



# Rolls-Royce Retirement Savings Trust

## Registering for access to Aviva's MyWorkplace

To keep track of your retirement savings and plan for the future, you'll want to register for access to Aviva's MyWorkplace.

When you first joined the Savings Trust, Aviva will have contacted you with details of how to register. But if you didn't get round to it for any reason, it's not too late.

MyWorkplace is accessible through an app or a website and you can use it to see your live fund value, change where your savings are invested, use retirement forecasting tools and more.

Watch the video to see how it works...



### How do I register?

If you've not used MyWorkplace before, head to <https://workplace.aviva.co.uk/myworkplace/> and click on the register button to get started.

If you've previously registered to use MyAviva, your username and password will work with MyWorkplace, so you don't need to re-register.



When you start to register, you'll be asked for an activation code. We don't use these, so choose **register without a code** instead.

From this point it's a simple three-step process to get yourself set-up.

1

Choose the email address you want to register with. It's tempting to use your Rolls-Royce one, but we recommend you use a personal one. You'll also set a password here.

2

You need to enter your name, date of birth and your postcode. These will all need to match the data that Rolls-Royce holds for you. That shouldn't be a problem with your postcode and date of birth but make sure you enter your name exactly as it's shown on **Workday**.

3

Finally, you need to enter your policy number. This will be on any document that Aviva have sent to you in the past. It starts with GS and is followed by seven digits.

If you don't know it, give the Rolls-Royce team at Aviva a call on 0345 604 0803 (Monday to Friday, 8am to 5.30pm). As you'll need to answer some security questions, it's best to call them rather than sending an email.

### Who do I contact if i'm having problems?

When you're registering, look out for the help and support icon and give it a click or tap if you're struggling.

