We are pleased to offer you the convenience of making changes to the investment allocation of your account(s) quickly and easily using a secure online system. You may wish to print this document so you can refer to it as you view the system.

**Logging in to your personal account**

1. Go to [www.uwo.ca/hr](http://www.uwo.ca/hr). In the top right hand corner, select **Pension Account** and **login**.
2. To continue, type in your Username and Password, select login.
3. If you need to confirm your User ID and Password, please call the ITS Helpdesk at 519-661-3800, Option #1, and then Option #2. You will need to provide your Western Pension ID number (in most cases this will be your Western identification number).

**NOTE:** Once you have logged in, **do not** use the “Back” or “Forward” buttons on your browser, as they may log you out of the system. Use the menu on the left to navigate the pages.

4. Once you have entered the system, click “continue” you should then see the main navigation page. If you click on the Participant Profile link you will be able to view your personal information.
Tip:
In order to move between screens you must use the Navigation menu on the left hand side of the screen. Do not use your browser's Forward and Back arrows because that will actually log you off the system.

View your personal information:

Click “Participant Profile” and view personal information like your address and date of birth.

Click “Beneficiaries” and view your pension beneficiaries. Please note: if you have a spouse, most pension funds must be designated to your spouse. (not needed but some additional information)

Click “Pension Investment Allocation Future” and view the investment allocation of future contributions to the pension plan, how any new monies deducted from your pay as well as Western’s contribution for your regular account and voluntary account(s) are be invested.

Click “Balances” and view your current pension account balances for all your accounts under this username, as well as the current investment mix of your accumulated pension account.

After reviewing your participant profile, if any information is inaccurate please contact Human Resources...

Tip:
You can print the balances page as well as many other pages by clicking on the print icon at the top right hand corner of the page.

This document offers an overview of the information the pension account holds for you. For further assistance please contact the Human Resource Communication Centre at 519-661-2194.