

## EMPLOYEE CHECKLIST - NEW JOINER

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Welcome to your new pension plan. Please find below a tick list of things you need to do.


- Look out for your Welcome email for the Member Self-Service Portal (you may need to check your spam folder).
- Follow the instructions and register.
- Log on and update your Beneficiaries\* (help guide on [sovereignemployeebenefits.com](https://sovereignemployeebenefits.com) knowledge hub).
- Log on and check your address and details are correct (update online).
- Read the Employee Booklet with information on your Plan.

\*Confirm who you would like to receive the value of your account should you die. This can be several people such as a spouse and children.

## NEED MORE INFORMATION?

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Contact Sovereign at:  [guernseyoccupational@SovereignGroup.com](mailto:guernseyoccupational@SovereignGroup.com)

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