

# How to request an estimate of your pension if you are currently an active member of the RBKC LGPS using Hampshire's IBC system

If you are currently an active member of the RBKC LGPS and you also are a user of the Hampshire IBC system, this document explains the process you need to follow to make a request for Hampshire to supply RBKC Pensions with your projected pensionable pay figures to your proposed last day of employment.

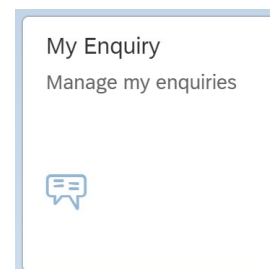
**STEP 1** – Log into the IBC system by clicking once on the **IBC Solution** tile on the KC Net homepage



**STEP 2** – Click once on the **ESS Lite** tile that appears on the IBC main page. Doing this will then take you to the employee self-service of the IBC system.



**STEP 3** – Click once on the **My Enquiry** tile, and then when you are in the enquiry screen click once on the **New Query** button (bottom left of the screen)



**STEP 4** – Once in the enquiry screen, click once on the **New Query** button (bottom left of the screen)



**STEP 5** – In the **Create Enquiry** screen, do the following:

- Contact phone number – **enter your phone number**
- Type – select **My Employment / Salary**
- Sub-Type – select **Pensions (RBKC LGPS)**
- Enquiry – select **Valuing Your Benefits – Estimate or CETV request**
- Title – enter **“Pension Estimate”**
- Message – Enter **“Please provide an estimate of my pension benefits based on a proposed last day of employment of ..... (ENTER YOUR CHOSEN DATE)”**
- Click the **Send** button on the bottom right. Once you have done this, Hampshire IBC will act on your request by sending to RBKC Pensions an estimate of your projected pensionable pay to your last day of employment. RBKC Pensions will then produce the pension estimate.

The screenshot shows the 'Create enquiry' form with the following fields and values:

- Your email: DAVID.COATES@RBKC.GOV.UK
- Contact phone number: 07999 333999
- Type: My Employment / Salary
- Sub-type: Pensions (RBKC LGPS)
- Enquiry: Valuing Your Benefits - Estimate or CETV request
- Title: Pension Estimate
- Message: Please provide an estimate of my pension benefits based on a proposed last day of employment of .....

At the bottom right, there are buttons for 'Send' and 'Cancel'.