AVC Application and Amendment User Guide for employee

Via My Money Matters platform

This guide explains the complete employee journey when applying for a Shared Cost AVC (SCAVC) or Standard AVC through the **My Money Matters** platform.

Step 1 – Receive Your Invitation

You will receive an email containing a link to register your account.

What you need to do

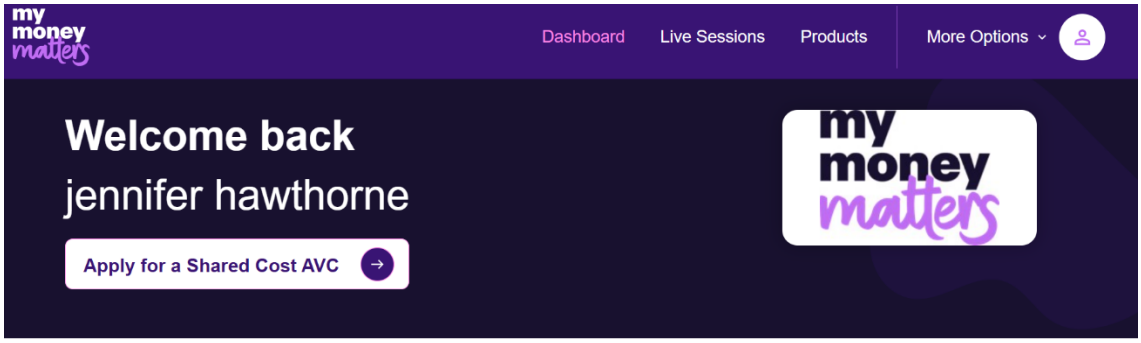
- Open the email.
- Click **Register**.
- Create your password.
- Log into your My Money Matters account.

Step 2 – Access Your Dashboard

Once logged in, you will see your personal dashboard.

From here you can:

- Start a new AVC application.
- Review existing applications.
- View agreements.
- Update your contribution (where applicable).
- Monitor the progress of your application.



Step 3 – Start a New Application

Click **Apply for a Shared Cost AVC**

Click **New Application**.

The system will guide you through the application.

You will be asked to complete:

- Personal details
- Employment details
- Contribution amount
- Investment choices

The application is completed in stages to make it simple to follow.

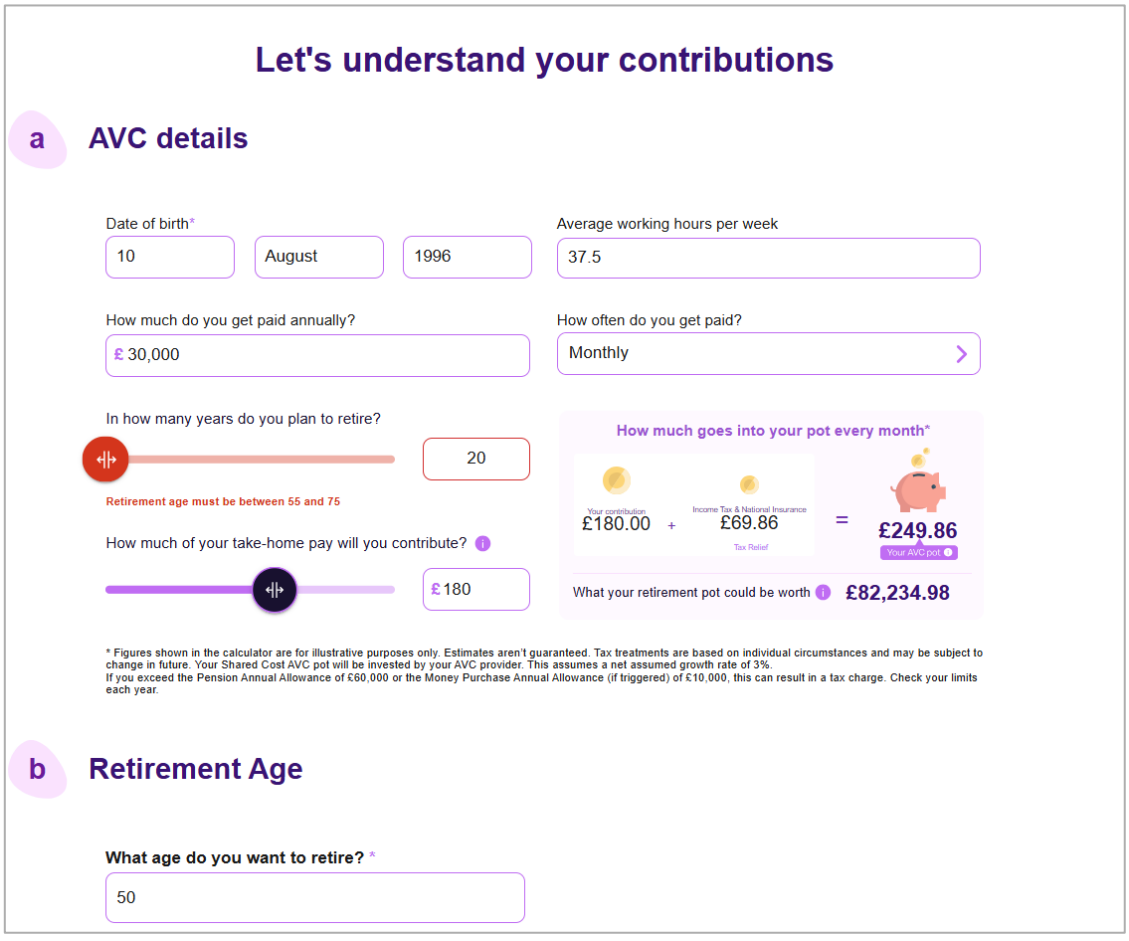
Step 4 – Use the Contribution Calculator

Before confirming your contribution, you can use the **My Money Matters Calculator**.

The calculator helps you understand:

- How much you want to contribute.
- The estimated impact on your take-home pay.
- Your estimated tax or National Insurance savings (where applicable).
- The gross amount deducted from your gross pay and paid into your AVC pot.

You can try different contribution amounts before making your final decision.



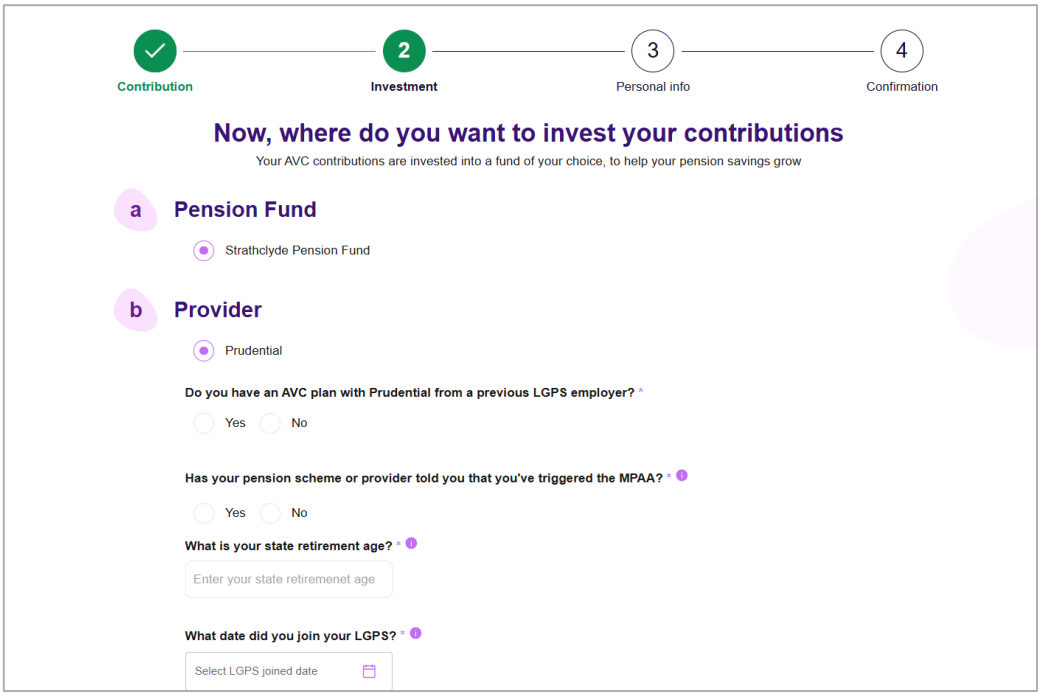
Step 5 – Choose Your Investments

Select where you would like your AVC contributions to be invested.

Depending on your pension provider, you may be able to:

- Select a lifestyle investment option.
- Choose one or more investment funds.
- Split your contributions across multiple funds.

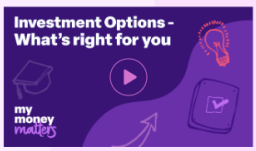
Always review your selections carefully before continuing.



If you respond **'Yes' to having an AVC plan with Prudential from a previous employment, you will be given the option to keep both pots held separately or to combine them together into a single pot.*

**Normally the MPAA is triggered when you either contribute the maximum of £60,000 per year into your pension/retirement savings or take some/all of your pension and then continue to contribute into a pension. If you have in fact triggered the MPAA, you would have been notified of this by your pension fund.*

C Investment Choices



Now you can choose exactly where your money should be invested.

This video explains the 3 investment types

Please select the funds you want your contributions to go into and specify the percentage for each one.

Important Information:

- For details about your investment options, please read the **Prudential Fund Guide** before making your choices.
- If you need help choosing your investment options, you can contact Prudential dedicated helpline on 0345 6000 343 (Monday - Friday: 8.00am - 6.00pm).
- The value of investments can go down as well as up, and you may not get back the amount you invested.
- Information is based on our current understanding of taxation legislation and regulations. Any levels and bases of and reliefs from taxation are subject to change.

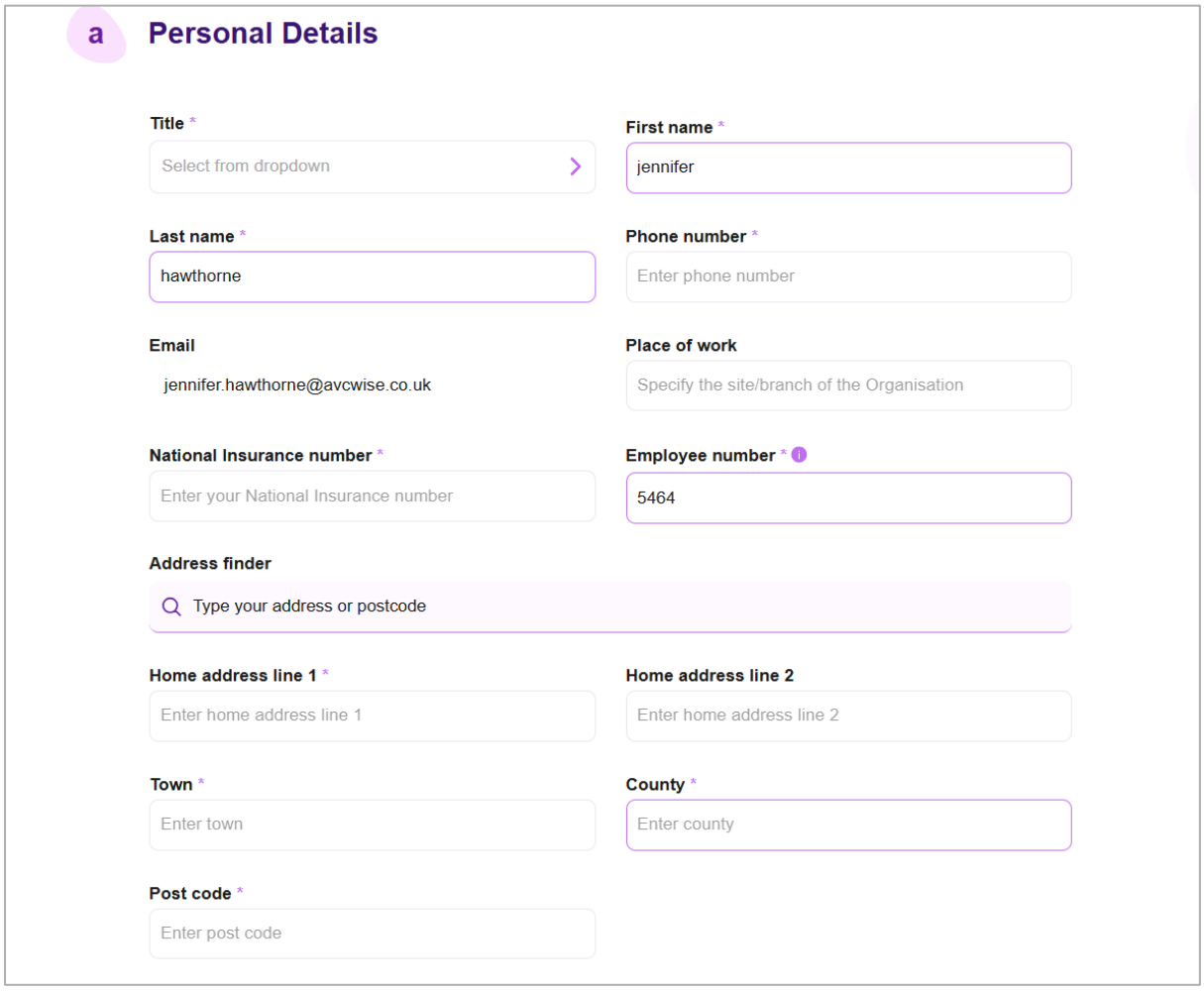
Please note that you are responsible for the investment decisions you make on this form. Neither your employer nor My Money Matters can offer financial advice.

Which type would you like? *

- (•) Your scheme's default investment option
- ( ) Lifestyle option
- ( ) My own selection

Prudential With-Profits Fund	100%	£249.86

Step 6 – Enter Personal Details



Step 7 – Review application details and submit application

Last step - Validate and confirm your plan

1 Contribution — Amend

Shared Cost AVC amount requested	£180.00
LGPS member contribution	£1.00
Annual salary	£30,000.00
Payroll period	Monthly
Total Shared Cost AVC amount	£249.86
Average working hours per week	37.5
Date of birth	10/08/1996
Retirement age	60

The estimated savings each payroll are not guaranteed and could vary depending on your circumstances and the rate at which you pay Income Tax and National Insurance.

2 Investment — Amend

Pension fund	Strathclyde Pension Fund		
Provider	Prudential		
Investment choice	Scheme default		
	Prudential With-Profits Fund	100%	£249.86

3 Personal information — Amend

Name	Mrs jennifer hawthorne
Place of work	MMM
NI number	JL668402C
Employee number	5464
Address	25 Forge Walk, Ballygowan, Newtownards, Northern Ireland, BT23 6SX
Email	jennifer.hawthorne@avcwise.co.uk
Phone number	07834516396

4 Acknowledgement

☐ By ticking this box I confirm that I have read and understand the Terms and Conditions and Frequently Asked Questions information.

☐ I confirm I have read and understood the Prudential Terms and Conditions. I give consent to, and my authority for, AVC Wise Ltd (trading as My Money Matters) and/or ZZ AVC Demo to submit my Shared Cost AVC application to Prudential for the purposes of processing and administering my AVC arrangement, using only the information I have provided in my Shared Cost AVC application. I understand this may involve AVC Wise Ltd or ZZ AVC Demo sharing certain personal details with Prudential as part of this process. [This authority is valid until revoked by me in writing, including by email.]

☐ I confirm that I have read and understand the Fund Guide.

Signature *

Confirm each acknowledgement and draw your signature into the box using your mouse or trackpad.

Click **Submit Application**.

You will receive an email confirming your application has been received.

Step 8 – Employer Authorisation

During this stage your application will show:

Awaiting Authorisation

Your employer will review your application before it progresses.

Step 9 – Awaiting Provider Match

Once all required checks have been completed your application will show **Awaiting Provider Match**, MMMM submits your application to your AVC provider

Step 10 – Awaiting Prudential Plan Confirmation

Your application will temporarily show a status:

Awaiting Prudential Plan Confirmation

This means:

- Your application has been submitted.
- Your pension provider is setting up your plan.
- Contributions will begin once the provider confirms the plan.

No action is required from you during this stage.

Step 11 – Plan Becomes Active

Once the provider confirms your plan, your application becomes active and show the status **Accepted**.

You will receive confirmation by email that your AVC has been successfully established.

Your contributions will then begin through payroll in line with your employer's payroll deadlines.

Step 12 – Check Your Agreement

At any time, you can log into your My Money Matters account to view:

- Your contribution agreement.
- Gross monthly contribution amount.
- Application history.
- Current plan details.

It is recommended that you review your agreement before payroll cut-off dates if you are expecting a recent change to be included.

Step 13 – Check Your Payslip

Once payroll has processed your contribution, check your payslip to confirm the correct deduction has been made.

If you notice anything unexpected, contact your Payroll Team or My Money Matters as soon as possible.

Contribution Amendments

If you wish to:

- Increase your contribution
- Reduce your contribution
- Cancel your AVC

You can use the calculator tool again and submit an amendment through your My Money Matters account.

Track Your Application

Throughout the process, you can log into your My Money Matters account to view your application's progress.

