## The M&S Pension Scheme Portal How to reset your login details

Don't worry if you forget your login details, you can reset them in just a few clicks.

Visit www.hartlinkonline.co.uk/mandspensionscheme and click on:

- Login Name Reminder
- Reset Password
- Reset Pin
- 1. You'll be asked to enter the security code in the coloured box and enter the email address you used to register your account. Click **Submit**.
- 2. You'll then be asked to enter the answer to your security question. Click Submit.
- **3.** If you've entered the correct information, your login name/ a new password/ a new PIN will be emailed to you and you'll be able to log in. If you haven't received it, check your junk mail in case it has landed there instead.

## You'll need to repeat these steps for each login detail by returning to the homepage and clicking on the links mentioned above.

**4.** If you've reset your password or PIN, when you log in you'll be asked to enter the old password/ PIN, (which is the one provided by email) and provide a new password/PIN. New passwords and PINs need to meet the criteria stated.

## **Contact details**

M&S Pensions Administration Team, PO Box 555, Stead House, Darlington, DL1 9YT

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For general information about the Scheme visit www.mandspensionscheme.com

For more information about how the Trustee manages your personal information read the Privacy Policy at www.mandspensionscheme.com/privacy-policy

