

## 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](http://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.

### HOW TO CONTACT US.

✉ The M&S Pension Scheme,  
Hartshead House, 2 Cutlers Gate,  
Sheffield, S4 7TL

☎ 0345 304 7474

✉ [mandspensions@capita.com](mailto:mandspensions@capita.com)

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