

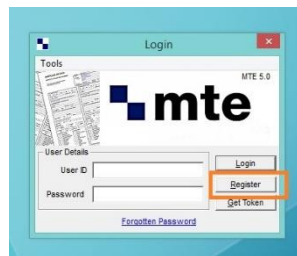
Registration

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

To do this, first open the MTE Standalone software by clicking on the MTE icon on your desktop, as shown.

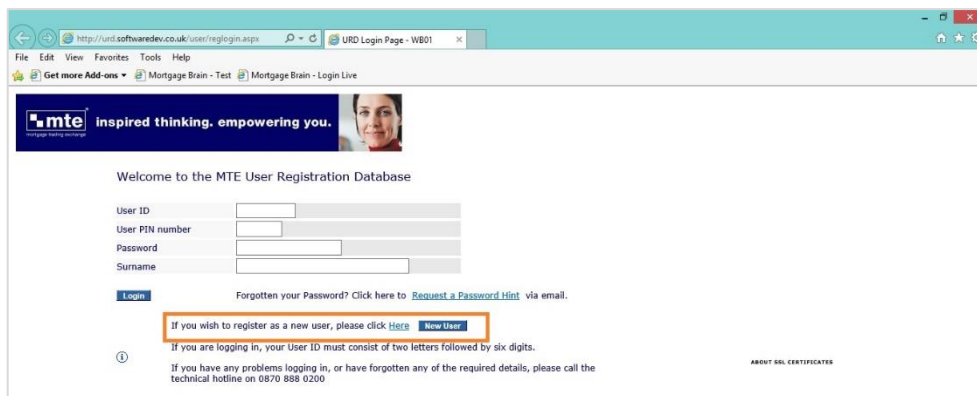


A login window will appear. Click on **Register**.



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.

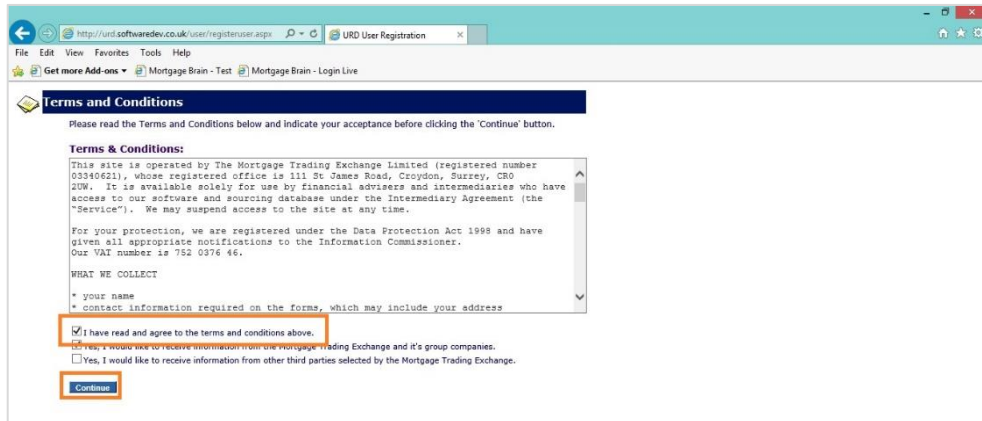
The MTE Registration website will open. Click on **New User** to continue.



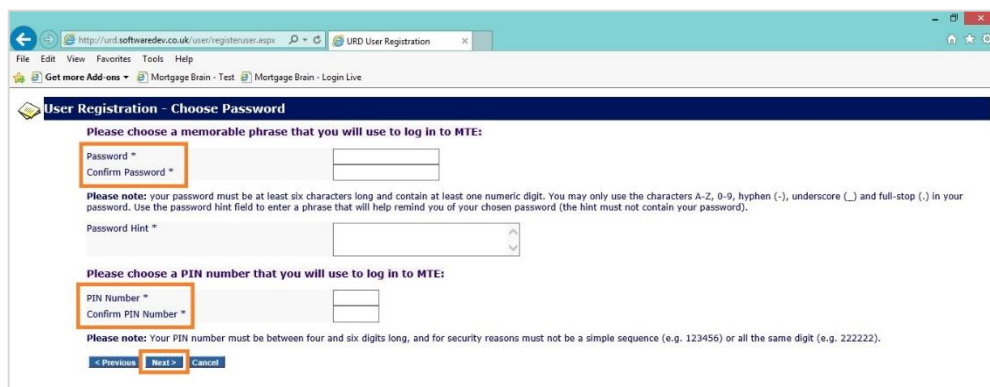
Ensure you read all of the wording on each page before completing. Click **Continue** to move through the registration process.



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

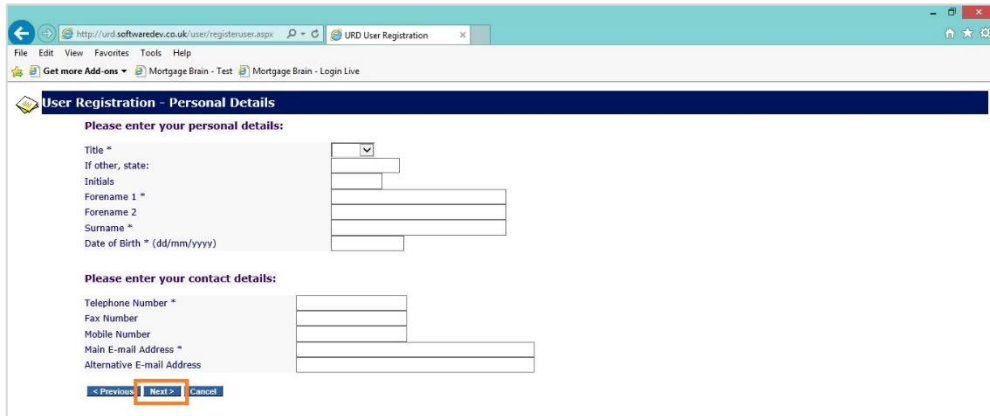


The following screen requires you to enter a password which will be used each time you log into MTE. Your chosen Pin Number will be required each time you submit an application, or check for updates on a submitted application form through MTE. Ensure you choose something memorable!

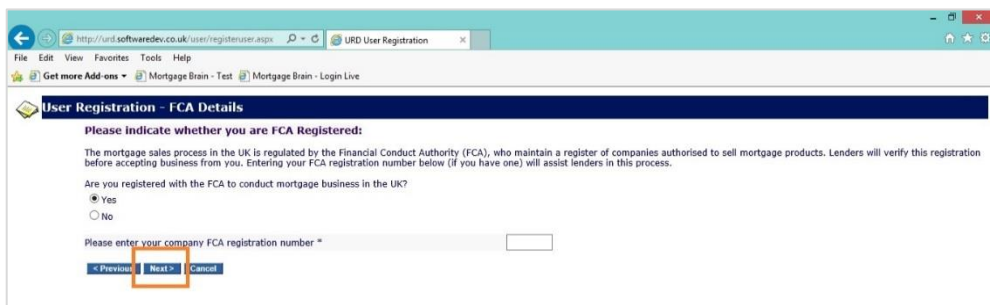


Click **Next** to progress to the next screen.

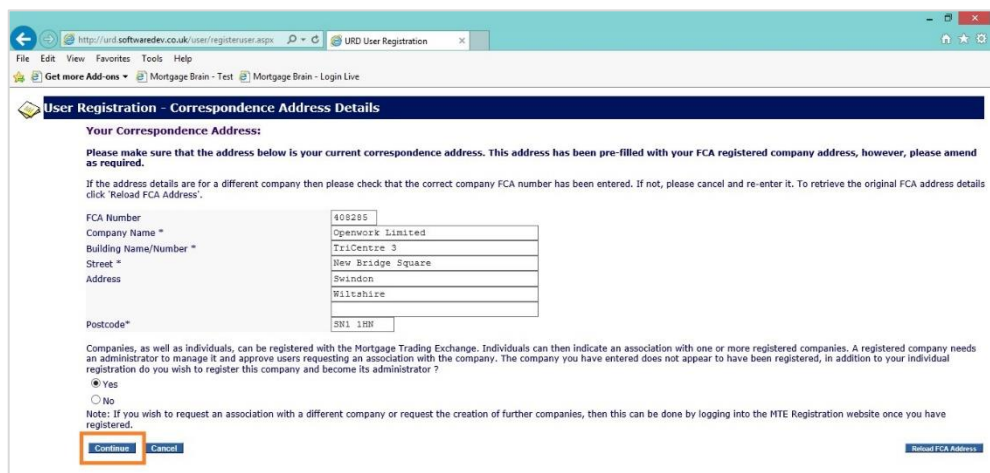
Complete your personal details ensuring that all information entered is correct before clicking on **Next** to progress through the registration process.



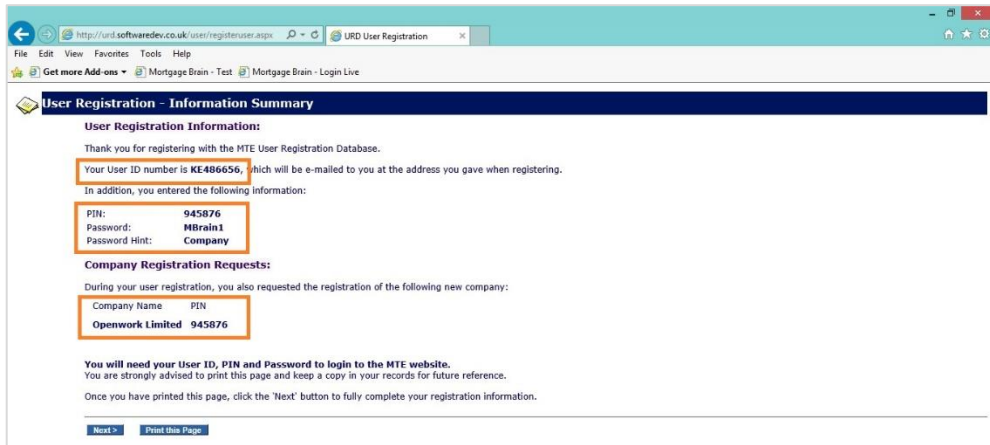
The following screen requires you to enter your personal FCA number. MTE registration links directly to the FCA Register and therefore you should ensure your FCA number is correctly entered. Click **Next** to proceed.



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.

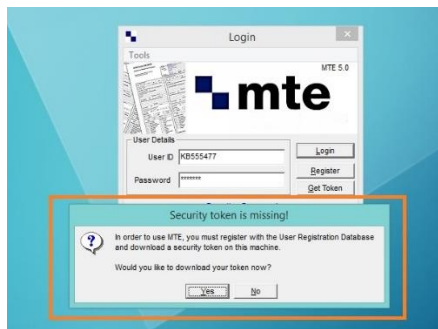


The final screen confirms your unique log in information – your User ID, password and pin number – these are all essential for you to be able to log into MTE and submit application forms to participating lenders. These details are confidential and should not be disclosed to others.

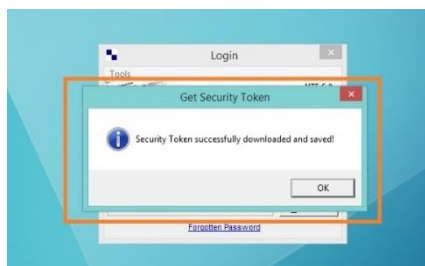


PLEASE NOTE: THE DETAILS DISPLAYED ABOVE ARE FOR DEMONSTRATION PURPOSES ONLY AND WILL NOT WORK!

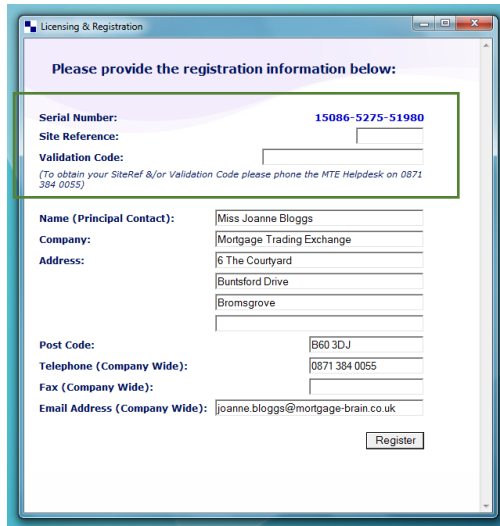
Having finished the registration process, the **first time** you log into MTE, you will be prompted to download a Security Token, as per the message shown below. You must be connected to the internet at this stage. Click **Yes** and the token will be downloaded automatically.



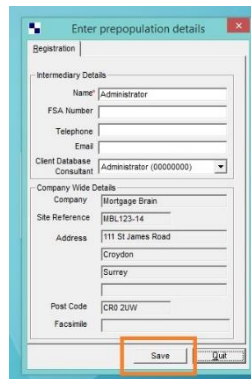
Your screen will confirm the successful download of the token, as shown.



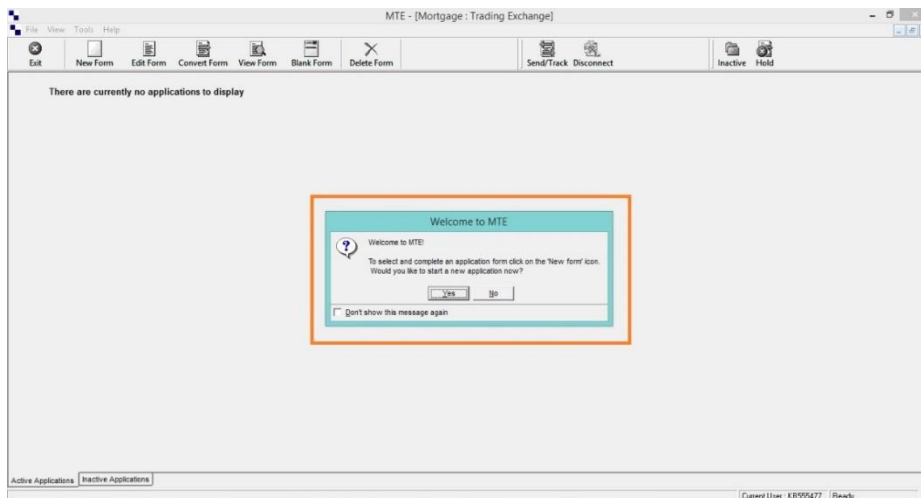
When you log in you will then be asked to register the software. Please call Customer Services on 0208 665 3290 will provide you with a site reference and validation code. Once the information has been entered click on Register.



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



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 or "my Account" on 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.