THE M&S PENSION SCHEME PORTAL.
HOW TO COMPLETE AN ONLINE NOMINATION FORM.

The Nomination Form is used to let the Trustee know who you would like to nominate for any lump sum benefits that may be payable if you die within five years following your retirement date. It is something that should be reviewed regularly in case any of your personal circumstances change.

If you've provided a paper Nomination Form to the Trustee in the past, the details won't be shown online but will still be stored on your member record. If you complete an online Nomination Form, the details you originally submitted in paper will be replaced by the details online.

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

1. Look for **Nominate My Beneficiaries** and click on **Nomination Form**.

2. To add a beneficiary, click **Add** towards the bottom of the page and a form will appear.

3. Enter the details for your beneficiary, click **Add**. To add the next beneficiary click **Add** again so that the form appears for you to enter the details for each beneficiary. It's important to make sure that the total for all beneficiaries equals 100%, you will then be able to click **Submit**.

4. You'll be asked to check to confirm the details are correct, then click **Submit** again.

You'll receive electronic confirmation that the changes to your Nomination Form have been received and you can view this in **My Mailbox** (which you'll find under **My Details**).

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**.