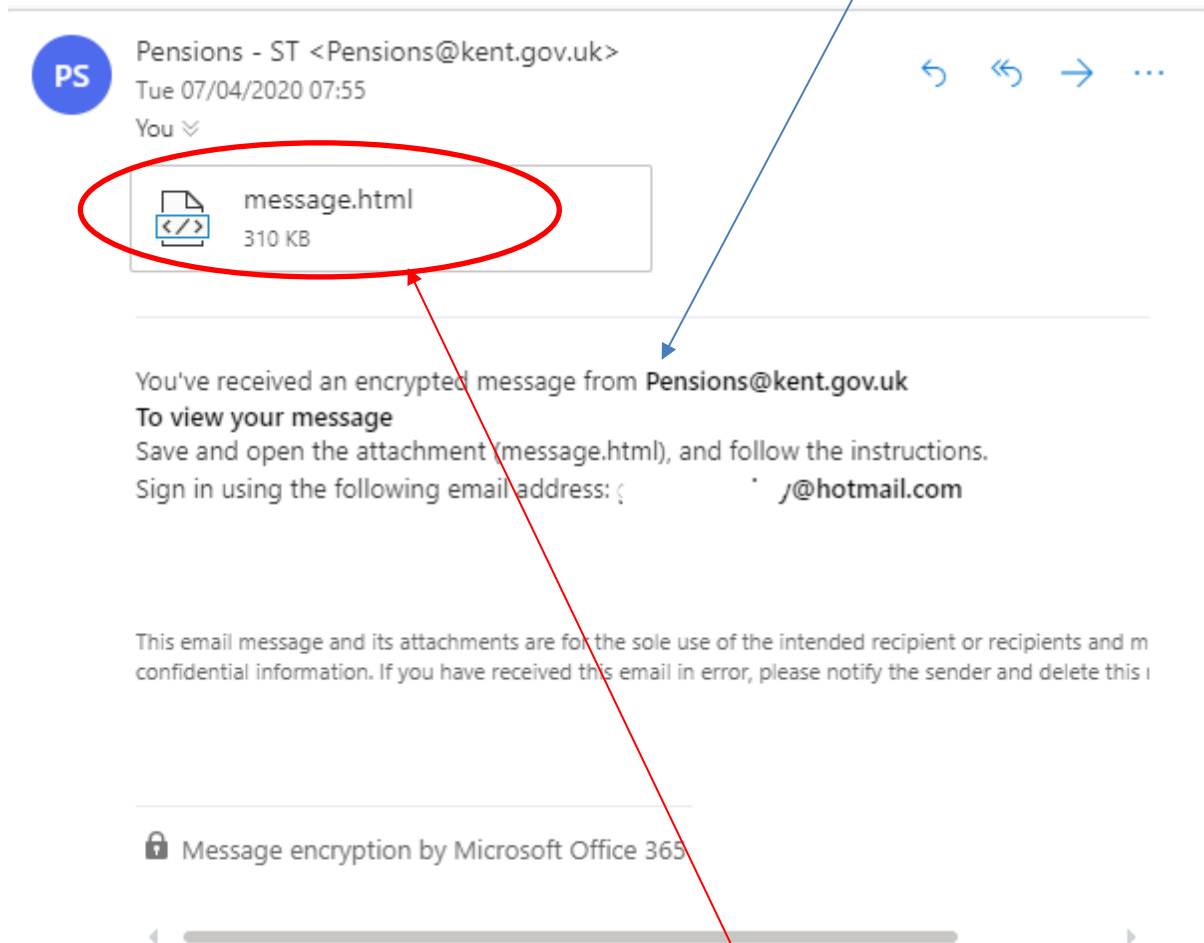


Accessing a secure email

You will receive an email from Kent County Council Pensions – the title of this email will begin [Secure].

You will need to follow the steps below to access the email message itself and any attached documentation.

1. The email you receive will state you have an encrypted message from Pensions@kent.gov.uk



2. You will need to click on the message.html attachment – this will then open in an internet browser (note – may not work on an Apple device)

3. At this point you will be able to generate a code to access your documents. Click on 'Use a one-time passcode'.


Encrypted message

From
Pensions@kent.gov.uk

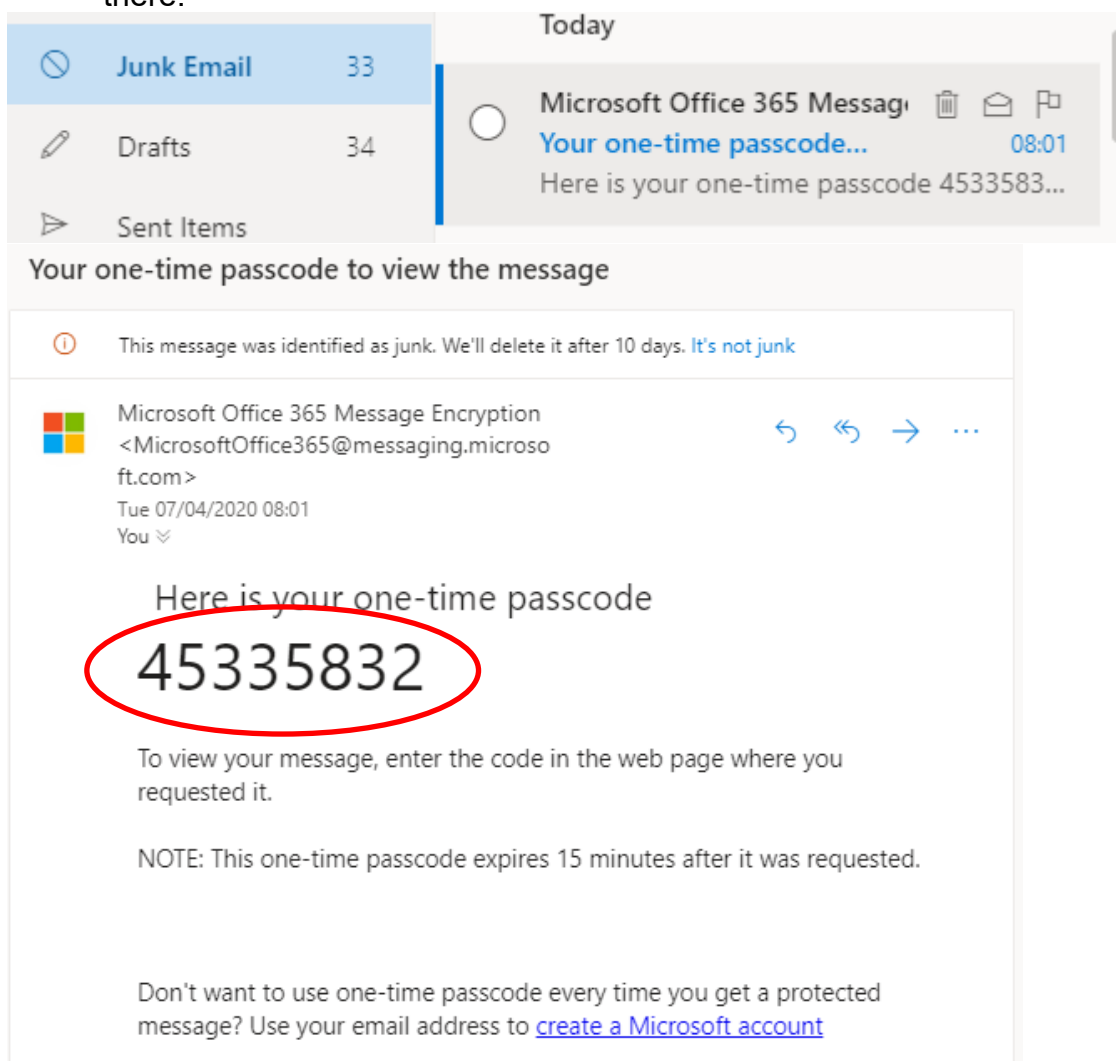
To
g...y@hotmail.com

To view the message, sign in with a Microsoft account, your work or school account, or use a one-time passcode.


 Sign in


 Use a one-time passcode


4. This will generate a second email to your email account giving you the one-time passcode. Ensure to check your junk/spam folders as it may have gone there.







Today

 **Junk Email** 33


 Drafts 34



 Sent Items

 **Microsoft Office 365 Message Encryption**    **Your one-time passcode...** 08:01

Here is your one-time passcode 4533583...

Your one-time passcode to view the message

 This message was identified as junk. We'll delete it after 10 days. [It's not junk](#)

 Microsoft Office 365 Message Encryption
<MicrosoftOffice365@messaging.microso
ft.com>
Tue 07/04/2020 08:01
You 

Here is your one-time passcode

45335832

To view your message, enter the code in the web page where you requested it.

NOTE: This one-time passcode expires 15 minutes after it was requested.

Don't want to use one-time passcode every time you get a protected message? Use your email address to [create a Microsoft account](#)

5. Obtain the passcode from the second email and return to your browser screen and click 'Use one-time passcode'. You will then be prompted to enter the passcode you have been sent at step 4. You have 15 minutes before this code expires.

We sent a one-time passcode to ga...@hotmail.com.

Please check your email, enter the one-time passcode and click continue.
The one-time passcode will expire in 15 minutes.

One-time passcode

☐ This is a private computer. Keep me signed in for 12 hours.

 Continue

Didn't receive the one-time passcode? Check your spam folder or [get another one-time passcode](#).

We sent a one-time passcode to ga...@hotmail.com.

Please check your email, enter the one-time passcode and click continue.
The one-time passcode will expire in 15 minutes.

One-time passcode

☐ This is a private computer. Keep me signed in for 12 hours.

 Continue


Didn't receive the one-time passcode? Check your spam folder or [get another one-time passcode](#).

6. After entering the passcode you are then able to view the original message from Kent County Council Pensions. The letter/statements are included and can be accessed by clicking on the relevant attachment. These attachments may include letters, forms or statements.

Encrypted Message

[Secure] Award of benefit

PS Pensions - ST <Pensions@kent.gov.uk>
Today, 08:54
gareth wookey <gareth.wookey@hotmail.com>

 BENLET-20200403-0939...
153 KB

Dear Mr Test

Please find attached a copy of your retirement benefit award letter.

Kind regards

Gareth

Kent County Council
Pension Section
Sessions House
County Hall
Maidstone
Kent
ME14 1XQ
Web: www.kentpensionfund.co.uk
Contact us using our online form:
www.kentpensionfund.co.uk/contact

Direct Dial: 0300 011 2408
Your Ref: AA111111A
(Please quote in all correspondence)
Our Ref: H-NR-1 (19)W
Date: 7 April 2020

Mr A Test
Sent via email

Dear Mr Test

Local Government Pension Scheme
Award of Retirement Benefits - Ashford B C
Post reference - NEW123

With reference to the above, the benefits to which you are entitled are now payable:

The attached statement shows the calculation of your benefits, together with the amount of the Lifetime Allowance used by the payment of these benefits. Details of the Lifetime Allowance used may be required in the future by any other pension provider or by Her Majesty's Revenue and Customs. If you require information on your Annual Allowance, to complete a tax return, please contact the Pension Section as you may be able to rely on carry forward of previous unused allowance.


Your retirement pension is paid by monthly instalments in arrears on the last banking day of each month. Payment (including any arrears which may be due) will be made in accordance with the instructions which you have already given. In order to keep down the cost of administering pensions, you will only be sent a payslip where one month's payment differs from the previous month's payment by more than £3 (for example due to pension increases in April or where there has been a change in your tax code).

Your pension will be subject to pension increase legislation and as a matter of normal practice you will be informed of any award.

In accordance with the instructions of Her Majesty's Revenue and Customs (HMRC), I am required to tax your pension. I will inform HMRC that you are receiving a pension paid by the authority and the tax code I am using. HMRC will advise whether I should use a different tax code and whether a refund through the pension payroll is appropriate. HMRC will not disclose confidential information of your tax affairs to me. If you do not

[Secure] Award of benefit

PS Pensions - ST <Pensions@kent.gov.uk>
Today, 08:54
gareth.wookey <gareth.wookey@hotmail.com>

 BENLET-20200403-0939...
153 KB

Dear Mr Test

Please find attached a copy of your retirement benefit award letter.

Kind regards

Gareth