



## LENO PENSION PORTAL EMPLOYER GUIDE

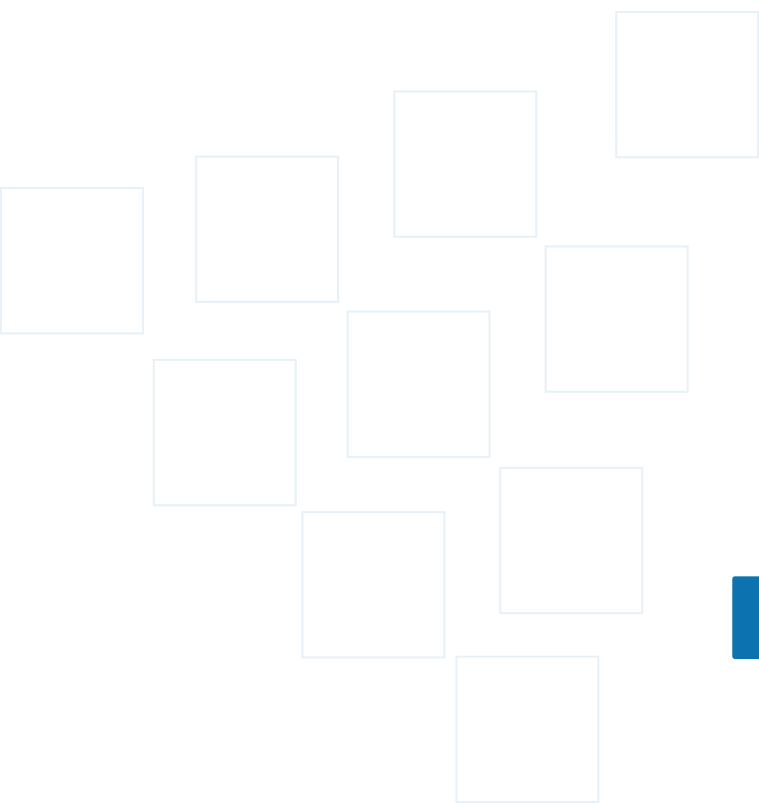


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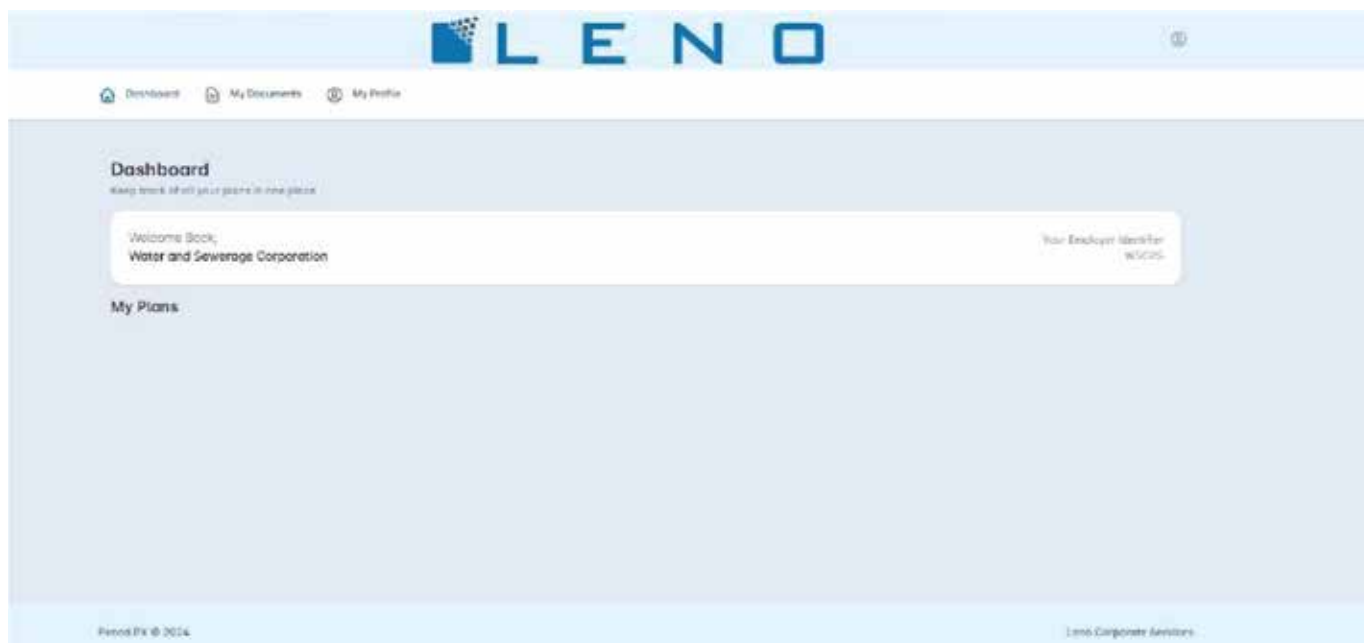
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The Employer has access to all plans, Employer values and their employees that are members of the Pension Plan. Employers can change member information and view Member documents.

## DASHBOARD

The Employer Dashboard contains the name of the employer, employer identifier and Pension Plans that the Employer is part of.

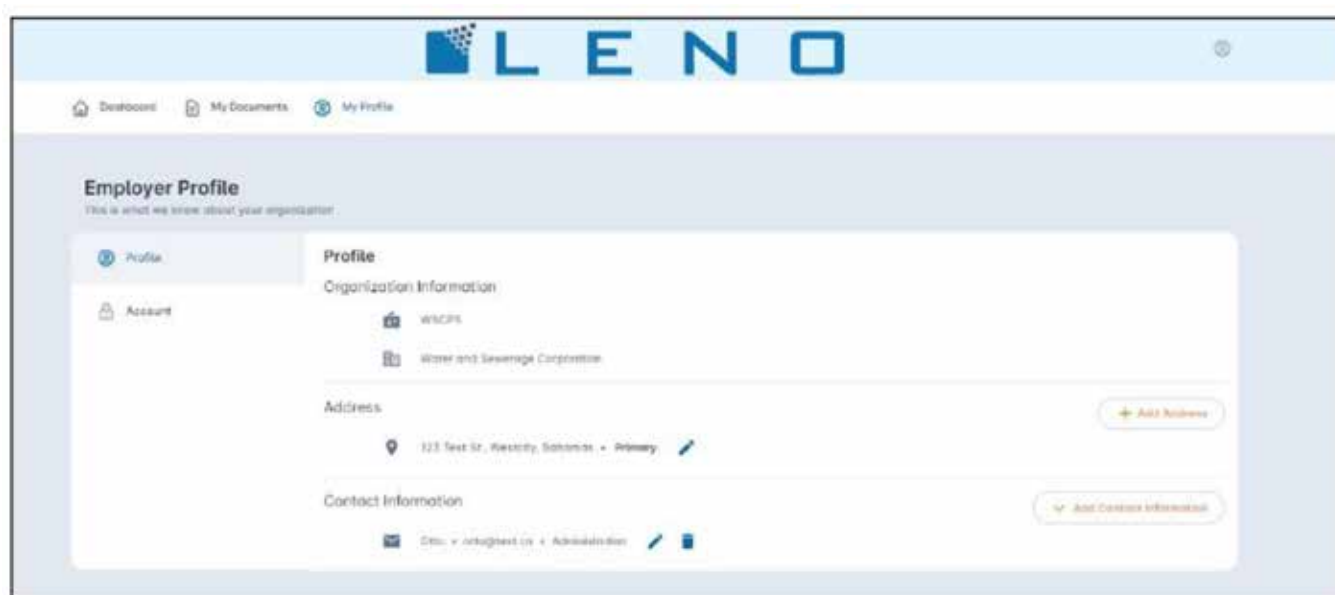


**Note:** Selecting *View Plan* will navigate the Employer to the Pension Plan page.

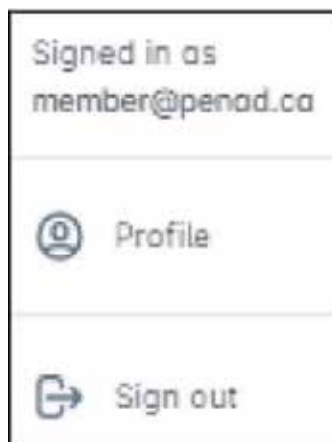
## MY PROFILE

The Employer Profile page displays the employer identifier, name, address and contact information.

The employer can update their address and contact information within the profile page. The employer can update their account settings within the profile page.



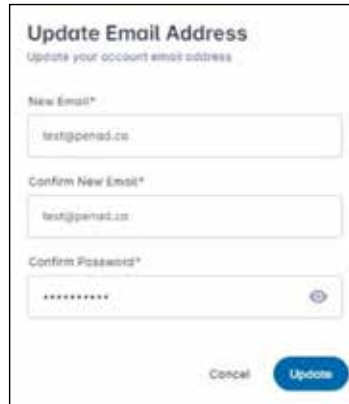
My profile page can also be accessed by clicking on the icon in the top right-hand corner on the web page.



**Note:** This is also where a user will sign out.

## UPDATING ACCOUNT SETTINGS

**Updating Email:** To update Email address, select the edit button beside the email address and enter the updated information.



The screenshot shows a form titled "Update Email Address" with the subtitle "Update your account email address". It contains three input fields: "New Email\*" with the value "test@penad.ca", "Confirm New Email\*" with the value "test@penad.ca", and "Confirm Password\*" with masked characters. At the bottom right are "Cancel" and "Update" buttons.

**Updating Your Password:** To update Password, select the edit button beside the password and enter the updated information.

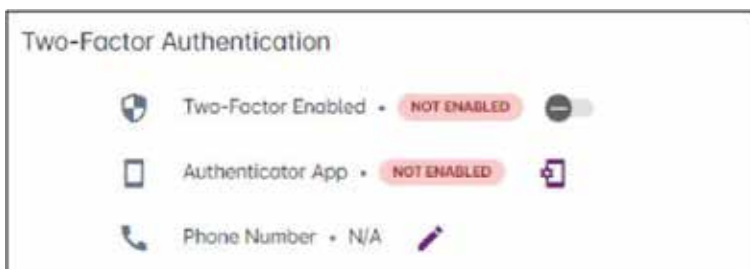


The screenshot shows a form titled "Update Password" with the subtitle "Update the password for your account". It contains three input fields: "Current Password\*" with masked characters, "New Password\*" with masked characters, and "Confirm New Password\*" with masked characters. A red border highlights the "Confirm New Password\*" field with the message "Passwords must match". At the bottom are "Cancel" and "Update" buttons.

### Password Requirements:

- Minimum of 8 characters
- At least one alphanumeric character
- At least one non-alphanumeric character
- At least one digit (0-9)
- At least one uppercase letter

**Two-Factor Authentication:** To update two-factor authentication the employer can enable by selecting enable and following the prompts.



The screenshot shows the "Two-Factor Authentication" settings page. It lists three options: "Two-Factor Enabled" with a toggle switch set to "NOT ENABLED", "Authenticator App" with a toggle switch set to "NOT ENABLED", and "Phone Number" with the value "N/A" and an edit icon.

*Note: once two-factor authentication is enabled it cannot be disabled for the employer.*

## UPDATING AN ADDRESS

- Within the address section of the page, select the edit button to update the address.
- Enter the updated address information.

**Edit Address**  
Edit an existing address

Address\*  
118 Ocean Street

Address 2  
Golden Gates

City\*  
Nassau New Providence

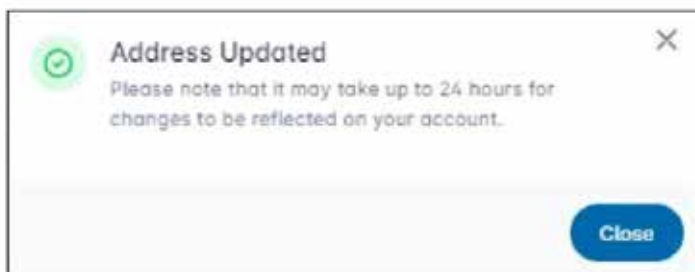
State  
Zip Code  
N-1892

Country\*  
Bahamas

☒ Primary Address

Cancel Update

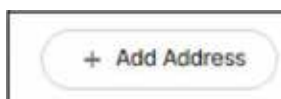
- *Note one address must be set as primary.*
- *Press the update button to save the information.*
- *Note it may take up to 24 hours for the employer's updated information to be reflected.*



## ADDING AN ADDRESS


The member can add an address:

Step 1: Select Add Address within the address section of the page.



Step 2: Enter the new address information.


A form titled "Add Address" with the subtitle "Add a new address". It contains several input fields: "Address\*" with a placeholder "Sample Address", "Address 2", "City\*" with a placeholder "Kitchener", "State" and "Zip Code" side-by-side, and "Country\*" with a placeholder "Start typing the country name...". At the bottom, there is a checkbox labeled "Primary Address" and two buttons: "Cancel" and "Add".

Step 3: The member can delete an address by selecting the delete button  and confirming.

**Note:** one address must be set as primary.


## UPDATING CONTACT INFORMATION

Within the My Profile page the employer can update or delete their contact information:

Step 1: Within the contact information section of the page, select the edit button  to update the contact information.



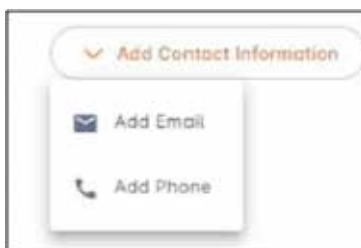
Step 2: Press the checkmark to confirm the update.

Step 3: The employer can delete contact information by selecting the delete button  and confirming.

## ADDING CONTACT INFORMATION

The employer can add contact information:

Step 1: Select Add Contact Information within the address section of the page.



Step 2: Enter the new contact information (email or phone).

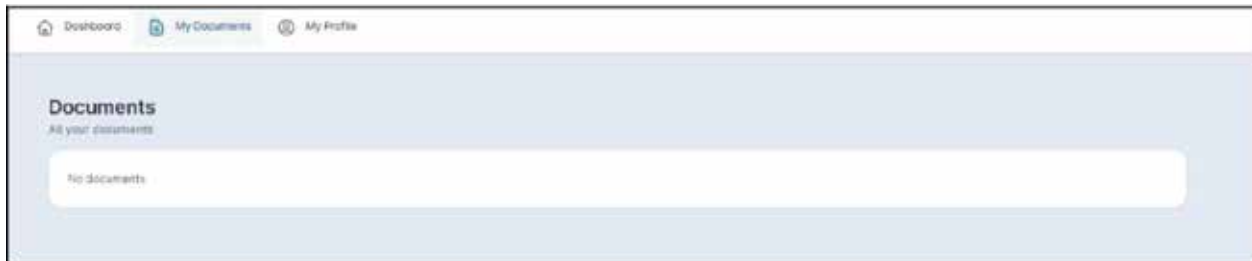


Step 3: Press the checkmark to confirm the update



## DOCUMENTS

The employer can view documents uploaded for the specific employer and plan within the Documents page.



The employer can download the files by selecting the icon. Documents will be located on the employers download folder on their PC.



#### CONNECT WITH LENO

Let's build your financial future together.  
Reach out today!

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