Your step-by-step guide to **Mercer OneView**

You can chat online, shop online, bank online and now you can even view and estimate your retirement benefits online – with **www.merceroneview.ie**

Log on today to view your **Scheme Booklet** and other Scheme materials. You can also use the **Pension Modeller** to estimate your retirement benefits based on your own circumstances and choices.

Getting started

Logging on to Mercer OneView

Connect to Mercer OneView via **www.merceroneview.ie** and login:

Step 1, enter your:

- **Employer Code**: TCDmaster

  Click **Submit**

Step 2, enter your:

- **Employee ID:** Your TCD Staff number

  and

- **Personal Access Code** (PAC)

  Click **Submit**

MERCER

Site Help | Contact Us

Home

Welcome to **Mercer OneView**

Login Step 1
Employer Code:

Submit ▸

Contact Us
Having trouble logging in, got comments or suggestions?

Call: 1890 275 275
eMail: justASK@Mercer.com

The Just ASK Helpline is available weekdays (excluding public holidays), 09.00-17.00.

If you are calling from abroad please dial +353 (0)1 4118505

Logging in is easy as 1 2 3

Step 1
- Enter your Employer Code
- Click Submit

Step 2
- Enter your Employee ID
- Enter your PAC
- Click 'Submit'

Step 3
- You're in!

Mercer OneView Scheduled Maintenance
Mercer OneView will be unavailable from 10am to 1pm on Thursday February 2nd 2012 due to scheduled maintenance. We apologise for any inconvenience caused by this interruption of service.

Delivered by MERCER

About Mercer OneView | About Us | Security | Terms & Conditions | Privacy Policy

---

Mercer OneView
www.merceroneview.ie

Mercer JustASK Helpline
1890 275 275

Mercer JustASK eMail
JustASK@mercer.com

1

Registering your security information

The first time you log in to Mercer OneView you will automatically be required to register security information **before** you will be able to access your scheme information.

On the **Answer Security Questions** page you will be asked to pick six security questions to answer. For each question:

1 Select your preferred question from the drop down list.

2 Type your answer into the box below that question.

When you have answered six questions:

1 Click **Save**.

2 Review your questions and answers and if you are happy with the information provided click **Save**.

3 Click **Continue**.

> ⊙ **NOTE**
>
> When selecting security questions to register answers to, be sure to pick questions the answers to which:
>
> ▪ will be easy for you to remember
>
> ▪ won't change over time
>
> ▪ won't be easy for unauthorised users to guess or research

You will now be asked to confirm your acceptance of the **Terms and Conditions** for using the Mercer OneView site.

1 Read the **Terms and Conditions** carefully.

2 Tick the **check box** to confirm your acceptance.

3 Click **Next**.

MERCER   Site Help | Contact Us

Home

Welcome to **Mercer OneView**

Contact Us
Having trouble logging in, got comments or suggestions?
Call: 1890 275 275
eMail: justASK@mercer.com

The Just ASK Helpline is available weekdays (excluding public holidays), 09.00-17.00.

If you are calling from abroad please dial +353 (0)1 4118505

Answer Security Questions   Review and Save Your Information

Answer Security Questions
Please answer the Security Questions in the spaces below. It is important that you remember the exact answers as you will be asked to duplicate these responses if you forget your Personal Access Code.

Question 1
What was the surname of your favourite teacher?

Please avoid punctuation and other variations that will make your answer difficult to remember.

Question 2
Choose a question

Question 3
Choose a question

Question 4
Choose a question

Question 5
Choose a question

Question 6
Choose a question

Cancel ▶ Next ▶

💻 **Mercer OneView**
www.merceroneview.ie

💬 **Mercer JustASK Helpline**
1890 275 275

✉ **Mercer JustASK eMail**
JustASK@mercer.com

2

If you have lost or forgotten your PAC

Don't worry, you can reset your PAC online:

1   Connect to Mercer OneView via **www.merceroneview.ie**.

2   In the **Login, Step 1** box, enter your **Employer Code** and click **Submit**.

3   In the **Login, Step 2** box, click **Forgotten your PAC?**

4   In the **Returning User** box, enter your **Employee ID** and click **Next**.

You will now be asked to supply answers to the security questions matching those that you registered the first time you logged in the Mercer OneView.

1   For each question, type in your answer and click **Next**.

You can now choose a new PAC. Pick something that will be easy for you to remember, but not easy for an unauthorised user to guess. Your PAC must be between 8 and 10 characters long and can contain letters or numbers. Your PAC is case sensitive

1   Type your new PAC in the first box.

2   Reenter your new PAC in the second box to confirm and click **Next**.

3   Click **Save**.

4   Click **Continue**.

> ⚠ **NOTE**
>
> Online PAC reset will only be available if you have previously logged in succesfully and registered your security information. If you have not yet done so and have lost or forgotten your original PAC, contact the Mercer JustASK helpline to request that a new printed PAC be posted to your home address.

MERCER

Site Help | Contact Us

Home

Don't Remember Your Password?

Welcome to
Mercer OneView

Contact Us

Having trouble logging in, got comments or suggestions?

Call: 1890 275 275
eMail: justASK@mercer.com

The Just ASK Helpline is available weekdays (excluding public holidays), 09.00-17.00.

If you are calling from abroad please dial +353 (0)1 4118505

First Time Visitors

To request a new PAC by post contact the Just ASK Helpline on 1890 275 275 or email justASK@mercer.com

» Back to Log In

Returning User

Online PAC reissue is only available to users who have previously logged in successfully and provided security information.

Enter your Employee ID below to access your account Security Questions. Once you successfully answer these questions, you will be able to reset your Personal Access Code.

Employee ID

Next »

Delivered by MERCER

About Mercer OneView | About Us | Security | Terms & Conditions | Privacy Policy

---

Mercer OneView
www.merceroneview.ie

Mercer JustASK Helpline
1890 275 275

Mercer JustASK eMail
JustASK@mercer.com

View your scheme details

1   In the DB Pensions screen, select **Plan Details** on the green menu bar for a summary of your pension details.

2   Select **Plan Materials** for documents and forms relating to your scheme.

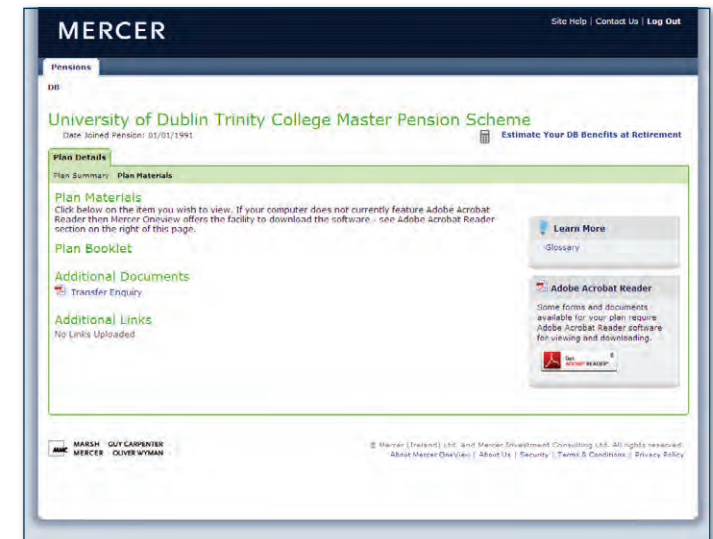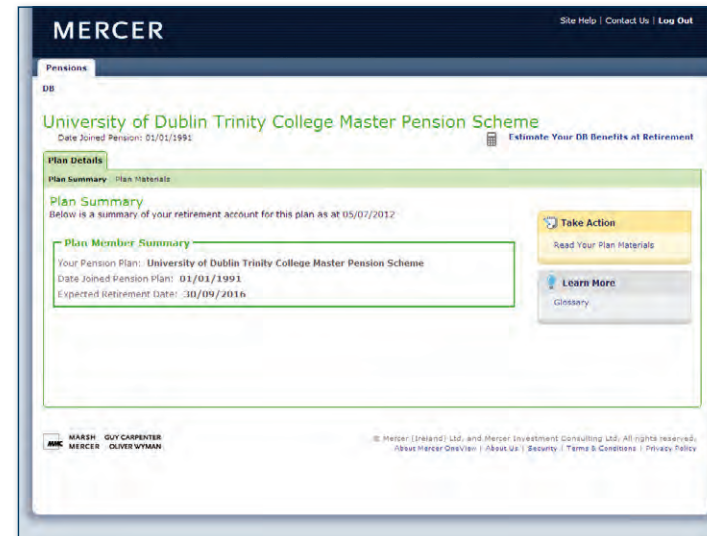## Check out the online Projection Tool

For an understanding of what income you may receive when you retire select **Estimate Your DB Benefits at Retiremen**t in the top right of the screen at anytime to go to the Projection Tool. The Projection Tool will open in a new window.
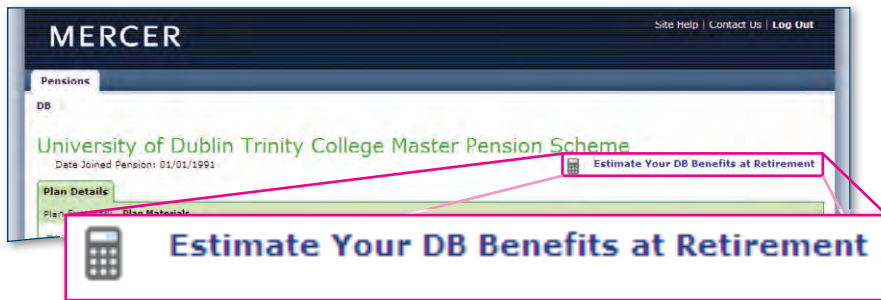
> ⚠ **NOTE**
>
> To close the modeller at any time, click the **X** on the top right-hand corner of your screen.
>
> For added security, you should also log out of the **Pensions** screen and close your browser. Please note that, for security purposes, Mercer OneView will automatically log you out after seven minutes of inactivity.

Mercer OneView
www.merceroneview.ie

Mercer JustASK Helpline
1890 275 275

Mercer JustASK eMail
JustASK@mercer.com

Making projections

1   Select **Projection Details** on the green menu bar.

2   Choose one of the options under **What do you want to do today?**

3   Under **Modify your Projection choices** you can choose to change one or more of the settings of the projection to see how different working scenarios might affect your final benefits (e.g. if you chose to retire early or if you took a career break).

> (!) **NOTE**
>
> Click on the blue circle beside each option for more information.

4   You must accept the Terms and Conditions in order to run a projection.

To read the Terms and Conditions which apply to projections click on the **Conditions** link. If you are happy to accept these Terms and Conditions, please check the **tick box** on the right-hand side of the modeller.

5   Click the **Calculate** button to run your projection. A summary of your projection will appear on the right-hand side of the screen.

> (!) **NOTE**
>
> To run another projection, simply repeat steps **1** to **5**.

6   Click on the **Print/Save** button to view and save your full projection. A new pop-up window will appear displaying a PDF of your projection, together with a detailed note on the various assumptions and conditions applying to that projection.

MERCER
Site Help | Contact Us

DB Pension Modeller

Scheme Selection

Projection Details   Projection History

Projection Details

All Projections are for illustrative purposes only and are carried out based on the data as provided by your employer.There is no guarantee that your benefits will be at the rates shown. We recommend you seek financial advice before making any decisions.The data you enter here is only saved if you click on the Print/Save button at the bottom of this page.Click on the help icon beside any item to get a more detailed explanation of what each option means.

Choose Your Projection Type

1. What do you want to do today?

Please Select...

2. Modify your Projection choices

- Intended date of Leaving Employment
- Intended date of Retirement
- Future Salary €
- Future Working Pattern - % of Full-time %
- Intended date for commencing Unpaid Leave
- Intended date for returning from Unpaid Leave
- Lump Sum Required €

MERCER

Your Projection Summary will appear here...

☐ I have read and understood the conditions attached to this projection.
Please indicate you have read and understood these conditions

Calculate   Print/Save   View History

MARSH   GUY CARPENTER
MERCER   OLIVER WYMAN

© Mercer (Ireland) Ltd. and Mercer Investment Consulting Ltd. All rights reserved.
About Mercer OneView | About Us | Security | Terms & Conditions | Privacy Policy

Mercer OneView
www.merceroneview.ie

Mercer JustASK Helpline
1890 275 275

Mercer JustASK eMail
JustASK@mercer.com

5

Printing or saving your full projection

7 Clicking on the **Print/Save** button to view a full projection automatically saves that projection for future access. Your ten most recent projections will be stored for up to a maximum of 90 days.

8 You can print your projection by choosing the **print** icon in the tool bar at the top of the page.

Viewing saved projections

9 To view your saved projections, click on the **Projection History** link on the green bar or the **View History** button at the bottom of the page. The Projection History page will display.

10 To view a saved projection, click on the **PDF** icon on the right-hand side of the screen. A new pop-up window will appear displaying your saved projection. You can print your saved projection by choosing the print icon in the tool bar at the top of the page. Your ten most recent projections will be stored for up to a maximum of 90 days.

11 To change the order of the projections displayed, click on the relevant table heading highlighted in green e.g. **Projection Type**, **Projection Date** and **Time**.

Mercer OneView
www.merceroneview.ie

Mercer JustASK Helpline
1890 275 275

Mercer JustASK eMail
JustASK@mercer.com

6

If you need:

Answers,
Solutions or
Knowledge

about using

Mercer OneView,

contact

JustASK,

our dedicated

Member Helpline

Mercer OneView
www.merceroneview.ie

Mercer JustASK Helpline
1890 275 275

Mercer JustASK eMail
JustASK@mercer.com