

NOMINATING SOMEONE TO RECEIVE A DEATH GRANT

You do not have to nominate person/s for the death grant.
However, it can speed up the payment if you do so.

To nominate, sign into your online account.

From your dashboard, click on the **'Death Grant Nomination Details'**.

STEP
01



The screenshot shows the user's active record dashboard. At the top, there are navigation links: Register, News, Search, Home, and Your Account. Below this, the user's details are shown: A B Example, Scheme: Leicestershire CC, Member Ref: 123456, Status: Active.

The dashboard is titled "Welcome Mrs Example to your Active Record: Leicestershire CC" and contains several sections:

- Your Requests:** "There are currently no open requests. View all requests"
- Your Details:** "View and amend your personal details."
- Employment Details:** "View your current employment details." with a sub-link for "Annual Allowance".
- Pension Benefits:** "View your pension benefits." with sub-links for "Additional Benefits", "Benefit Projectors", "Benefit Statements", and "Latest Valuation".
- Documents:** "View the documents that relate to you and your pension." with sub-links for "My Documents", "Scheme Documents", and "Document Upload".
- Nominations:** "Make sure your loved ones are still cared for should anything happen to you." with a sub-link for "Death Grant Nomination Details". A red arrow points to this link.
- Settings / Configuration:** "Update your settings." with sub-links for "Change your Password", "Change Security Responses", "Consent Withdrawal", and "Pensions - Data Sharing LG".
- News:** "Click here to find out the recent news for pensions"
- Contact Us:** "Comments, questions, complaints? Get in touch."
- Pensions useful links:** "Click here for more useful links"

If you have already nominated, your nominee/s will be listed. However, you can amend your nominee/s at any time.

Spouse Beneficiary

Spouse Name: A. N. Other

Date of Birth: 27/09/1972

Proportion: 100 %

Date of Marriage: 02/03/2014

Contact Details: Address line 1 and postcode

Clear Spouse Entry

If you have not nominated, click on the section you would like to nominate in

To add or amend your nomination, please enter the details below and then click the 'Submit' button. The new details will replace the current nomination. Please note that you are responsible for keeping the details of your nominees up to date.

Spouse Beneficiary

Child Beneficiaries

Dependant Beneficiaries

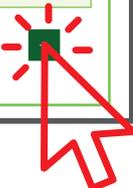
Submit Cancel

STEP 02

For example, if you wish to nominate a child, click on Child Beneficiaries, and click here

Child Beneficiaries

No child beneficiaries found.



This brings up the box to enter the required details

Child 1

Name: Name

Date of Birth: dd/mm/yyyy

Proportion: Proportion %

Contact Details: Address line 1 and postcode

Enter the child's name, date of birth, proportion (of death grant) and contact details.

If you only enter one nominee's details, then the proportion will be **100%**.
If you enter more than one nominee, then please ensure that the percentages **add up to 100%**