## **Broker Portal – How to Add a Club**

If you are Directly Authorised or an Appointed Representative of a network not listed at the following link <u>https://www.kentrelianceforintermediaries.co.uk/about-us</u>, 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:

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2. Next	, select "Ch rofile - Wha inge my passwo inge memorable	nange r at do yc rd owword	ny submis ou want to Change my Change	ssion rout o do? corresponder Allowed Acce	te list": nce address ss Rights	Change n	ny contact detail	ls 💽 Ch	ange my subm	ission route list

Change submission routes							
Select Mortgage Club	Preferred list						
PMS {Mortgage Club}							
Simplybiz Mortgages Limited (Mortgage () TMA (Mortgage Club)	-						

You will be able to add more than one club if you need to.

4. Finally, you will need to enter your password into the bottom box and click "OK" to save the changes:

Confirm password to perform change *	
* Information is compulsory Cancel	ок >

## You will now be able to submit a new case.

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