

Getting ready for life after work: Your financial planning tool for retirement

The Plan Member Portal contains detailed information on your pension plan through the Universities Academic Pension Plan (UAPP). The Plan Member Portal contains your pension statements, retirement planning tools and a secure messaging system to request help or retrieve and submit forms or documents.

Learn how to use the main features in this practical guide.



eeportal.com/UAPP



You can access this tool at any time on your cell phone, tablet or computer!

Login

User Name

Password

Login

[Forgot your User Name](#)

[Forgot your Password](#)

[No account yet Create User](#)

Sign in

First time logging in

The first time you log in, you will have to create your username and password. Click on “No account yet Create User”.

Authentication

Enter your user name and password. You will be directed to the Identity Verification page. Select your preferred communication method to receive your verification code.

Identity Verification

Before you can access the site we first need to confirm your identity by sending a 6-digit verification code to either your confirmed email address or to your confirmed phone.

The following options are available for receiving your verification code:

- Send a text message to +1 *****-2833
- Place a call to +1 *****-2833
- Send an email to p*****i@w*****.com

☒ Email
☐ Phone Call
☐ Text Message

Verify Code

Please enter the 6-digit verification code that we sent you.

Verification Code

☐ Remember this browser

Verify



Check the “Remember this browser” box.

Welcome to the new UAPP member portal

This website provides a quick way to view your pension, plan related forms and documents.

Access your tools

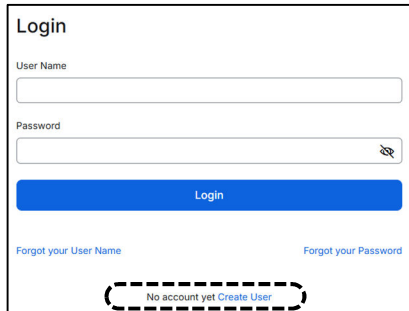
Easy navigation

Use the menu at the top of the homepage to access the tools or your personal information.

[Home](#) [My Retirement](#) [Resources](#) [Messages](#) [Profile](#)

UAPP Plan Member Portal access guide

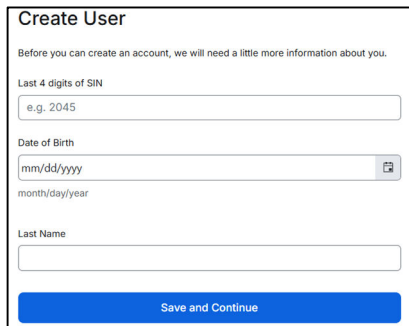
Please complete the 7 steps outlined below to register on the UAPP Plan Member Portal



The Login form contains the following elements:

- Login** header
- User Name** label and text input field
- Password** label and password input field with an eye icon for toggling visibility
- Login** button
- [Forgot your User Name](#) and [Forgot your Password](#) links
- A dashed box around the text: **No account yet Create User**

1. The first time you log in, click on **No account yet Create User**.



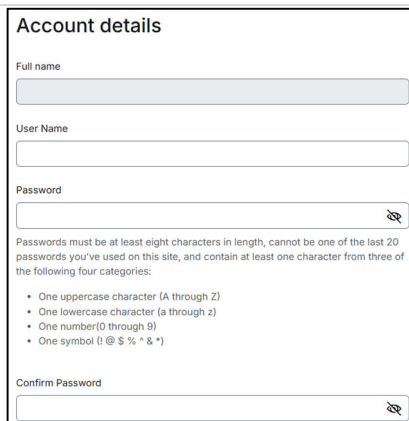
The Create User form contains the following elements:

- Create User** header
- Introductory text: "Before you can create an account, we will need a little more information about you."
- Last 4 digits of SIN** label and text input field (example: e.g. 2045)
- Date of Birth** label and date input field (format: mm/dd/yyyy)
- Last Name** label and text input field
- Save and Continue** button

2. Fill in the following fields to create a new user profile:

- The **last four digits of your SIN**
- Your **date of birth**
- Your **last name**

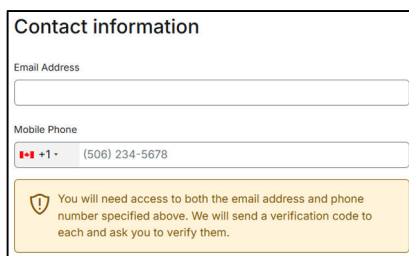
3. Click on **Save and Continue**.



The Account details form contains the following elements:

- Account details** header
- Full name** label and text input field
- User Name** label and text input field
- Password** label and password input field with an eye icon
- Password requirements text: "Passwords must be at least eight characters in length, cannot be one of the last 20 passwords you've used on this site, and contain at least one character from three of the following four categories:"
 - One uppercase character (A through Z)
 - One lowercase character (a through z)
 - One number (0 through 9)
 - One symbol (! @ \$ % ^ & *)
- Confirm Password** label and password input field with an eye icon

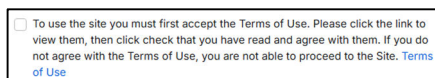
4. You will be asked to create a **user name, password**, and answer **security questions**.



The Contact information form contains the following elements:

- Contact information** header
- Email Address** label and text input field
- Mobile Phone** label and text input field (example: +1 (506) 234-5678)
- Information box: "You will need access to both the email address and phone number specified above. We will send a verification code to each and ask you to verify them."

5. You will be asked to provide your **email** and **mobile phone number**. Please input this information carefully as you will be asked to confirm your identity using one of these contact methods each time you log in.
6. After your initial registration, you will be directed to the Identity Verification page each time you log in. Select your preferred method for receiving your verification code.



The Terms of Use section contains a checkbox and the following text:

☐ To use the site you must first accept the Terms of Use. Please click the link to view them, then click check that you have read and agree with them. If you do not agree with the Terms of Use, you are not able to proceed to the Site. [Terms of Use](#)

7. Read the **Terms of Use** and check the checkbox. Follow the steps to verify your contact information entered on step 5.