**UPM employer portal access request**

**This form is to be completed by the Site Administrator to provide user access to their organisation for a 3rd party (i.e., a Payroll Provider) or for an employer within their own organisation requiring access to more than one employer code (e.g., a Multi Academy Trust).**

Please complete and return this using the [Employer Contact Form](https://www.lppapensions.co.uk/contact/employer-contact-form/)

|  |  |
| --- | --- |
| Name(s) of Employer(s): |  |
| Employer Ref No(s): |  |

|  |  |
| --- | --- |
| Name of User to be Added: |  |
| User Email Address: |  |

|  |  |
| --- | --- |
| Completed by (signed): |  |
| Please print name: |  |
| Position: |  |
| Email address: |  |
| Date completed: |  |