

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.

1. Look for **Nominate My Beneficiaries** and click on **Nomination Form**.
2. Towards the bottom of the page you'll see a table where you'll be able to nominate beneficiaries. You may change, update or delete any beneficiaries at any time.
3. To add a beneficiary, click on **Add** and a form will appear.
4. Enter the details for your beneficiary, click on **Add**. To add the next beneficiary click on **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**.

You'll receive an 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**).

HOW TO CONTACT US.

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