

GUIDE TO REGISTRATION & LOGGING IN

CHECK YOUR BROWSER SETTINGS

Before we begin, note you will require Firefox, Google Chrome or alternatively Internet Explorer (IE) 11 otherwise the system will not work properly. If using Internet Explorer, you will need to check what version of browser you are currently using. When opening internet explorer click on the settings button and select 'About Internet Explorer'. This will confirm which version of IE you have. If you need to upgrade this, simply search through your preferred search engine 'Internet Explorer 11' and you should be able to download this from there.

REGISTRATION

To get to the right section on the website, please copy and paste <http://beverleybs.co.uk/mortgages/intermediaries> into your browser and it will bring you to the login page "Beverley Mortgage Hub Register / Login".

The first thing you will need to do is register. To do this simply select 'Register', Select 'New Registration' and click 'Next'.

You will then be required to enter your details.

Enter your Email address, Title, Full Name and Job Title and then choose a password. This needs to be a minimum of (8) characters in length and include at least one uppercase letter, number and special character.

Registration Type

Please select the type of Registration you wish to complete

Registration Type	Select
New Registration	<input checked="" type="radio"/>
Advisor to existing Registration	<input type="radio"/>

[Already Registered ?](#) [Next](#)

Your Details

Email Address

Select Title

Your Name

Select Job Title

Password

Confirm Password

[Previous](#) [Next](#)

Next, you will be asked to enter the details of the organisation you belong to.

The first field on the Organisation Details page (within the registration) asks for the FCA number.

Depending on whether that FCA number has been registered previously or not will trigger two different outcomes.

1. If the FCA number is unique, the details entered in this section will be stored and saved as a new organisation, you will then be added as the first member to this organisation. Other brokers will then be able to join it automatically by entering the matching FCA number.
2. If the FCA number entered matches one already registered in the system, you will be added to the list of brokers for that organisation.

Once registered you will automatically be set to active. This means that all new brokers are able to submit applications as soon as they register without having to wait for your Online Broker Registration to be approved first.

Once a broker and organisation pair has been set up, a super user can be created by submitting a written request by email to **mortgages@beverleybs.co.uk**. Once your request has been approved it will be actioned immediately. The super user will work as the admin for that organisation and will be responsible for activating new broker in the organisation.

The last two items asked for on the organisation details page are SELECT NETWORK and SELECT MORTGAGE CLUBS. Currently this facility is unavailable on our portal but you can continue to the next screen without having to select.

You will be asked to confirm your marketing preferences, please leave the boxes blank if you do not wish to receive any. Once you are happy the information entered is correct, select 'Create Account'.

Once your account has been created you will receive an email with an activation link. Please check your 'Junk Mail' if not received.

Please note that if you do not activate your account within 24hrs the link will become inactive and your registration may be delayed. You will need to click the 'Forgotten Password' link on the Beverley Mortgage Hub sign in page and follow the instructions to generate a further email.

LOG IN

After registering, to log in and out all you need to do is enter your user name and password on the homepage Hint: Your user name is your email address.

The 'Organisation Details' form contains the following fields: FCA Number, Organisation Name, Trading As Name, Post Code (with a 'Lookup' button), Property Name, Property Number, Road, District, Town, County, Phone Number, Network (dropdown menu), and Mortgage Clubs. 'Previous' and 'Next' buttons are at the bottom.

The 'Confirm Your Details' form contains the following fields: Name, Email Address, and FCA Number. Below the fields is a message: 'Thank you for registering. Please confirm your details and press 'Create Account' to complete your registration.' 'Previous' and 'Create Account' buttons are at the bottom.

