



August 2026

PSSPF MEMBER NEWSFLASH



YOU CAN NOW UPDATE YOUR BENEFICIARIES ONLINE

No more printing forms or completing your beneficiary nomination form manually!

We are pleased to announce that the Member Portal has been upgraded, making it easier for PSSPF members to update their beneficiary nominations online.

You can now add or update your spouse, dependent children, other dependants and nominees directly on the Member Portal.

HOW TO UPDATE YOUR BENEFICIARY NOMINATIONS

1



Step 1

Log in to the Member Portal

Click on the Member Portal link provided and log in using your registered login details.

2

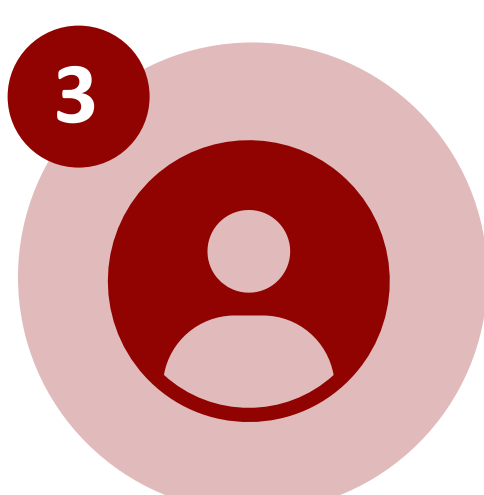


Step 2

Go to Beneficiary Nomination tab

Once you are logged in, you will be directed to the Member Portal landing page. Select “the Beneficiary Nomination tab”.

3



Step 3

Select your current employer

Select your current employer from the options provided.

4



Step 4

Add your spouse

If you have a spouse, select the option to add a spouse and complete their details. Click **Save** once you have entered the required information.

5



Step 5

Add your dependent children

Add the details of your dependent children, where applicable. If you do not have any dependent children, simply click **Next** to continue.

6



Step 6

Add your other dependants

Add the details of any other dependants and click **Save**.

Who are dependants?

Dependants are people who are financially dependent on you or whom you are legally required to support.

7



Step 7

Add your nominees

Complete the details of your nominees and click **Save**.

Who are nominees?

Nominees are the people you nominate to receive consideration for a benefit payable by the Fund in the event of your death, subject to the Fund Rules and applicable legislation.

8



Step 8

Check and allocate percentages

You will be taken to a summary of the people you have added.

Allocate a percentage of the benefit to each person.



IMPORTANT:

The total allocation must equal **100%** before you can continue. Tick the confirmation box and select “**Save and Send OTP**”.

9



Step 9

You will receive a **One-Time PIN (OTP)** via the cellphone number or email address registered on the Member Portal.

Enter the OTP and select **Save** to complete your beneficiary nomination.



KEEP YOUR BENEFICIARY NOMINATIONS UP TO DATE

You should update your personal details whenever something important changes in your life such as having a new child, divorcing your spouse.

You can update your beneficiary nominations at any time through the Member Portal.

It is important to keep your information up to date, particularly when your personal circumstances change.

Remember:

The Fund will use your most up-to-date information, to respect your wishes, should you pass on.

Should you need assistance please contact us:



Call Centre

086 117 7775



WhatsApp

087 240 7006