

Egress Quick Reference Guide (DR1)

DR1 Phase 2 is the second stage of Capita's targeted data request process, focused on resolving member data gaps that cannot be addressed through internal checks or data cleansing.

Following Phase 1, which confirmed core employment dates, Phase 2 involves issuing precise, individual requests to employers for specific missing or inconsistent information—such as service history, salary, earnings or contributions—rather than full records.

All DR1s will be uploaded to your folder on Egress. As some employers may not have used Egress for a while we have provided the full guidance for Egress below

What is Egress Workspace?

Crucially, the Egress Workspace solution is fully secure and supports our priority to deliver the highest level of information security for you and all members of the Civil Service Pension Scheme. It is a cloud-based platform to help users share files and collaborate effectively. It ensures that data is kept secure.

If you are using Egress for your interface submission (standard), Egress Workspace cannot accept 0kb files. If you have any files that do not contain any data, you do not need to submit these files via Egress Workspace.

How do I access Egress Workspace?

You can access Egress via CSPS.egresscloud.com. Please note if you already have an Egress account, you will still need to be invited to the CSPS workspace. An email will be sent to you.

How do I register and what are the arrangements for Multi Factor Authentication (MFA)?

To register you'll need to provide the following information:

Email address

Password (first time logging in only)

Security questions (first time logging in only)

Multi Factor Authentication (MFA)

When you log in for the first time, you'll be asked to confirm your chosen verification method. The following options are available:

- Authentication App
- Email
- SMS.

Once you have chosen your preferred authentication method, you are unable to change it. Please check with your organisation if there is any policy in place around the options available.

Once this information is complete you will then have successfully registered and can log into Egress Workspace.

Further Support

We've created [answers to some questions](#) you may have on the Egress Workspace. However, if you need more information, please email us at egressaccess@civilservicepensionscheme.org.uk.

For more detailed information you can refer to the Egress Workspace user guide sent with this document.

If you are unable to access or utilise the Egress Workspace, please contact us via egressaccess@civilservicepensionscheme.org.uk

For the security of your data, we strongly recommend you apply encryption or other security controls (such as a password-protected file). If you do choose to secure your documents, you must inform us of the method used and any necessary passwords in a separate communication.