M&S PENSION SCHEME

THE M&S PENSION SCHEME PORTAL.
HOW TO CHANGE YOUR ADDRESS.

It's down to you to keep your personal details up to date and make sure that we have your current address. This means we can get in touch with you if we have any important information to tell you and will avoid your pension being suspended if post is returned to us.

You can check that we have the right details and change them if we don't through the Portal.

Visit **www.hartlinkonline.co.uk/mandspensionscheme**, click **Login** and provide your login details. (You'll need to have registered your pension account first.)

Look for **My Details** and then click on **Personal Details**. You'll be able to review your address, personal details and contact details.

1. Click **View or change my address details** which is underneath the **Address Details** box.
2. You'll see the address details that are currently held for you. To change your address, click ✎ next to the address you want to change.
3. Enter the type of address you'd like to update and the country of the address. Click **Proceed**, enter the postcode for your new address and click **Proceed** again.
4. Select your address from the list provided and click **Proceed**. Check the details, then click **Proceed**, tick the confirmation box and click **Submit**. If your address is not in the list, click on '**click here to enter your address manually**' and you can enter the details yourself.
5. After the submission is complete, you will receive confirmation of the details in your Mailbox (which you'll find under **My Details**). Your address will be updated immediately.

FURTHER SUPPORT.

For more help using the Portal, go to **www.mandspensionscheme.com/portal-guides** where you can find a number of other how to guides.

You can also call us on **0333 003 7080**.