



Creating a New Account

For Professional Users

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Once your Firm's registration form has been submitted and checked by the Safe Move Scheme your Senior Responsible Officer will be contacted, they will be informed to create their account.

As soon as your Senior Responsible Officer (SRO) has completed their account setup, they will be able to start inviting other employees to join the Safe Move Scheme.

All Professional Users should follow the below steps in order to create a new account for the Safe Move Scheme.

If you already have a Safe Move Scheme account, you can log into your account from the Safe Move Scheme log in page. To log in, enter your email address and password and click '*Sign In*'

Step 1: Users Receives Their PIN Number

All users will need a PIN number in order to complete the **Create Account** form on the Safe Move Scheme website.

If you are the Firm's **SRO**, you will be receiving this PIN number from the **Safe Move Scheme**.

If you have been **invited** to the Safe Move Scheme by a **colleague**, you will be receiving this PIN number **internally** from the member of staff.

Step 2: Users Create Their Account Details

Once a PIN number has been provided to you, you will be able to complete the Create Account form (right).

Once the account has been successfully created you will be logged in and be able to access your authorised features.

The screenshot shows a web form titled 'Create Account' with a 'Login' tab. The form contains the following fields and elements:

- E-mail:** A text input field with a user icon on the right.
- PIN:** A text input field with a blue border and an asterisk icon on the right. Below it is a note: "Please enter your PIN as provided by Safe Move Scheme".
- Personal Mobile Phone Number:** A text input field with an asterisk icon on the right. Below it is a note: "Please enter your personal mobile phone number for account security purposes."
- Password:** A text input field with a lock icon on the right. Below it is a note: "Your password must contain at least one upper case letter, at least one number and at least one special character (e.g. £, #, %). It must be at least 10 characters long."
- Confirm password:** A text input field with a lock icon on the right.
- reCAPTCHA:** A checkbox labeled "I'm not a robot" next to the reCAPTCHA logo. Below the logo are links for "Privacy" and "Terms". A note below states: "reCAPTCHA may not display correctly if you are running IE in compatibility view".
- Footer:** "Version 1.0.624" on the left and a red-bordered "Create Account" button on the right.

Additional Steps for a Firm's SRO

If you are the Firm's SRO you have to carry out two additional steps in order to create your account.


Step 3: Accepting Terms and Conditions

As the Firm's SRO you will need to accept the Safe Move Scheme's terms and conditions in order to continue with the create account process.

You are able download a copy of the Terms and Conditions by selecting the option 'Save as PDF'.

Once you are happy to accept, ensure you confirm this by selecting the tick box at the bottom of the scrolling page.

Terms and Conditions

 SAFE MOVE SCHEME™

Please read the following Terms and Conditions, once you are happy please check the checkbox at the bottom of the Terms and Conditions to confirm you have read, understood and accept the Terms and Conditions before you click 'Continue'.

2.5 Misuse of the Services is prohibited. Please refer to clause 8 for Your obligations in relation to the use of the Services.

3. DEFINITIONS

3.1 In these Terms and Conditions, the following definitions shall apply:

"Agreement" means the agreement between us which incorporates these Terms and Conditions;

"Buyer" means the buyer in the Transaction;

"Buyer's Conveyancer" means the conveyancing professional acting for and on behalf of the Buyer in the Transaction;

"Charges" means the charges payable for the provision of the Services;

"Client" means the person/s and/or organisation/s who has instructed the conveyancer in relation to the Transaction;

"Client Data" means the data added by the Client or on behalf of the Client;

"Conveyancers" means all conveyancing professionals acting for and on behalf of the Seller and Buyer and Lender in the Transaction;

"Data" means any Client Data, any data relating to 'parties' involved in the Transaction, together with any data collected by the system relating to the Transaction;

"DPA" means the Data Protection Act 1998, as amended and updated from time to time;

"Insurance" means the insurance policy supplied by us as part of providing Services;

"Intellectual Property Rights" means all intellectual property rights and industry property rights of any kind including without limitation patents, patent applications, copyright, know how, technical and commercial information, design (whether registered or unregistered), design rights, internet domain names, database rights, trade marks, trade dress, trade names, trade secrets, know-how, and other intellectual property rights.

Save as PDF Continue >

Step 4: Personal Details

As the Firm's SRO, you will need to enter your Home Address details in order to complete the account creation process, this will assist the Safe Move Scheme to verify your identity.

Once the account has been successfully created you will be log in and access your authorised features.

For further details refer to the **'Quick Start Guide'** and **'How to Use the Safe Move Scheme'** document within the **Downloads** page of the Safe Move Scheme.

Personal Details

Home Address

Lookup Postcode

Search

Found Addresses

Address Line 1

*

County

Address Line 2

Postcode

*

Town/City

*

Other Details

Date of Birth

*

Continue >