

Next Steps After Registration

For Professional Users

Created October 2015. Version 1.0

Contents

Introduction	3
Security	3
3 Step Process	4
Creating a New Account	
Step 1: Users Receives Their PIN Number	
Step 2: Users Create Their Account Details	6
Additional Steps for a Firm's SRO	7
Step 3: Accepting Terms and Conditions	7
Step 4: Personal Details	8
Membership Pack	9

As you can imagine, security is a high priority for the Safe Move Scheme (SMS). Accordingly, we need to make checks against the details you have provided so we can progress to the next stage of registration. We know you want to use SMS to protect your Firm and your clients from fraud and we will do our best to get you there as quickly as we can.

This guide is designed to give you some useful information about this process.

Security

IMPORTANT SECURITY ADVICE:

The SMS is a secure portal and it is **ESSENTIAL** that all Users (Firms and clients) ensure that they are interacting with the genuine SMS website (as they would with their online banking). The safest way to access SMS is to use Google. For security reasons please search 'Safe Move Scheme' via Google to find our website this way avoids hackers from redirecting you to a bogus site. Never follow a link to our login page. **Never email us sensitive** data as emails are not safe – we will never email you links to our website, login details or sensitive data.

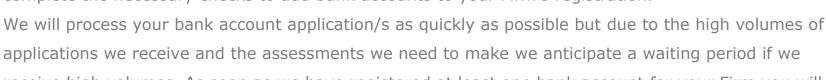
Checking pre-registration details - Your details will be checked by the SMS during which time you may be contacted by one of our staff members asking you to submit further information. Your application will be processed as quickly as possible but due to the high volumes of applications we receive and the assessments we need to make please allow 6-8 weeks for your registration to be processed as every application takes time to personally check.



Creating your account - When your details have been checked you will receive a notification asking you to login, accept the SMS T&Cs, setup your personal SMS account and add your client account/s details for registering to the SMS. For security reasons when logging in please search 'Safe Move Scheme' via Google to find our website to avoid hackers from redirecting you to a bogus site.



Registering your client account/s - Once we have received your bank account details we will complete the necessary checks to add bank accounts to your Firm's registration.





receive high volumes. As soon as we have registered at least one bank account for your Firm you will receive an email asking you to login. Once logged in, you can download your membership pack and you are ready to start protecting your Firm and your clients from fraud!

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.

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.

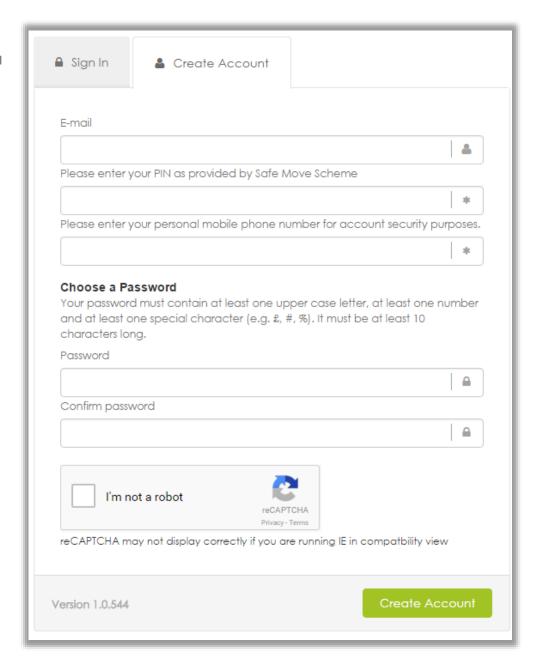
If you are the Firm's **SRO**, you will be receiving this PIN number from the **Safe Move Scheme**.

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.



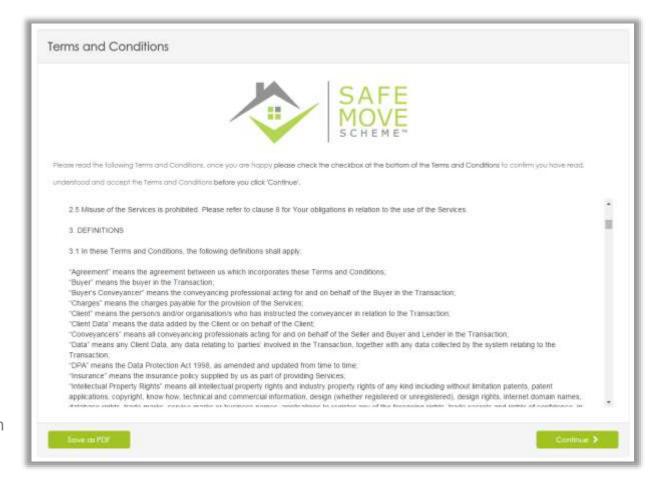
If you are the Firm's SRO you have to carry out two additional steps in order to create your account.

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.

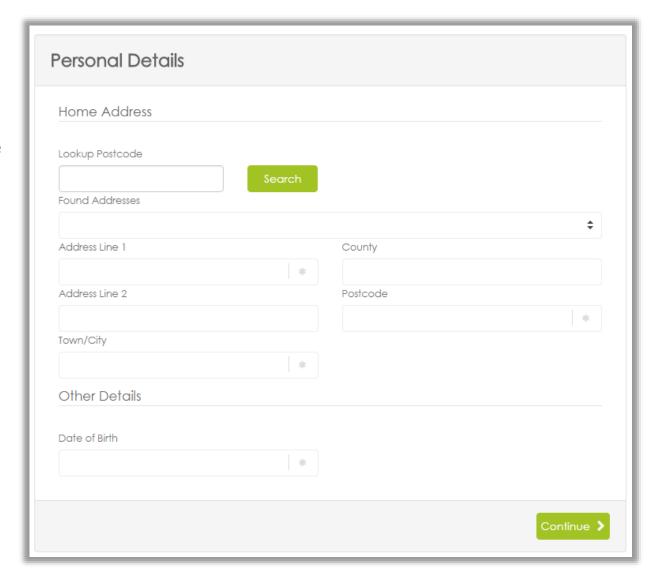


Step 4: Personal Details

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.



Using your membership pack – Your membership pack will help you get the most from your SMS membership. It contains:

- 'How to Use the Safe Move Scheme a Guide for Firms'
- 'Your Firm's Safe Move Scheme Membership Logo' with unique Scheme Number
- 'Logo usage guidelines'
- 'Bank Account Registration Certificate' one for each bank account registered, for you to send to buyers in place of your standard bank details form
- 'Introduction to the Safe Move Scheme' useful information to help you explain the SMS to your clients

If after 8 weeks your application is still being processed, we will contact you with an update using the contact details listed on your Firm's regulator's website.