

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

1. Look for **My Details** and then click on **Personal Details**. You'll be able to review your address, personal details and contact details.
2. To change your address click **View or change my address details** which is underneath the **Address Details** box.
3. You'll see the address details that are currently held for you. To change your address, click on **New Address**.
4. 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.
5. Select your address from the list provided and click **Submit**.
6. 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.

### HOW TO CONTACT US.

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For general information about the Scheme visit [www.mandspensionscheme.com](http://www.mandspensionscheme.com)