



# CFMWS PENSION PORTAL USER GUIDE

FOR DEFERRED AND RETIRED PLAN MEMBERS

[www.cfmws.ca/pensionportal](http://www.cfmws.ca/pensionportal)

## THE CFMWS PENSION PORTAL GIVES YOU ACCESS TO:

- Your personal pension information
- A Frequently Asked Questions section and a pension-terminology glossary
- Plan information and documents
- Your annual pension statements
- Useful forms

## ACCESSING THE CFMWS PENSION PORTAL

You can access the CFMWS Pension Portal by scanning the following QR code or by using the following URL: [www.cfmws.ca/pensionportal](http://www.cfmws.ca/pensionportal)

The website works on tablets, mobile phones and computers.

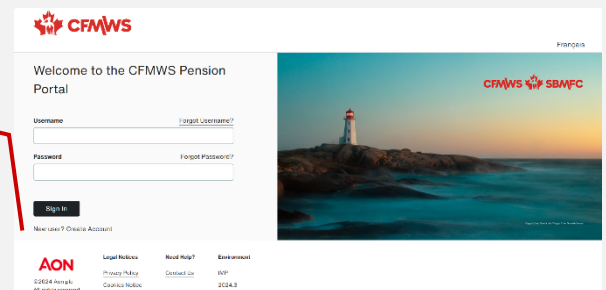
When logging in for the first time you will have to set up a user account and create a username and password.

The initial setup includes various steps which require validating the data you provide against data in Aon's system. You may use your preferred email address in the account creation process. One step in the process is to receive a security code by email that you will input as instructed.

After your account has been created, you will be redirected to the login page. You can then enter the username and password to log in to the Pension Portal.

Visit [cfmws.ca/pension](http://cfmws.ca/pension) for additional details on creating your account.

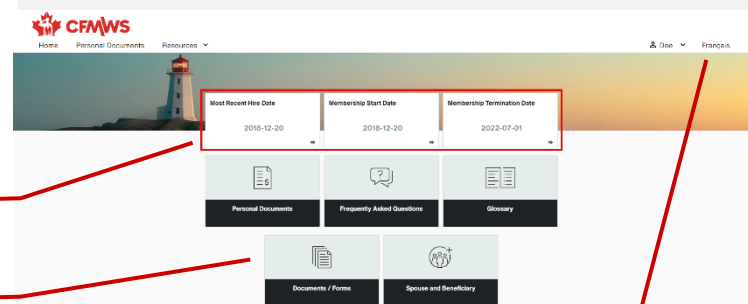
*Note that you may be required to complete multi-factor authentication when accessing the Pension Portal.*



## START YOUR DISCOVERY

From the Portal **Home** page:

- ✓ View key dates related to your Pension Plan
- ✓ Access different sections by clicking on the menus or the browsing cards
- ✓ Easily toggle to your preferred language, English or French



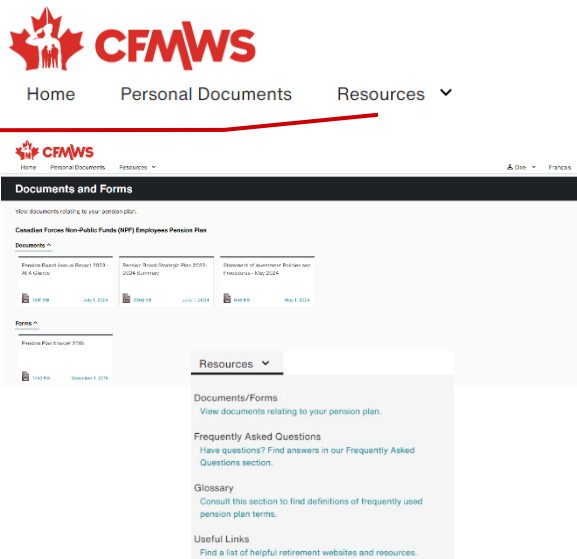
## PERSONAL DOCUMENTS MENU

This is where you can access your ongoing annual statement history.



## RESOURCES MENU

Access important forms, Plan documents, and other information, as well as answers to Frequently Asked Questions, useful definitions, and helpful links.



## MEMBER'S MENU

You can access the member's menu from anywhere on the Portal.

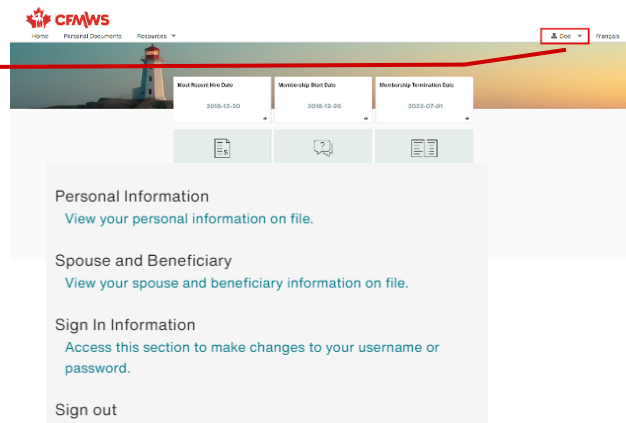
### 1 You can review your personal information.

Deferred Plan members and pensioners can update their personal information directly on the Portal.

### 2 You can review your spouse and beneficiary information.

If you are not yet retired, you can update your spouse and beneficiary information directly on the Portal, subject to applicable legislation.

Any updates post-retirement must be done by contacting Aon Pension Administration Services.



You can call Aon's Support Team for assistance at 1-844-203-2693.

**QUESTION?**