



# How to renew 2<sup>nd</sup> FD year

Let us know what your plans are by logging in to the **MyMPS membership portal** and entering your details.

If you don't have an account, it's simple to set one up, just register using your membership number and follow the instructions. You can find your membership number in the top left corner of the email we recently sent you.

Once you've logged in follow these steps:

1. When you log in to MyMPS, you will see a summary of your details. This should reflect the fact that you are on a 24-month scheme.
2. Click **View renewal**.
3. Check and confirm your details.
4. If your details don't look correct, contact us on 0800 561 9000.