

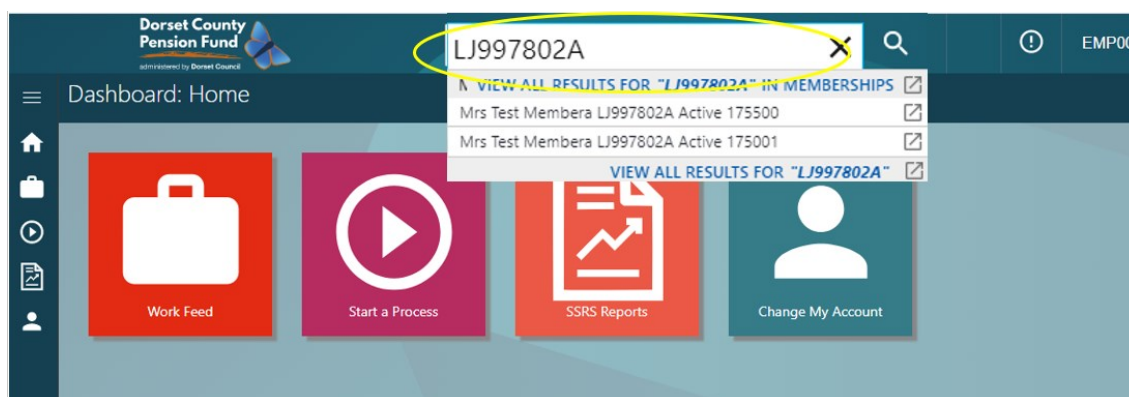
How to ...

open a previously submitted document

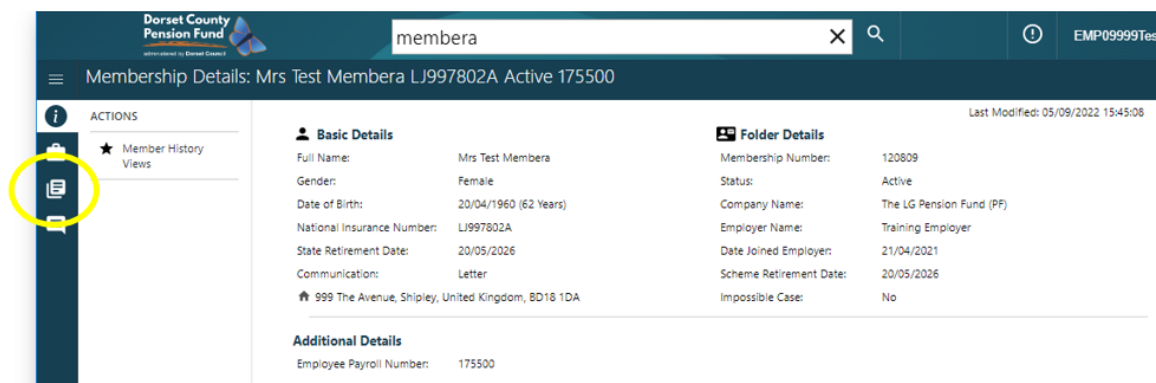
In some cases, for example where there has been a change in pay after your employee has left, or if an error was submitted in the original document, we may need a revised leaver form completed on the portal.

In these cases, it will help if you find the original form on the portal so you can copy across any details which haven't changed. Please see our guide below to help you with this process.

1. Search for the member by Surname or National Insurance number in the top search bar.



2. Select the icon that looks like two pieces of paper of the left side of your screen.



3. Choose the form you completed before, you can then look at the details previously submitted or print it out.

