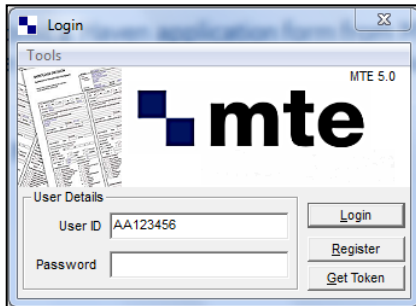
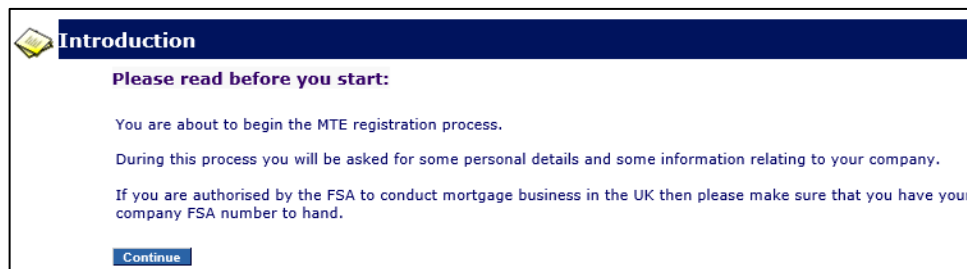


## How To Register as a User on the URD

- Launch MTE and click the **Register** button or visit [www.mteregistration.co.uk](http://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**

I have read and agree to the terms and conditions above.

Yes, I would like to receive information from the Mortgage Trading Exchange and it's group companies.

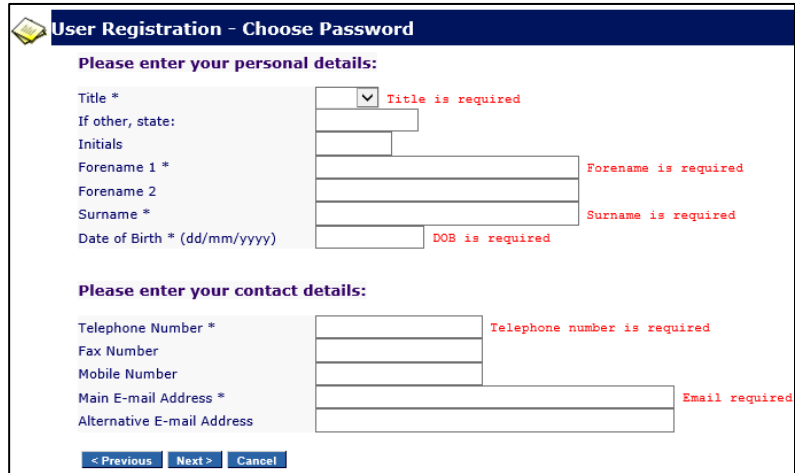
Yes, I would like to receive information from other third parties selected by the Mortgage Trading Exchange.

**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**



**User Registration - Choose Password**

Please enter your personal details:

Title \*  Title is required

If other, state:

Initials

Forename 1 \*  Forename is required

Forename 2

Surname \*  Surname is required

Date of Birth \* (dd/mm/yyyy)  DOB is required

Please enter your contact details:

Telephone Number \*  Telephone number is required

Fax Number

Mobile Number

Main E-mail Address \*  Email required

Alternative E-mail Address

< Previous Next > Cancel

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



**User Registration - FSA Details**

Please indicate whether you are FSA Registered:

The mortgage sales process in the UK is regulated by the Financial Services Authority (FSA), who maintain a register of companies authorised to sell mortgage products. Lenders will verify this registration before accepting business from you. Entering your FSA registration number below (if you have one) will assist lenders in this process.

Are you registered with the FSA to conduct mortgage business in the UK?

Yes

No

< Previous Next > Cancel

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

Click **Next**



**Request association with an existing company:**

You can associate yourself with an existing company by searching for the company below; either select the first letter of the company name from the list below or search for the company by entering the company name in the text box and clicking the 'Search' button.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search

**OR Request registration of a new company:**

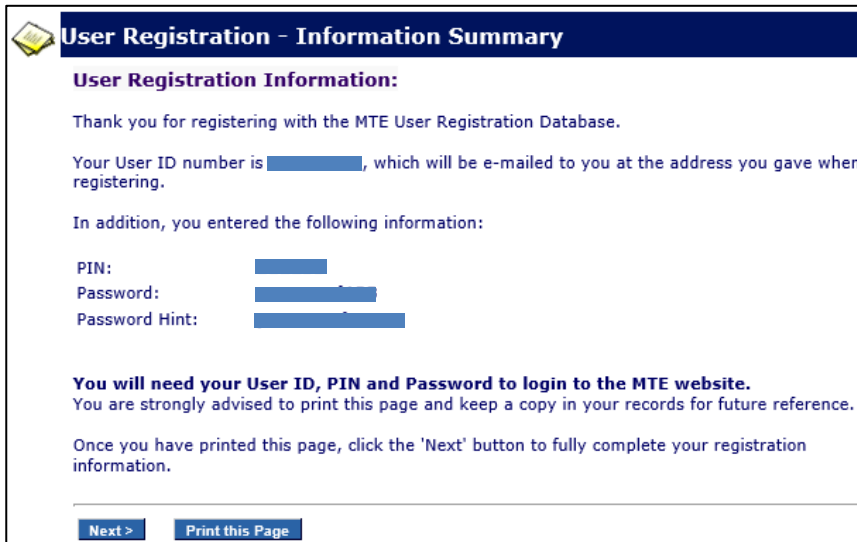
If your company is not listed in the searches above then you can request the registration of a new company by entering the FSA number or company name below and clicking the 'Request Company' button. You will then be asked to enter or confirm the new company details.

Enter the company FSA number here (if regulated):

**OR enter the company name (non-regulated):**

< Previous Next > Cancel

- 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**



**User Registration - Information Summary**

**User Registration Information:**

Thank you for registering with the MTE User Registration Database.

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

In addition, you entered the following information:

PIN: [REDACTED]  
 Password: [REDACTED]  
 Password Hint: [REDACTED]

**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](#)

- 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**



Primary Sourcing Company:

Sourcing System Identifier:

[Next >](#)

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

[Next Page of Lenders >](#)

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

[Next Page of Lenders >](#)

- Click **Finish**

[Finish](#)