



Private & Confidential

May 2022

Dear member

I'm writing to let you know that from June 2022, we'll stop producing paper payslips and P60s. The final paper payslip and P60 will be sent in May 2022. This will have no impact on the way you're paid.



A self-service website has been set up to provide you with access to your documents through Co-op 'MyHR'.

We have added a form to our pensions website for you to fill in so we can email you a link to register for MyHR. Please see details overleaf with instructions on how to access the form.

You'll have until **3 June 2022** to do this. Shortly after this date, you'll be sent an email with a link and a request for you to create a MyHR password. The email will come from **pensionselfserve@coop.co.uk**, and it might end up in your junk or spam folder so please do look out for it.

In addition to accessing your current payslips and P60, using MyHR will also provide access to historic documents. Instructions on how to navigate and access your documents will be sent to you by email following your successful registration for MyHR.

If you have any questions about this change or you're having difficulty completing the registration form, please contact us via email at **pensionselfserve@coop.co.uk**.

Yours sincerely,

Antony Mylchreest

Head of HR Services and Payroll

Don't worry if you can't access the online service - you can still access your documents and update your details by calling us on 0330 606 1001 and selecting option 3.



Please type the following link into your internet browser to access the form:
<https://coop.pacepensions.co.uk/other-schemes/registration/>



You'll need to provide the following information, so please have these to hand when filling in the form:

- First name
- Surname
- National Insurance number
- Email address



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Find the registration form here:
<https://coop.pacepensions.co.uk/other-schemes/registration/>

MyHR Registration Form

Before we can give you access to MyHR, where you can view your payslips and P60s from June 2022, we need some information from you.

Please provide the following information in the spaces provided and then click on the 'Submit' button.

If you have any questions relating to this change or have difficulty completing the registration form, please contact us via email at pensionselfserve@coop.co.uk or by calling 0330 606 1001 and selecting option 3.

MyHR Registration Form

First name

Surname

National Insurance number

Email address

Retype email address

Submit



Do you have a question? Please email pensionselfserve@coop.co.uk