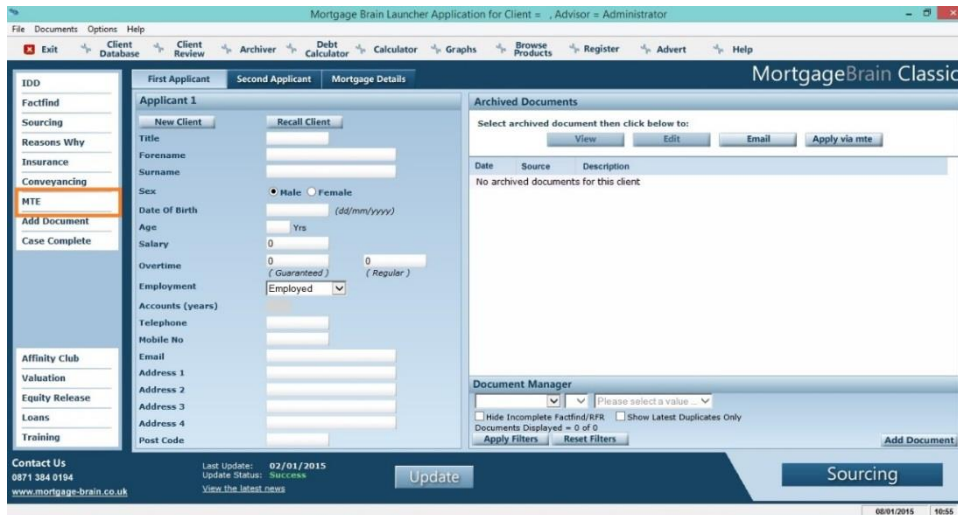


## Registration

Before you begin using MTE, it is necessary to register your details and choose your log in details.

To do this, first open the MTE software from the main menu of MortgageBrain Classic, as shown.

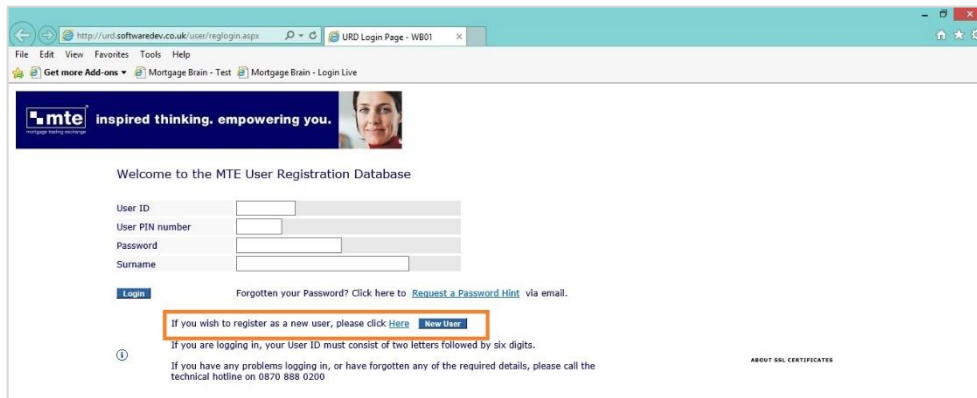


A login window will appear. Click on **Register**.

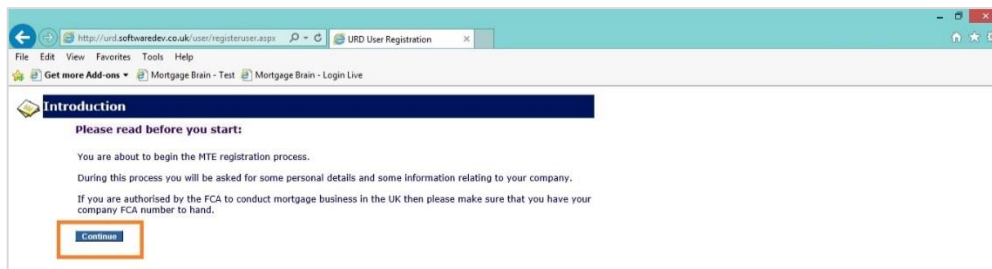


Please note, you will need to have Internet access at this point as the Register button will take you through to the MTE Registration website.

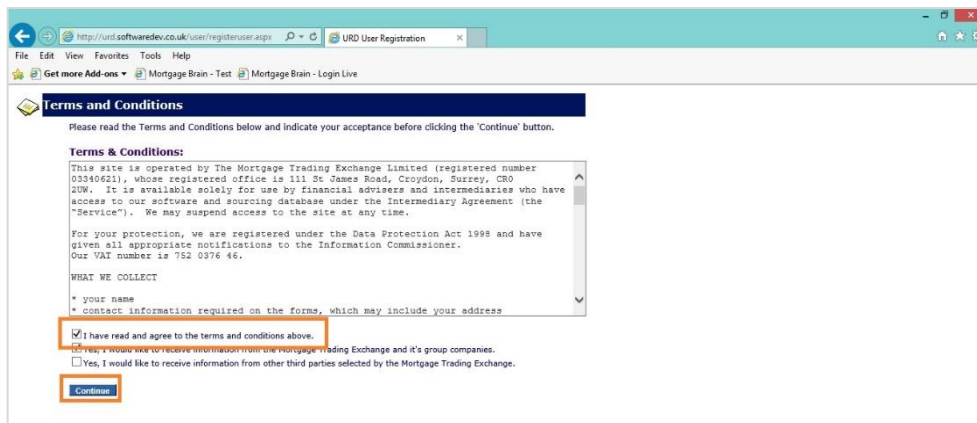
The MTE Registration website will open. Click on **New User** to continue.



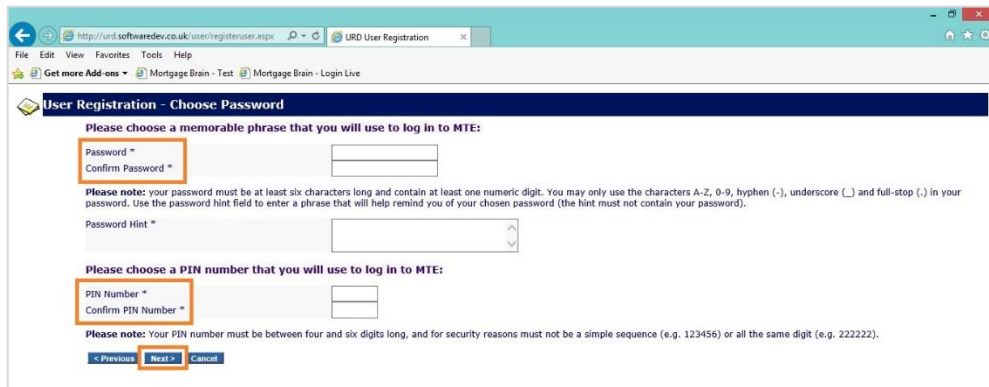
Ensure you read all of the wording on each page before completing. Click **Continue** to move through the registration process.



Check the box to accept the Terms & Conditions. Click **Continue** to progress.

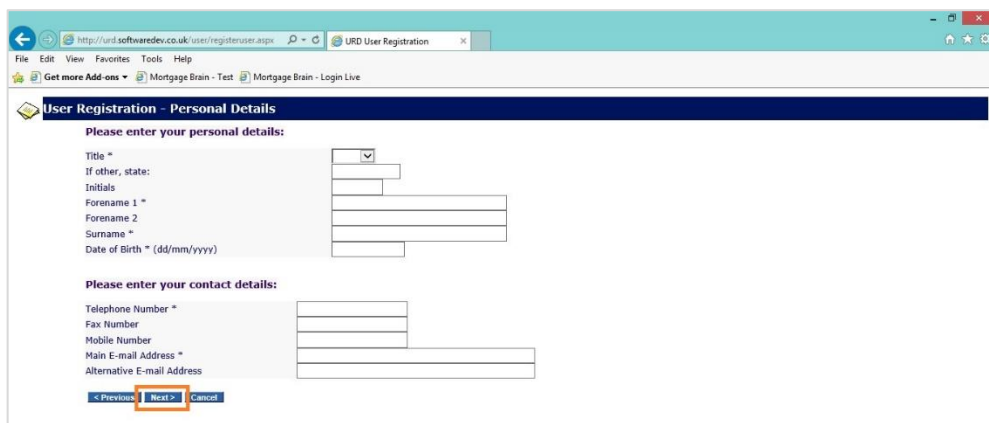


The following screen requires you to enter a password which will be used each time you log into MTE. Your chosen Pin Number will be required each time you submit an application, or check for updates on a submitted application form through MTE. Ensure you choose something memorable!

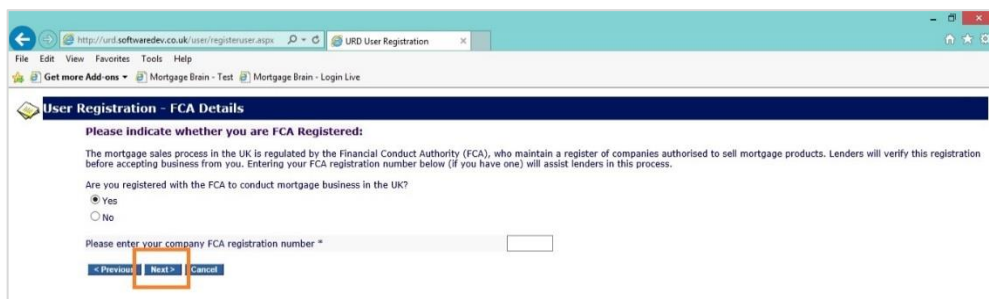


Click **Next** to progress to the next screen.

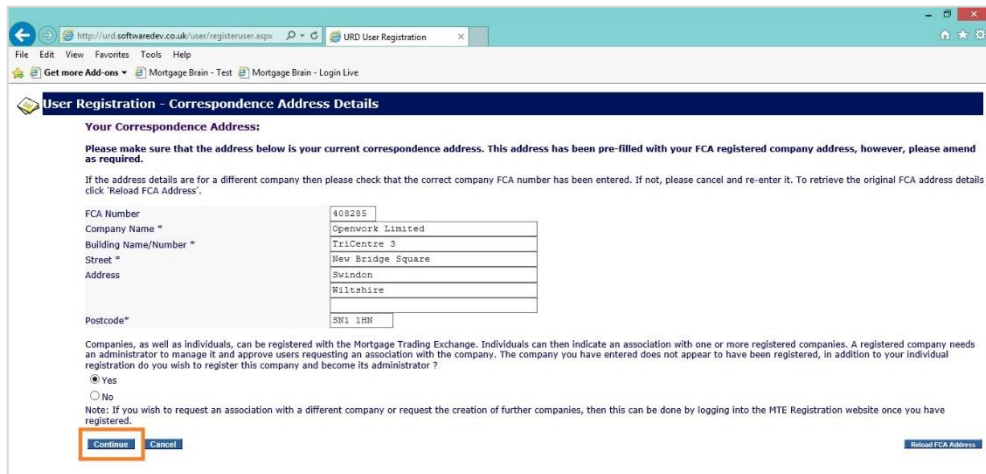
Complete your personal details ensuring that all information entered is correct before clicking on **Next** to progress through the registration process.



The following screen requires you to enter your personal FCA number. MTE registration links directly to the FCA Register and therefore you should ensure your FCA number is correctly entered. Click **Next** to proceed.



Once you're FCA number has been entered, the MTE registration process will pull through the company details associated with this number. Check that they are all correct. If you wish to amend the details, then do so at this point. Once complete, click **Continue** to finish the registration process.



**User Registration - Correspondence Address Details**

**Your Correspondence Address:**

Please make sure that the address below is your current correspondence address. This address has been pre-filled with your FCA registered company address, however, please amend as required.

If the address details are for a different company then please check that the correct company FCA number has been entered. If not, please cancel and re-enter it. To retrieve the original FCA address details click 'Reload FCA Address'.

FCA Number: 408285  
 Company Name \*: Openwork Limited  
 Building Name/Number \*: TriCentre 3  
 Street \*: New Bridge Square  
 Address: Swindon, Wiltshire  
 Postcode\*: SN1 1RH

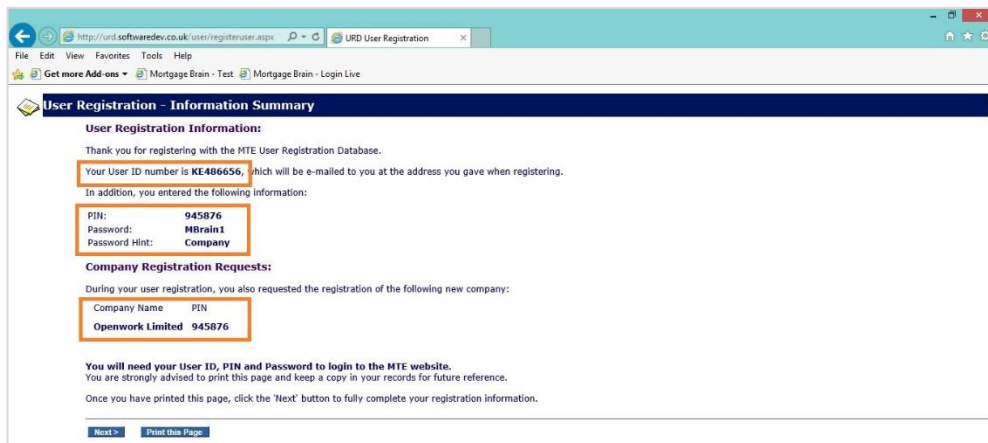
Companies, as well as individuals, can be registered with the Mortgage Trading Exchange. Individuals can then indicate an association with one or more registered companies. A registered company needs an administrator to manage it and approve users requesting an association with the company. The company you have entered does not appear to have been registered, in addition to your individual registration do you wish to register this company and become its administrator?

Yes  
 No

Note: If you wish to request an association with a different company or request the creation of further companies, then this can be done by logging into the MTE Registration website once you have registered.

**Continue** **Cancel** **Reload FCA Address**

The final screen confirms your unique log in information – your User ID, password and pin number – these are all essential for you to be able to log into MTE and submit application forms to participating lenders. These details are confidential and should not be disclosed to others.



**User Registration - Information Summary**

**User Registration Information:**

Thank you for registering with the MTE User Registration Database.

Your User ID number is **KE486656**, which will be e-mailed to you at the address you gave when registering.

In addition, you entered the following information:

PIN: **945876**  
 Password: **MBrain1**  
 Password Hint: **Company**

**Company Registration Requests:**

During your user registration, you also requested the registration of the following new company:

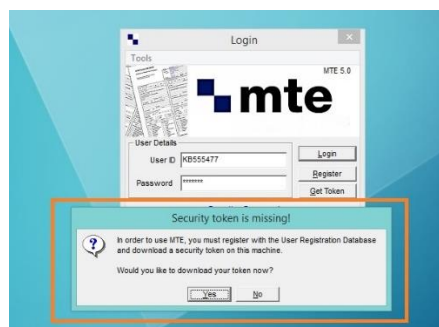
Company Name	PIN
Openwork Limited	945876

You will need your User ID, PIN and Password to login to the MTE website.  
 You are strongly advised to print this page and keep a copy in your records for future reference.  
 Once you have printed this page, click the 'Next' button to fully complete your registration information.

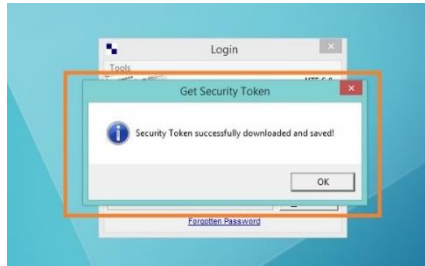
**Next >** **Print this Page**

**PLEASE NOTE: THE DETAILS DISPLAYED ABOVE ARE FOR DEMONSTRATION PURPOSES ONLY AND WILL NOT WORK!**

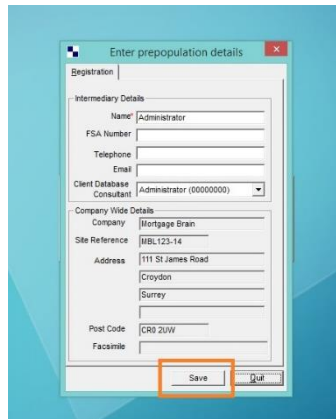
Having finished the registration process, the **first time** you log into MTE, you will be prompted to download a Security Token, as per the message shown below. You must be connected to the internet at this stage. Click **Yes** and the token will be downloaded automatically.



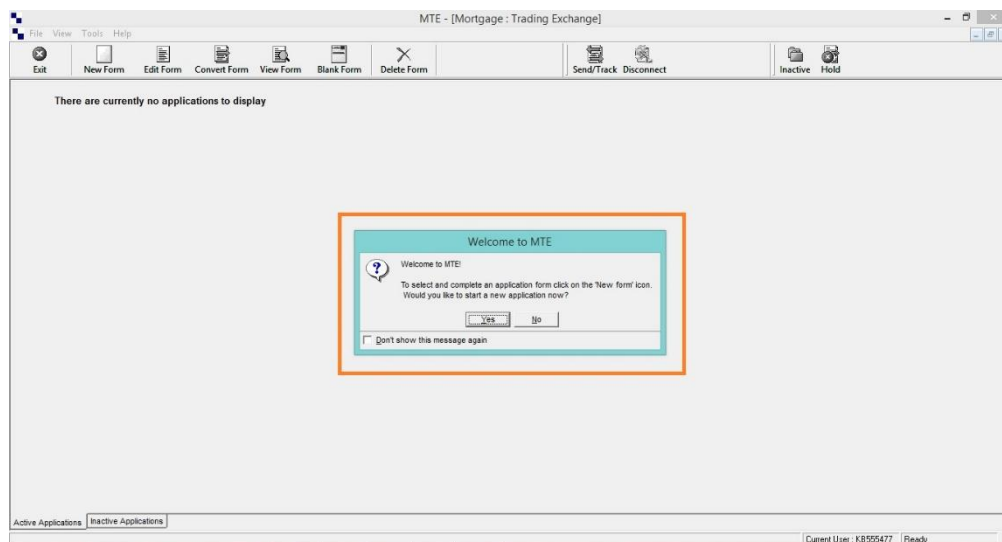
Your screen will confirm the successful download of the token, as shown.



You will then be prompted to confirm your personal details. Click on Save to save these permanently into your own copy of MTE.



You are now ready to start using the Mortgage Trading Exchange (MTE)!



## Amending Registration Details

Should you ever need to change any of your registration details, such as company address, FCA number, etc you can do so by logging on to [www.mteregistration.co.uk](http://www.mteregistration.co.uk) or "my Account" on [www.mtedirect.co.uk](http://www.mtedirect.co.uk). You will need the following details to login:

User ID  
Pin Number  
Password  
Surname

If you cannot remember your details please call Customer Services on 0208 665 3290 for assistance.

Once you have logged in, you can edit any information previously entered. Once you have made the required changes, ensure you click on the button to **Save Changes**. Whenever changes are made on the MTE registration you will need to "get token" again when logging back into the MTE software and wait 2 hours before submitting any applications to any lenders.