

my money

Your guide to getting started with My Money

Helping you take control of your finances and save for a brighter financial future.



Retirement
Investments
Insurance
Health

Your guide to getting started with My Money

This guide shows you in simple steps how you can set up your account on My Money and start making the most of your workplace savings.

1 Activation step 1



My Money Activation

Step 1 Step 2

Get online now

Type your answer

Enter username provided 

Surname

Date of birth



Member number 

GS

Or

National Insurance number

Verification code

This step is required to help keep our website secure.

I'm not a robot 
reCAPTCHA
Privacy - Terms

[Next](#)

 Your My Money account is private to you. To find out more please read the [Privacy and cookies policy](#)

Your username will be provided to you by us. You will be directed to the My Money website to start your journey. You will also be required to enter some personal information in order for us to confirm who you are. This is key to ensure your online security.

Activation step 2

Once you have completed step 2 and activated your account, we will issue your temporary password to the preferred e-mail address you have supplied (as shown). For security purposes your temporary password will expire after 48 hours. If you have not used it by then, you will need to request a new one from us.

AVIVA



My Money Activation

Step 1

Step 2

Contact details

To help us stay in touch, we need your contact details.

Work email

Personal email

Preferred Address

Work email

Personal email

Home / mobile phone number

Next



Your My Money account is private to you. To find out more please read the [Privacy and cookies policy](#)

2 Login to My Money

AVIVA 

Login to My Money

By logging into this site you are consenting to the use of cookies. For further information please refer to our [Privacy and cookie policy](#)

Username [Forgotten your username?](#)

Password [Forgotten your password?](#)

Log in

This email will direct you to the login home page, where you need to enter the details required.

3 My Money set up step 1

When you login with your temporary password for the first time you will need to change this and set up your own version following the online instructions.

AVIVA 

My Money Set Up

Step 1 **Step 2** Step 3 Step 4

Choose a password

Please choose a password to replace the temporary one you have been sent.

Your password must:

- be at least eight characters long (0-9, A-Z)
- contain no spaces or special characters (eg. !* -)
- contain at least one upper case character
- contain at least one number

For example, a valid password could be 'ZxYif7612' or 'Moz4rt156'.

Please note that this password is case sensitive 

Current password

New password

Confirm new password

Next

My Money set up step 2



My Money Set Up

Step 1 Step 2 Step 3 Step 4

Create your memorable word

You will be asked for three characters from your memorable word every time you log on.

Please provide a memorable word or phrase.

Your memorable word cannot be the same as your password or username. It can be a mixture of letters and numbers but it must have a minimum of eight and maximum of fifty characters and it cannot contain any spaces or symbols. It is not case sensitive.

Enter your memorable word

Confirm your memorable word

[Next](#)

To ensure your online security you will then be asked to create a memorable word. This cannot be the same as your password or username and the screen will tell you how this must be created.

Login to My Money

Confirm memorable word

Please enter the requested characters from your memorable word below.

3rd

6th

7th

If you have forgotten your memorable word please [contact us](#).

Next

Each time you login you will be asked to provide 3 characters from your memorable word.

My Money set up step 3



My Money Set Up

Step 1 Step 2 **Step 3** Step 4

Change your Username

You can choose your own username instead of the one which we sent you. You will be asked to provide this every time you log on, as well as your password and memorable word. You can skip this step for now and change it any time in the future.

Your username must:

- be between eight and sixteen characters long (0-9, a-z)
- contain no spaces or special characters eg. !*~@
- contain at least one number

For example, a valid username could be 'mrsmith2014' or 'motherof6'.

- Please note that this username is not case sensitive
- Your current username **HJones358**

Change your username

Confirm your username

You also have the added flexibility of changing your username at this stage to something more personal to you. However if you don't wish to, you can simply 'skip' this step.

My Money set up step 4



My Money Set Up

Step 1 Step 2 Step 3 Step 4

Terms and conditions of use

In order to proceed, please read the **Terms of use** and confirm that you accept them.

Terms of use

Please read through the following Terms and conditions of use ("Terms") as, by using www.avivamymoney.co.uk, you agree to be bound by them. These Terms may be varied from time to time as set out below.

References on this site to 'Aviva', 'us' and 'we' should be understood as references to one or several of Aviva Pension Trustees UK Limited (UKPTL), Aviva Life & Pensions UK Limited (UKLAP), Aviva Investment Solutions UK Limited (AISUKL) and Aviva Trustees UK Limited (ATUKL), or their successors in title.

Definitions:

I have read and agree to the Terms and conditions of My Money.

You must read this document before proceeding to agree to these Terms and conditions of use. The latest version of these terms are available online at all times, but you should keep a copy of today's version for your records.

Next

Once you have completed this final step it is important that you read and accept the My Money Terms and conditions of use.

Making life easier for you

Now that your account is set up, you can manage your My Money account online any time you want.

This is your homepage. The 'Home' button will always bring you here.

Here, you can view and manage your personal information, including your security settings.

The screenshot displays the Aviva My Money account homepage for user Hugh Jones. The top navigation bar includes the Aviva logo, a home icon, a notification bell, and the user's name 'Hugh Jones' with a dropdown arrow. The main header area says 'Welcome Hugh' and shows the 'Total value of your portfolio' as £750,101.00. Below this, there are four account cards: 'Flexible Retirement Account' (with a 'Manage' button), 'Cash ISA', 'Stocks & Shares ISA', and 'Investment Account' (all with 'Apply' buttons). A carousel below these cards features four tiles: 'Document Library', 'Fund Research', 'Pension forecaster', and 'Pension beneficiaries'. A privacy notice is visible at the bottom of the main content area, and a footer contains various links and the year 2018.

From here, you can manage your account(s) and apply for any new products which are available to you. You can also click on the account name to see how you are doing.

In the carousel, click the links to easily access more information. Use the arrows at either end to scroll through and see what's available.

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Firm Reference Number 465132.

Aviva Pension Trustees UK Limited has its registered office at Aviva, Wellington Row, York, North Yorkshire, England, YO90 1WR.

Aviva Investment Solutions UK Limited.

Registered in England No. 6389025. Authorised and regulated by the Financial Conduct Authority.
Firm Reference Number 515334.

Aviva Investment Solutions UK Limited registered office is at Pixham End, Dorking, Surrey, RH4 1QA.

Telephone 0345 602 9189 – calls may be recorded. www.aviva.co.uk

