



Pre-Registration to the Safe Move Scheme

Next Steps to Complete Your Registration

Introduction

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**.

3 Step Process

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.

Setting up 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 (which involves a personal ID check), 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. We will process your bank account application/s as quickly as possible but due to the high volumes of applications we receive and the assessments we need to make we anticipate a waiting period if we 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!



Membership Pack

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.