BROKER PORTAL - HOW TO ADD A CLUB

If you are Directly Authorised once your registration has been accepted on panel, before you submit any business you will need to add a mortgage club to your registration.

 To do this, once you have logged into the portal, click on "User Profile" from the tool bar:

Home Products Literature Illustration DIP Application Search User Profile Logout

2. Next, select "Change my submission route list":

User Profile

What do you want to do?

- Change My Password Change My Address Details
- Change My Contact Details Change My Submission Route List
- Next, from the drop down list on the left hand side, click on your preferred mortgage club to highlight it, then click the box to move the mortgage club to your "Preferred list". To remove a club from your "Preferred list", follow the same steps, but click the box instead:

Change My Submission Route List	
Select Mortgage Club:	Preferred List:
2020 Homeloans T/A The Select Partners 3mc (U.K.) Limited {Mortgage Club} Active Investments (Reading) Ltd {Club} All Types of Mortgages Ltd (AToM) Club Bright Star Financial Ltd {Mortgage Club} Brilliant Solutions {Mortgage Club} Buy to Let Club trading name of The Buy Capital Advances (UK) Limited (Mortgage Confirm password to perform change: *	

- 4. You will be able to add more than one club if you need to.
- 5. Finally, you will need to enter your password into the bottom box and click "OK" to save the changes.
- 6. Once the password has been confirmed, please click on "Home" to start submitting a new case.

You will now be able to submit a new case.

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