

## THE M&S PENSION SCHEME PORTAL. HOW TO REGISTER.

You're steps away from instant access to your pension account and valuable information about your M&S pension.

Visit [www.hartlinkonline.co.uk/mandspensionscheme](http://www.hartlinkonline.co.uk/mandspensionscheme), click **Register** and complete the Registration Form.

1. You'll be asked to enter the security code in the coloured box. If you're struggling to read it just click **Refresh**.
2. Create your login name (please note it is case sensitive and should not be an email address).
3. Create your password, it will need to meet **all** of the following criteria:
  - Be 8 or more characters long
  - Contain number(s)
  - Contain lower case letter(s)
  - Contain an upper case letter OR a punctuation character e.g. (-, /?\*\$)
  - Not be a password that you have previously used for an account with Hartlink Online
4. Create a security question and answer.
5. Provide your contact details and personal details (you'll need your National Insurance number at hand). Click **Submit**.
6. As a security measure, a Personal Identification Number (PIN) will be sent to you by email, which you'll need to access the Portal. If you haven't received it, check your junk email folder in case it has landed there instead.

With your registration complete, you're ready to log in!

Make sure you keep your login details in a safe place. You'll need to remember the email address you used to register and the answer to your security question to be able to reset your login details.

The Portal has been built with the security of your data in mind. It's safe to use and is updated regularly with the latest security features to keep your details secure.

Our Pension Scams page at [www.mandspensionscheme.com/pension-scams](http://www.mandspensionscheme.com/pension-scams) tells you what to expect when we email you and how to protect yourself online.

### HOW TO CONTACT US.

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