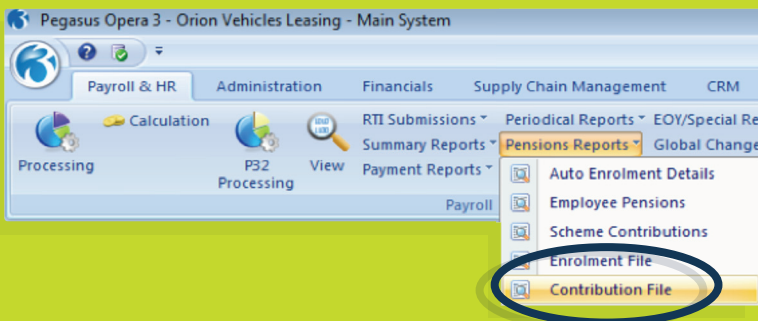


## Auto enrolment: How to export data from Opera 3

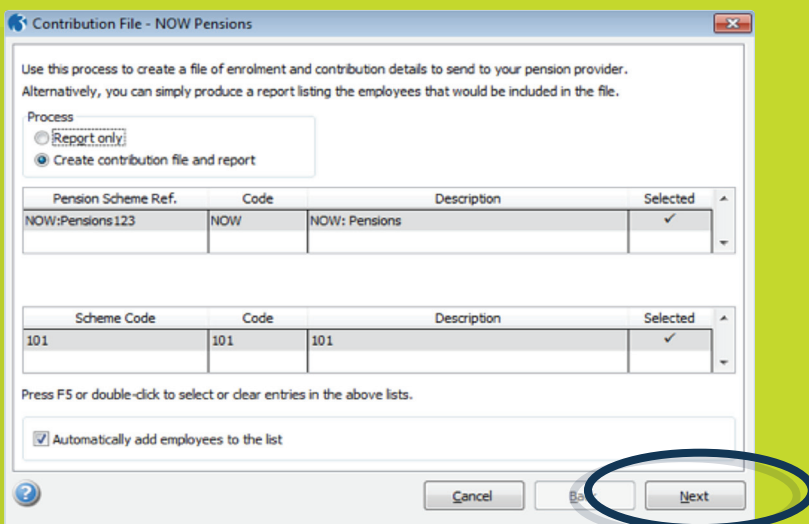
September 2014

We think integration and simplicity is the key to successful auto enrolment. NOW: Pensions has worked with the UK's major payroll providers to create a simple, integrated payroll to pensions experience that can be replicated each time you run your payroll. This guide shows how easy it is to export data from Pegasus Opera 3 in just a few steps:

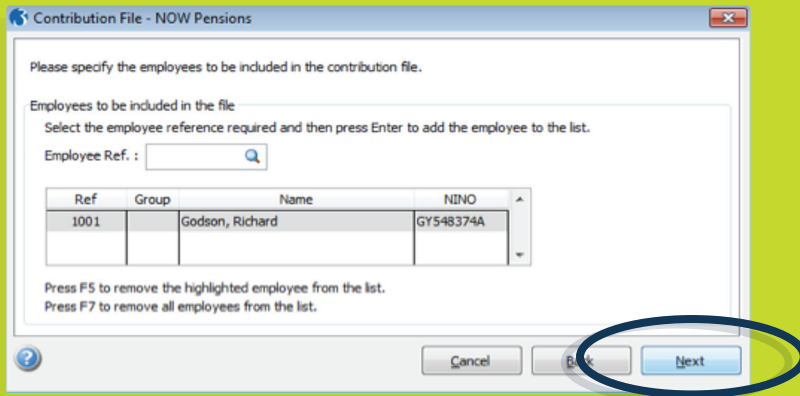
1. From the 'Payroll & HR – Pensions Reports' menu, select the 'Contribution File' option.



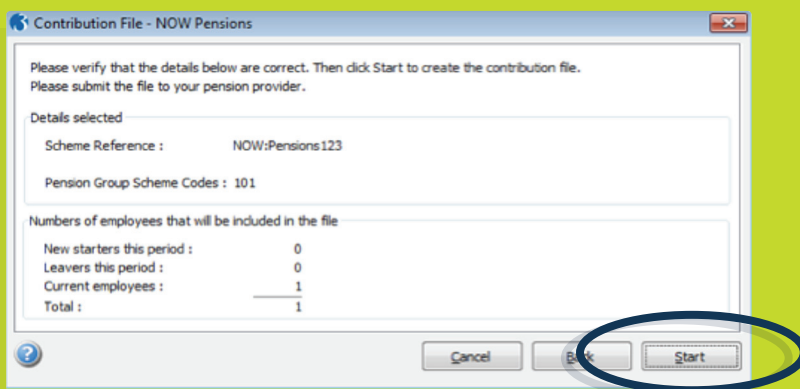
2. Select the required 'Pension Scheme' record and 'Scheme Code', then click 'Next'.



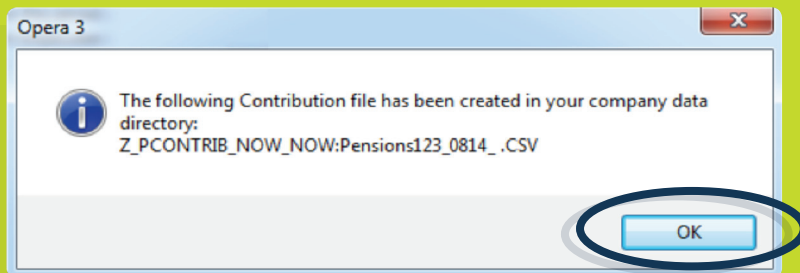
### 3. Check the list of employees is correct and click 'Next'.



### 4. The final page displays a summary of the selections made, click 'Start' to create the file.



### 5. After the file has been created, submit it using the NOW: Pensions website.



### Pegasus contact details

Tel: 0800 919 704  
[www.pegasus.co.uk](http://www.pegasus.co.uk)

# NOW:

## Pensions

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Information correct as at September 2014

NOW: Pensions is a UK occupational pension plan. Membership is only available through an employer. This is written as a general guide only. It should not be relied upon as a substitute for specific professional advice and we are not under any obligation to update this. Please note, past performance is not a guarantee of future returns. PM00062.0914/1

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