# MCP Primary User Change form

As the main administrator's details are changing in Make Contribution Payments (MCP) we require the following authorisation form completing and returning to NHS Pensions. Please therefore complete the details shown below and return the form as soon as possible.

Complete both parts. If a question is not applicable use 'N/A'.

## Part one: New administrator details

**Employer Code**

(EA code should consist of either four numbers or a letter followed by three numbers. For example, 1234 or A123)

**General Practitioner code** (if applicable)

**Previous Principal User**

| | |
|---|---|
| Username / email | |
| Position | |

**New Principal User**

| | |
|---|---|
| Username / email | |
| Name | |
| Telephone number | |
| Position | |
| Postcode | |

## Part 2: Authority to amend principal user

This can be signed by either Senior GP Partner, Finance Director or a senior member of the organisation.

| | |
|---|---|
| Valid signature | |
| Print name | |
| Position | |

Please return the completed form via email to mcponboarding@nhsbsa.nhs.uk. Once we receive the information, we will amend the principal user details and forward instructions on how to access the system.