PENSIONS MEMBER PORTAL

2020

Abstract

This is a manual guidance on how to access the member portal, register to create an account and how to vote for elections through the portal.
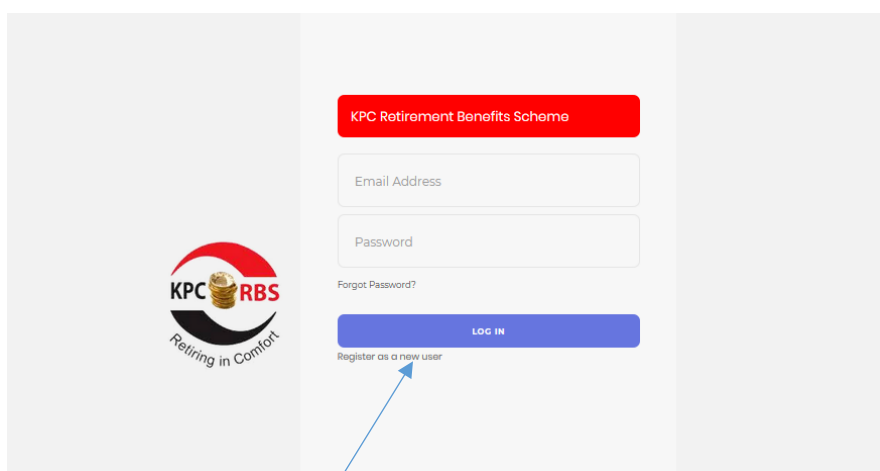
KPC RETIREMENT BENEFITS SCHEMES
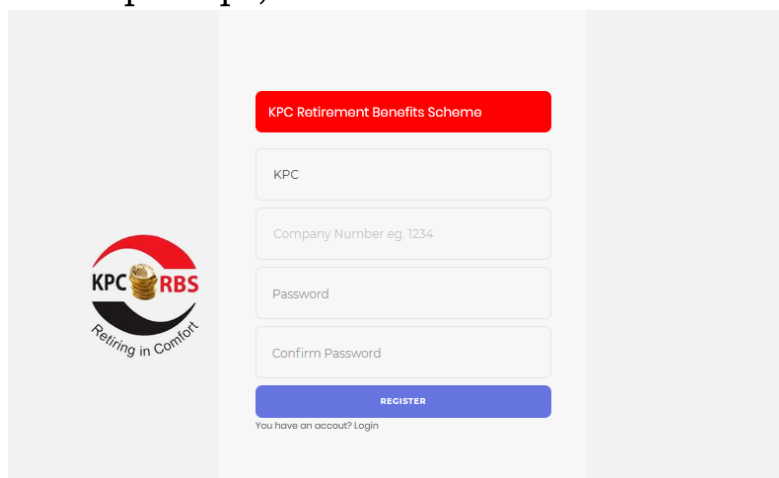
REGISTRATION

1) Access the member portal from your computer browser by clicking on the link below,

   memberportal.kpc.co.ke

2) The page below will open;

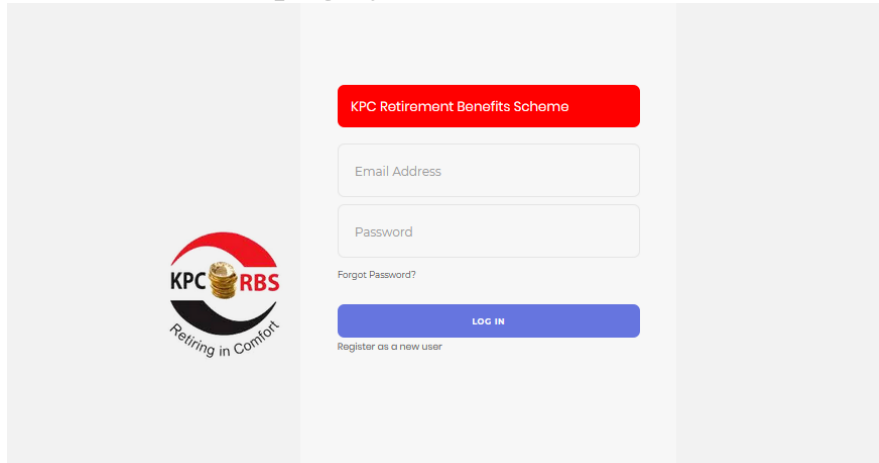3) Click on 'Register as a new user'. Once clicked, it will give the below prompt,

   ➢ Fill in your **Company Number e.g 1234**.
   ➢ In the password field write your own unique password. The password must contain 8 characters at least one number and special characters e.g.!@*#$%&
   ➢ Then repeat the password above in the field "confirm password"

➢ Then Click on **Register.**

4) On successful registration you will get a message, '***Successfully Registered, check your email for a confirmation message***.

5) Go to your email & click the link from "KPC portal";
   It will direct you to the log in page; for you to log in for the first time. Below is page you see.

Fill the email address field with the **Email** you used to register; then **Password** field with the password created.
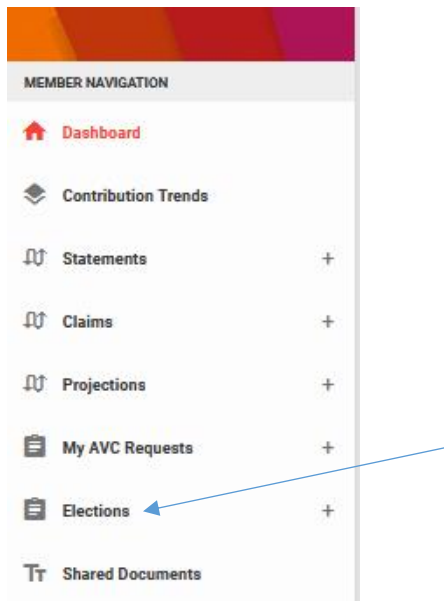
Then Click once, **Log in.**

6) You will see a prompt asking to either send you OTP Code to your Phone or Email. This code is a security code. In the drop down select your preference e.g select email code and a code will be sent to your email.
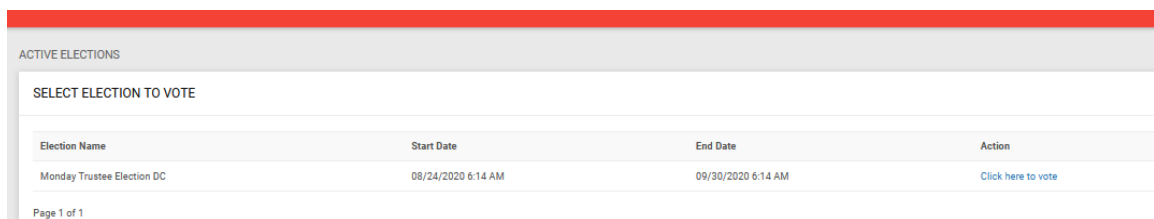
7) Put the code sent to your Email or phone in the Code field, then click Verify.
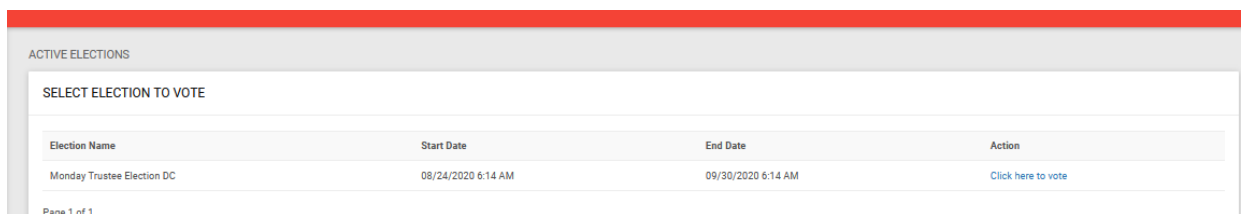
TO VOTE FOR TRUSTEES

Once you log in; on the left side of the menu bar you will see a tab written **Elections.**
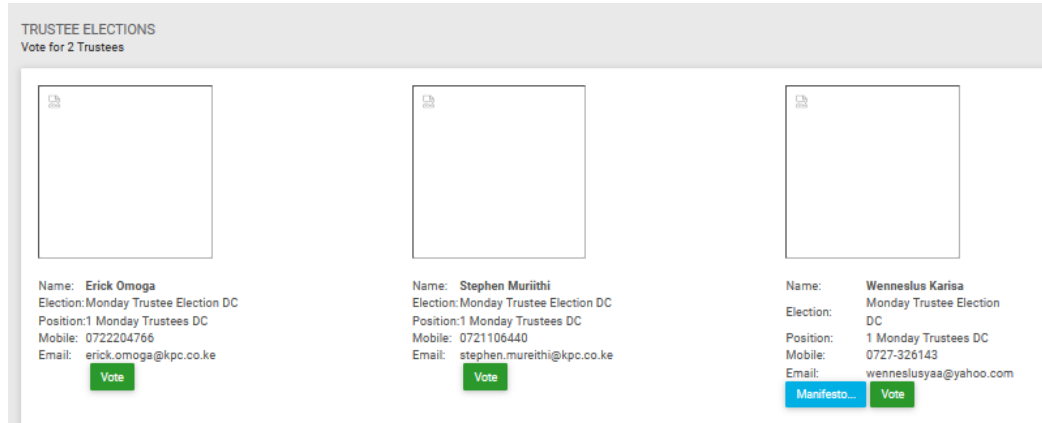

1. Click on **Elections.**

2. Click on **Vote.**

3. You will see the Active Election.

4. Click, 'Click here to vote'.

5. You will see a list of all the candidates vying for the Election.

On the page you will see;

- The names and pictures of the candidates.
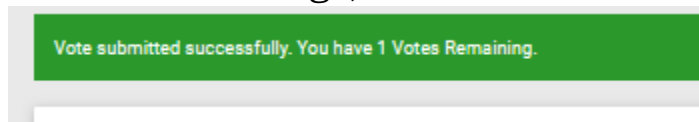- The number of positions to vote for.

6. If a candidate has manifesto, Click on **Manifesto** to read ,the Manifesto.
7. To Vote, Click on **Vote.**
8. You will see a message asking if you are sure you want to vote.
9. When you click okay, your vote will be submitted, and you will see below message;

*You can vote for another candidate if the position was more than one.

10.   After completing to vote; Sign Out.

On the top left, on your profile Click on the drop down and select
Sign Out.