

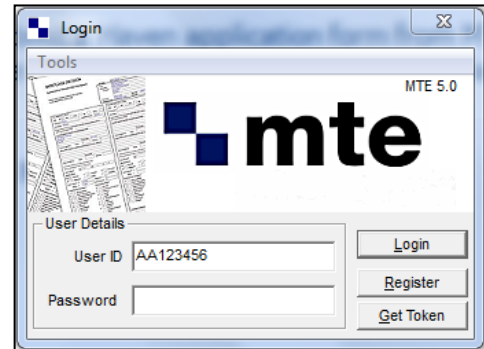
How To Register For MTE

On opening the MTE software a login window will appear. If you have not previously registered for MTE (this is an additional registration to the software), you will now need to follow a quick and easy registration process.

Click **Register**, this will open the MTE Registration website.

Click on **New User** to continue, making sure you should make sure you have your Central Bank Authorization Number to hand.

You will need to have Internet access at this point as the Register button will take you through to the MTE Registration website.



Should you ever need to change any of your registration details like Central Bank Authorization Number, Address or Telephone numbers you can do so by visiting www.mteregistration.co.uk. You will need the following details to login:

- **User ID**
- **Pin Number**
- **Password**
- **Surname**

If you can't remember your details please call Customer Services on **01-491-3130** for assistance.

Once you have logged in, you can edit any information previously entered including the Central Bank Authorization Number, address etc. Once you've made the sufficient changes click on **SAVE CHANGES**.

Whenever changes are made on the MTE registration website you will need to click **Get Token** before logging into the software. You will have to wait 2 hours before submitting/tracking any applications as the lenders refresh their URD servers once every 2 hours. This does not prevent you from logging into MTE to complete, validate and save forms.