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

It's down to you to keep your personal details up to date and make sure that we have your current information. 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 **Change my personal or contact details** which is underneath the **Personal Details** box.
2. You can update your telephone number and email address by changing the information in the boxes provided..
3. Once you've updated the details you want to change, click **Proceed**.
4. You'll be asked to review the changes you've submitted and confirm you've read and agree to the terms and conditions. Click **Proceed**.
5. If your request is to change your name, you will need to contact the Pensions Administration Team using the online form. This is under 'General Details' and 'Contact Us' on the Portal. The team will confirm the information and evidence needed to complete this change for you.

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**.