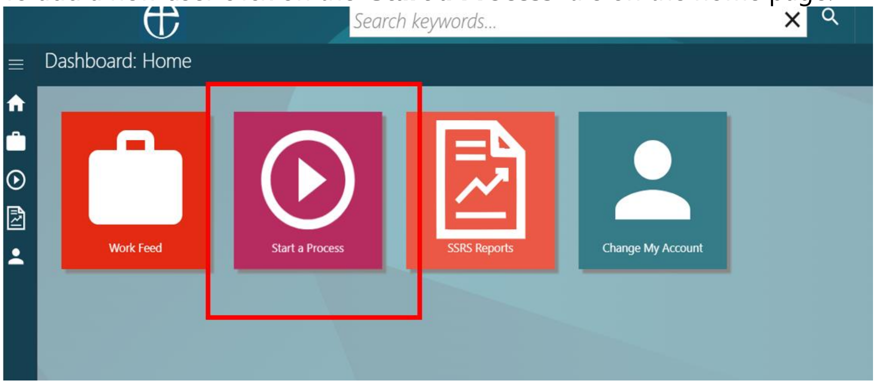
Employer Hub User Guide

Add a new Hub user

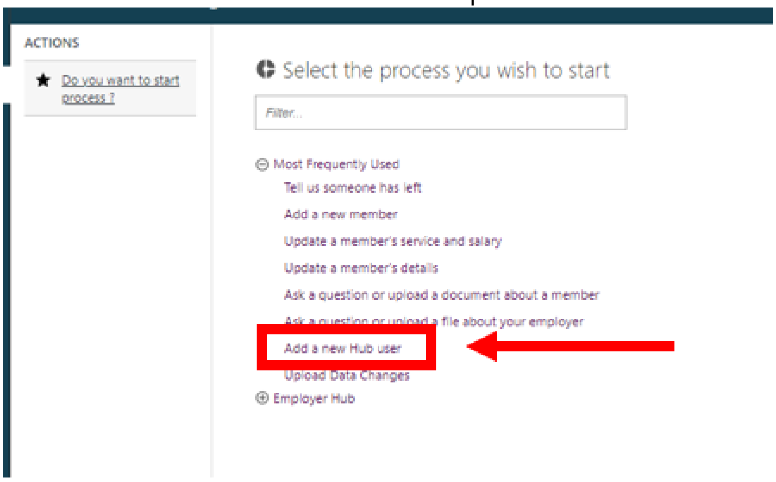
THE CHURCH OF ENGLAND
PENSIONS BOARD

This process allows you to add a new Hub user. Doing this will mean more than one person can use Employer Hub for scheme you are administering. This allows you to share the workload and someone can cover if another user is on holiday. **You cannot share your log in details with anyone else.**

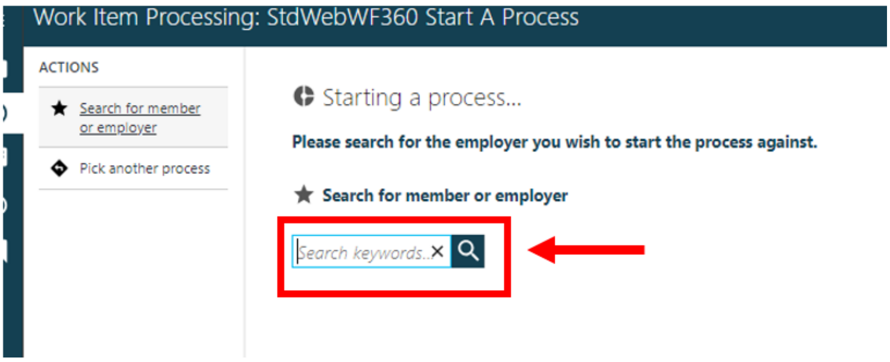
To add a new user click on the '**Start a Process**' tile on the home page.



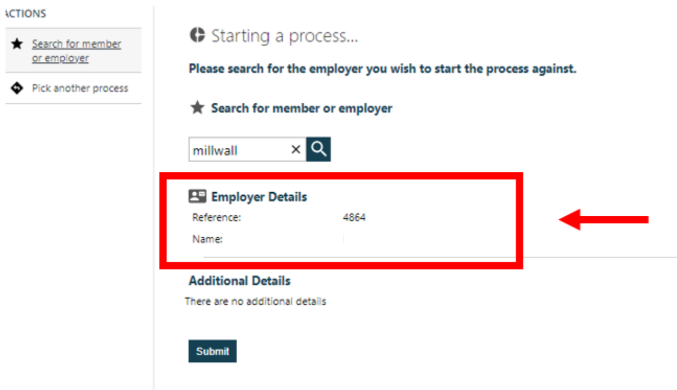
Select **'Add a New Hub user'** from the process list.



Search for the employer that you would like the new user to administer. Start to type the name of the employer in the search box, and then **press enter**, or **click on the magnifying glass button.**



The next screen will show you the details of the employer you are adding the new user to. If this is the correct employer, **then click submit.**



Once you have clicked on submit, this creates a 'work item'. See the **Work Feed user guide** on how to navigate through the Work Feed and assigning work items/processes to users.

Once the process has been assigned to your work tray, you can action it.

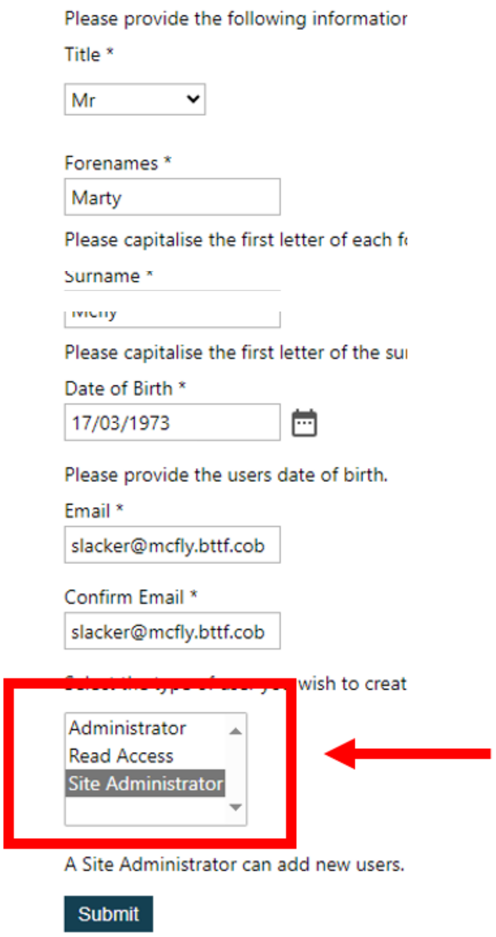
Click on the process in **your work tray.**

You will then be asked to complete details of the new user.

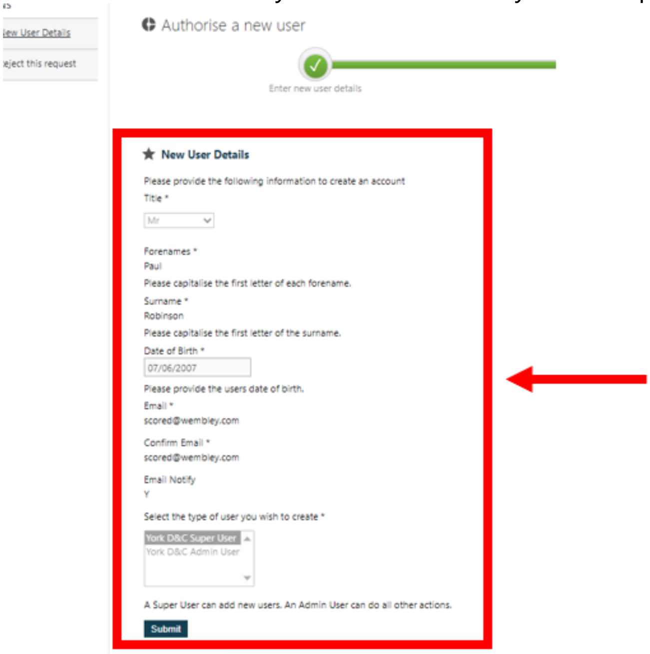
One of the mandatory actions is to select the type of user you wish to create. There are three choices:
Administrator: This type of user can action processes and access all areas of the site. They cannot add new Hub users.
Read Access: This user can only read information on Hub. They cannot action any processes at all.
Site Administrator: This type of user can action processes and access all areas of the site. They can also add new Hub users.
Site Administrator: This type of user can action processes and access all areas of the site. They can also add new Hub users.

Once you have chosen the type of user for the new user and it has been processed, you cannot change their type.

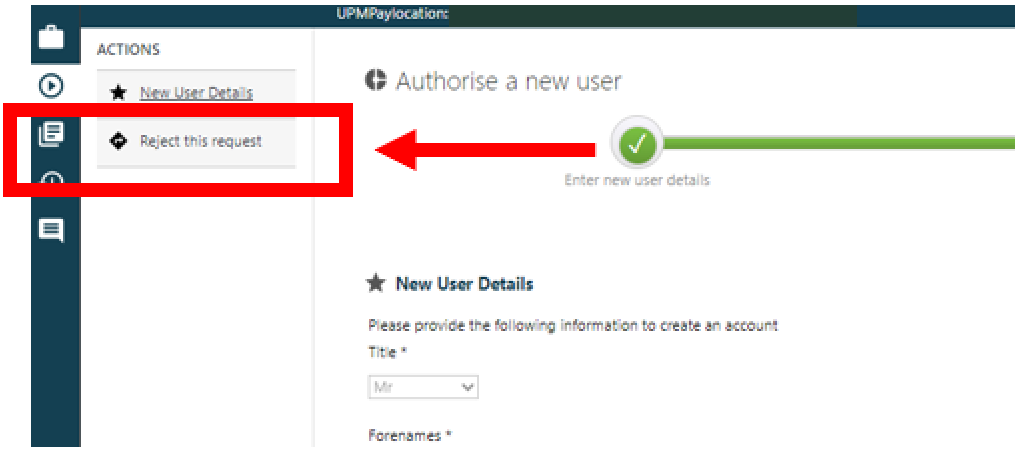
When you are happy with the details**, click submit.**



You will see the details you have entered. If you are happy to proceed, **click submit.**

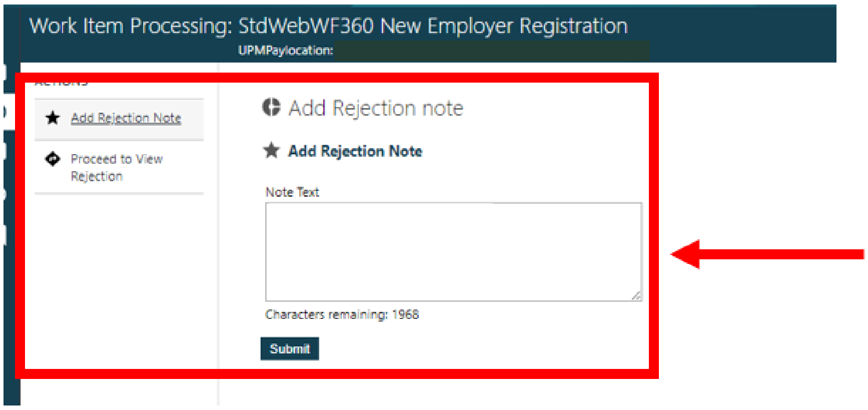


If you see an error in this information, you can reject this request by clicking on the '**Reject this request'** action in the **Action pane.**

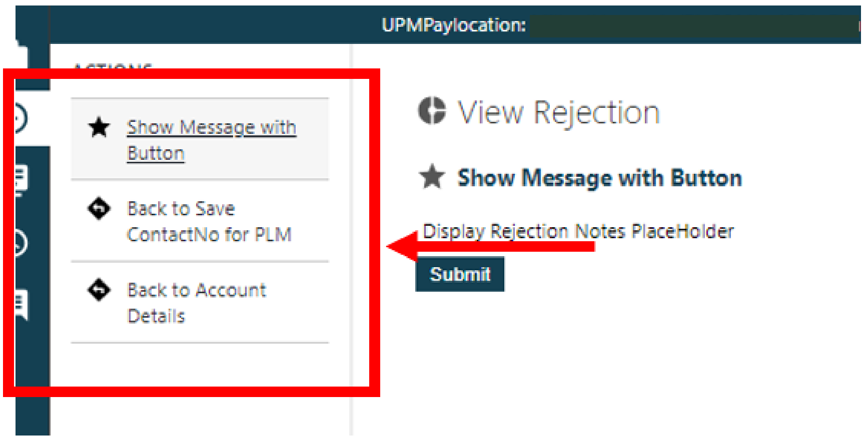


**** If you rejected the request****
If you reject the request, you will be asked to give a 'rejection note' on why you decided to not add the new user. This is not mandatory. You can just click 'Submit'.

You will then be able to view the rejection note by clicking on **'proceed to view rejection'** in the Actions pane. If you are happy with the rejection note, **click submit.**

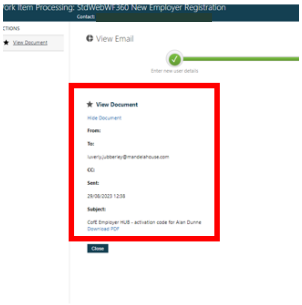


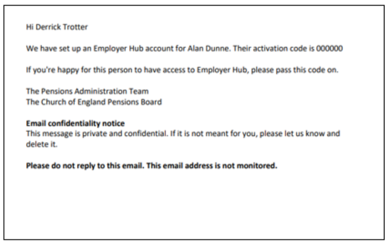
Choose where you want to go back to in the process. This will give you a chance to amend any details that were incorrect.



****If you submitted the request****
In the Actions pane, you can **click on the view document** action. The document you will be viewing is the automated email to you from Hub. This will give you the activation code for the user you have created. Download the PDF to see these details. We advise that you forward this email onto the new Hub User.

They will then need to follow the instructions to activate their account.





Hi Derrick Trotter

We have set up an Employer Hub account for Alan Dunne. Their activation code is 000000

If you're happy for this person to have access to Employer Hub, please pass this code on.

The Pensions Administration Team
The Church of England Pensions Board

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Please do not reply to this email. This email address is not monitored.