

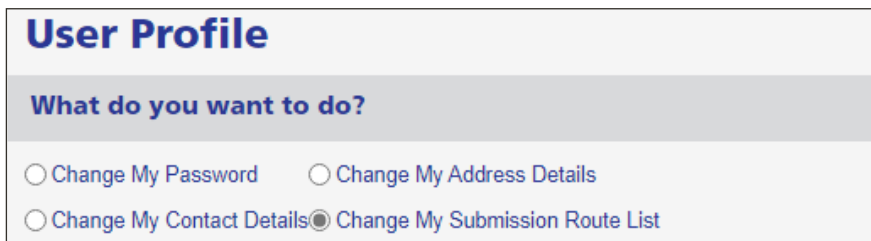
BROKER PORTAL - HOW TO ADD A CLUB

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.

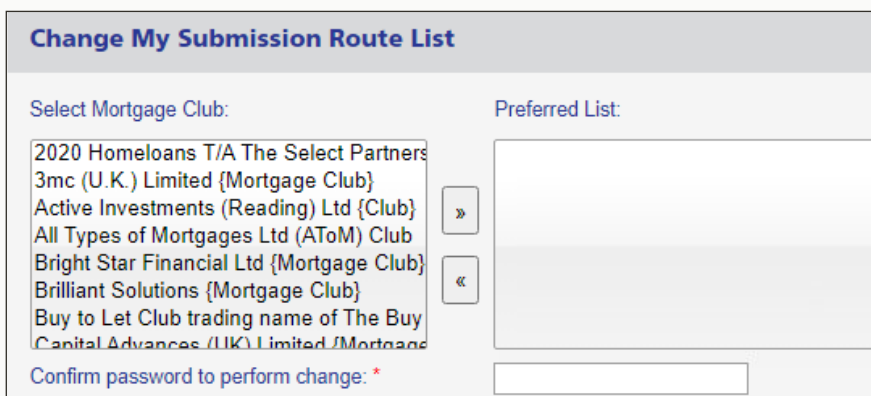
1. To do this, once you have logged into the portal, click on "User Profile" from the tool bar:



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



3. 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:



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.

We can provide literature in large print, Braille and audio. Please let us know if you require an alternative format or any additional support with managing your account. You can contact us either by phone, in writing or visiting [precisemortgages-customers.co.uk/existingcustomers/additional_support](https://www.precisemortgages-customers.co.uk/existingcustomers/additional_support) for more information.

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