

Employer Process Change -

How you send us forms securely through the Employer Portal

To provide feedback on this document please email cspsevents@capita.com

To provide a walkthrough for the employer, shared service or payroll provider to help you understand how to send us forms securely through the Employer Portal using the Employer Secure Messaging function.

It shows how you:

- Contact us and provide attachments
- Create a designated reference number for your specific query
- Ask both employer and member queries.

There are two process maps which show the different ways to contact us, depending on the forms you are providing:

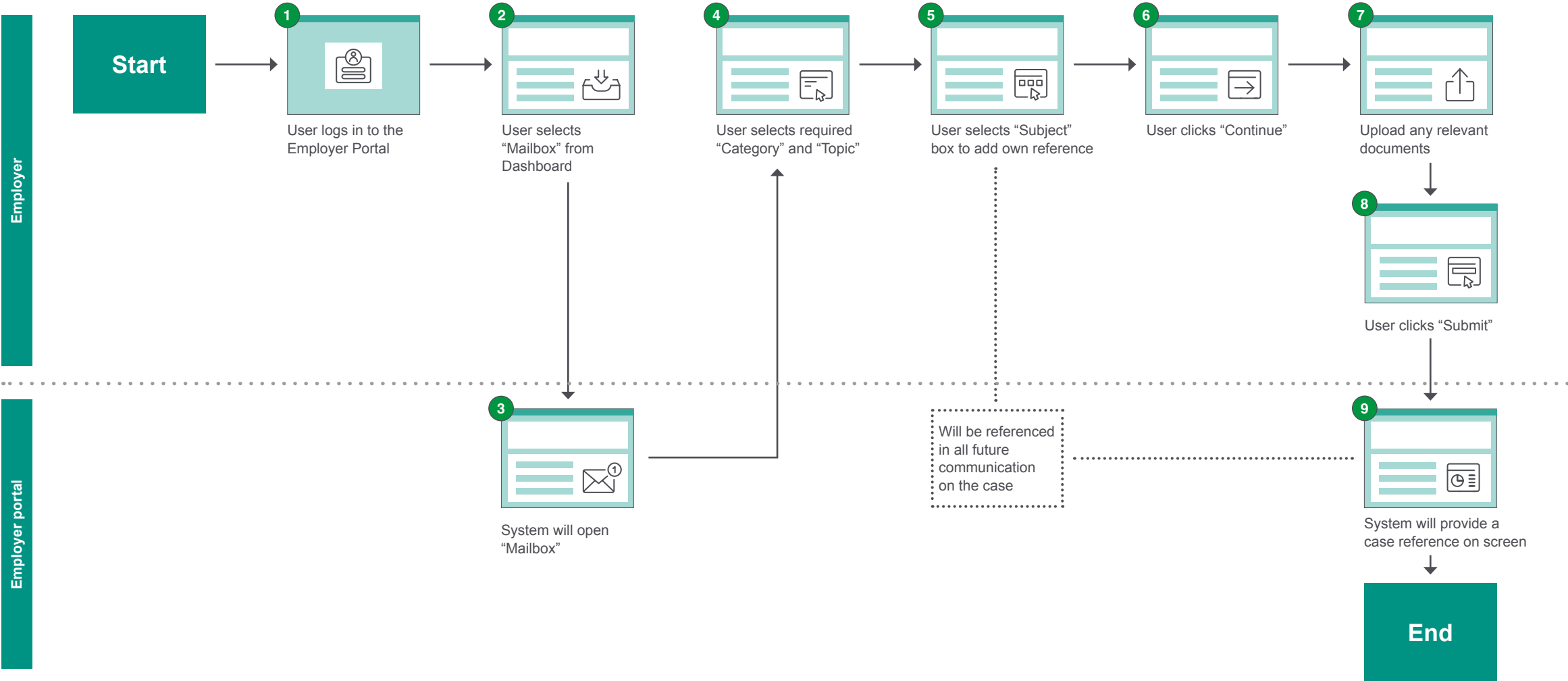
- Submitting all other forms
- Submitting a form that is specific to a single member. (This will be available in January)

All forms will be available from the current CSPA website.

Please note this will be a living document. It will present what we know now but will grow as other elements of the Employer Portal are refined and as processes are finalised.

CSPS Employer process - Submitting all other forms

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CSPS Employer process - Submitting a form for a specific member

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