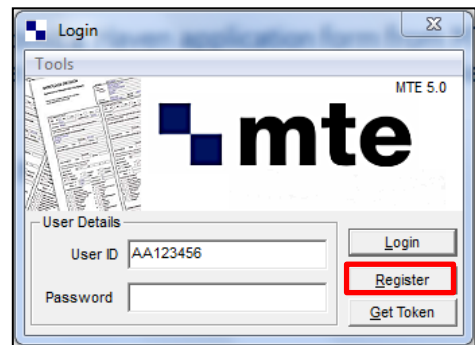


## Register for the Mortgage Trading Exchange (MTE) in 10 Easy Steps

To start using the Mortgage Trading Exchange (MTE) you must first register yourself on the Mortgage Trading Exchange **User Registration Database (URD)** website. Security is a major factor in electronic trading.

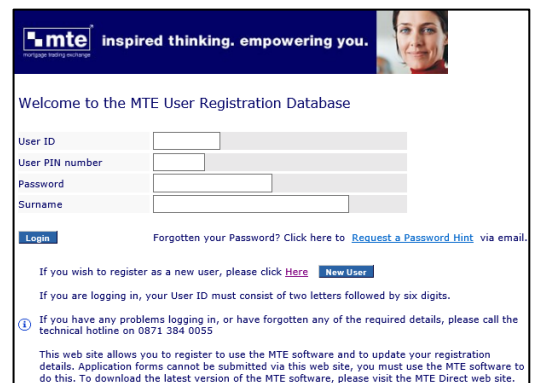
Registering via the **User Registration Database (URD)** ensures the safe transmission of both you and your clients' personal details during the electronic transmission of Agreements In Principle (AIPs) and Mortgage Applications to and from lenders.

1. Launch the MTE login screen via the software and click **Register** or go directly to the **User Registration Database** website [www.mteregistration.co.uk](http://www.mteregistration.co.uk)



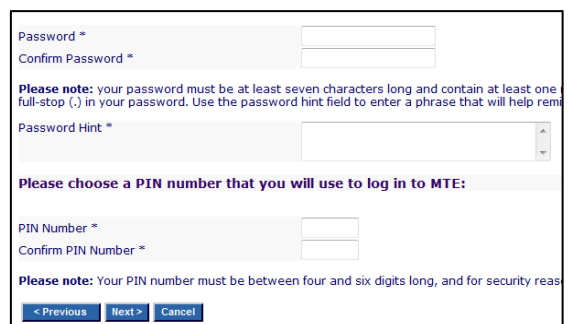
2. On the **Login** page displayed, click **New User**. An Introduction page will appear, after reading, click **Continue**.

The **Terms and Conditions** page is then displayed containing the MTE Privacy Statement. Once you have read the terms and conditions, select the relevant options and click on **Continue**, if you are happy to progress.



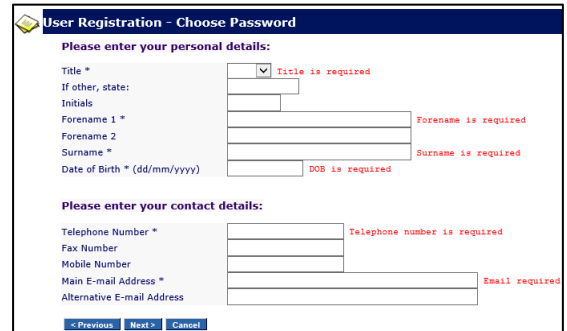
3. On the **User Registration Page**, the star (\*) next to various field headings indicates that this information is required in order to continue the registration process.

Enter a password and pin as per instructions on screen. On completion, click **Next**.



4. Enter your **Personal Details** as requested.

Click the **Next** button to continue.



5. The **FSA Details** are not required in Ireland, select **No** and click **Next** to continue.

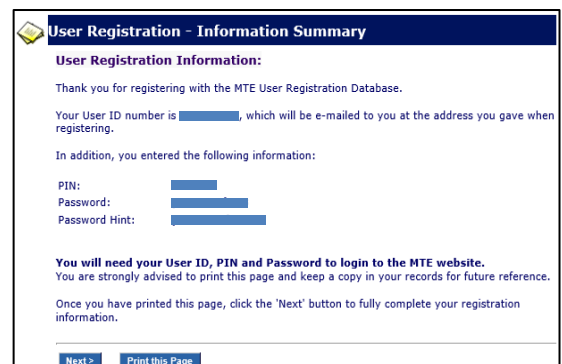


6. The Company Association option is not required in Ireland, so please ignore, click **Next** to continue.

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**.



7. The **User Registration – Information Summary** page will now display **your details**. Please **Print** copy for record purposes (you will also receive confirmation via email).



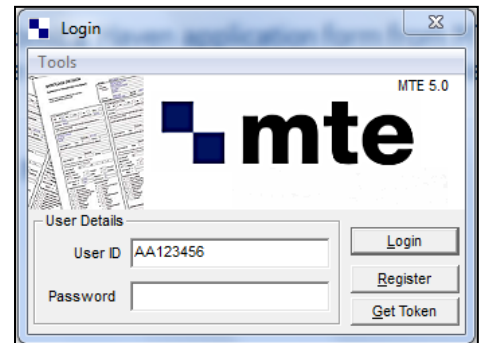
8. On the following screen you will be prompted to provide a **Primary Sourcing Company**. From the drop down list please select **None** and click **Next**.



Primary Sourcing Company: -- Please Select --  
Sourcing System Identifier:   
Next>

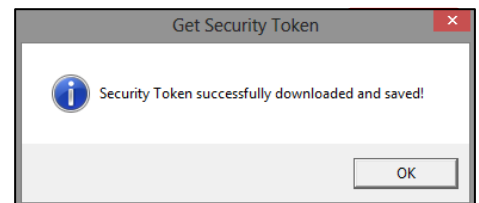
**Registration Completed** - You have now registered to use the Mortgage Trading Exchange (MTE)!

9. Launch the MTE login screen via the software one more time. Please enter your **User ID** (which will be retained in the future) and **Password** and click **Login**.



Login  
Tools  
MTE 5.0  
User Details  
User ID: AA123456  
Password:   
Login  
Register  
Get Token

10. When logging into **MTE** for the **first time** you will be prompted to download a **Security token**. Click **Yes** and it should download successfully. The token is an encrypted version of your **User ID** and **Password** and allows you to log onto the Mortgage Trading Exchange (MTE) when you are not connected to the Internet.



Get Security Token  
Security Token successfully downloaded and saved!  
OK

**If at any point you forget or are required to change your Password or PIN number, please contact Customer Services on 01-491-3130.**