

# 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.

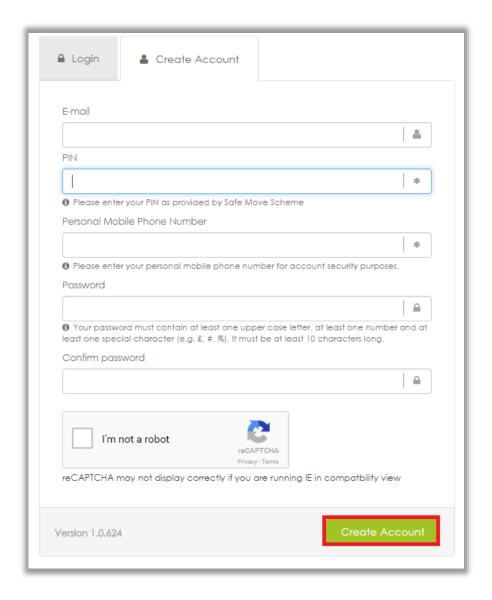
If you are the Firm's **SRO**, you will be receiving this PIN number from the **Safe Move Scheme**.

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.



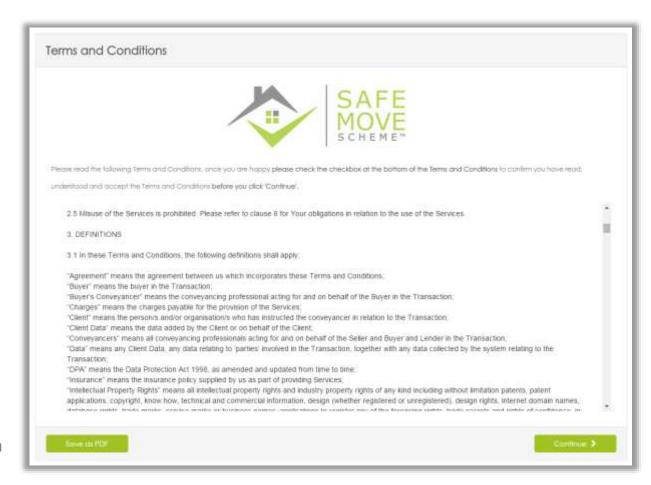
If you are the Firm's SRO you have to carry out two additional steps in order to create your account.

## **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.



#### **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.

Your 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.

