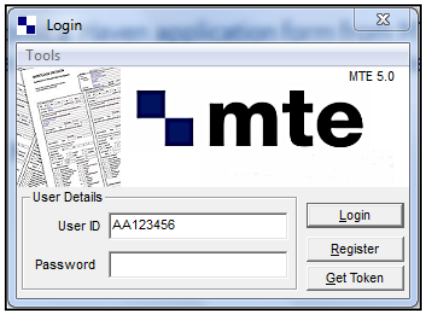
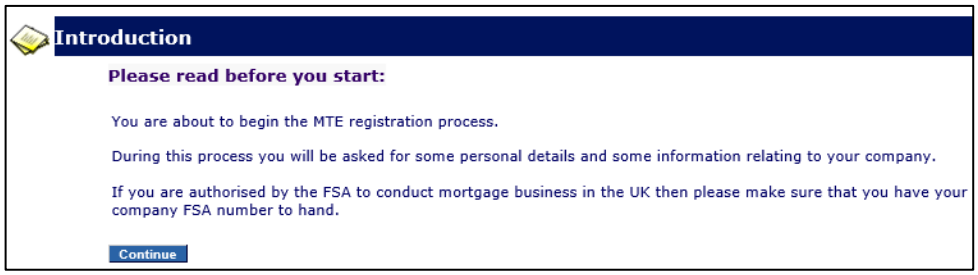
How To Register as a User on the URD

- Launch MTE and click the **Register** button or visit www.mteregistration.co.uk

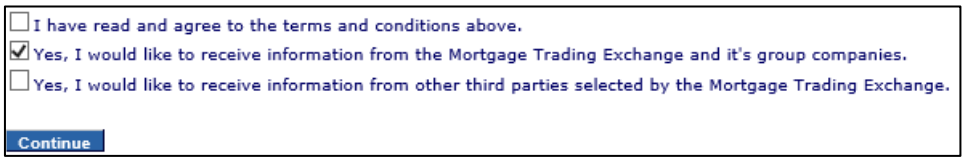


- On the MTE User Registration Database website that loads you will need to click on **New User**

- Click **Continue** once you have read the **Introduction** page



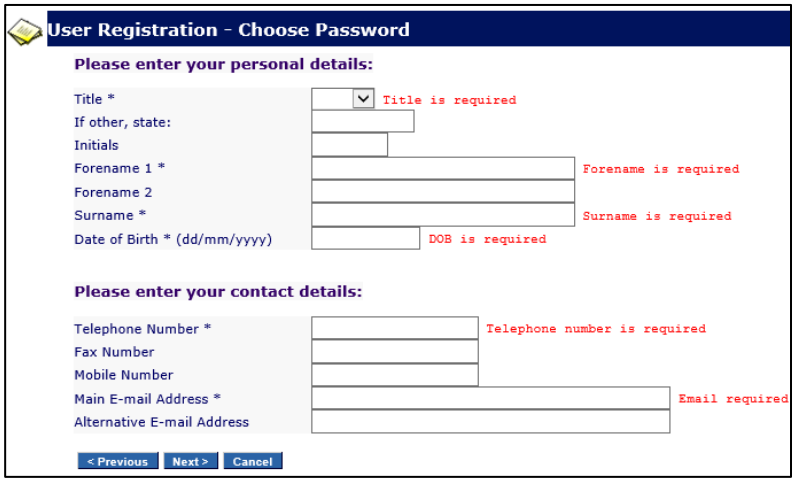
- Tick to confirm that you have read the **Terms and Conditions** on the next screen and click **Continue**



- You will now be prompted to choose a **Password** and **PIN Number**. We suggest using something easy to remember e.g. Car registration and you will need to create a **Password Hint** to remind you encase you forget.

  Your **PIN** number must be between four and six digits long, and for security reasons it must not be a simple sequence (e.g. 123456) or all the same digit (e.g. 222222). Once you have confirmed your PIN click on **Next**

- Please enter your **Personal Details** and click on **Next**



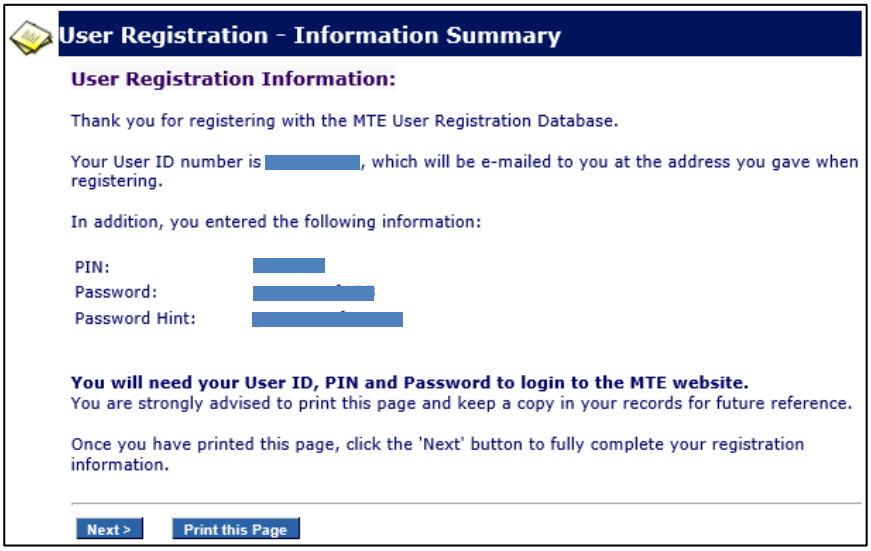
- When prompted about **FSA** please select **No** followed by clicking **Next**

- You will now need to complete the box next to **enter the company name (non-regulated):**

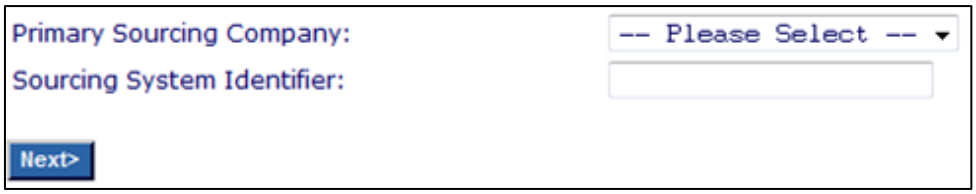
  Click **Next**

- You will now be prompted to complete your Correspondence details. Please **ignore** the **Company FSA number** and when completing the **Postcode** field enter a **full stop '.'**. Once completed click **Register**

- You will now receive an email confirming your registration. We suggest you print the **Information Summary** screen so you have a record of your **User ID**, **PIN**, **Password** and **Password Hint**. Click **Next**



- On the following screen you will be prompted to provide a **Primary Sourcing Company**. From the drop down list please select **None** and click **Next**



- Please click **Next Page of Lenders** to skip this process of your MTE details being sent to the lenders that you can select

- Please click **Next Page of Lenders** again

- Click **Finish**