

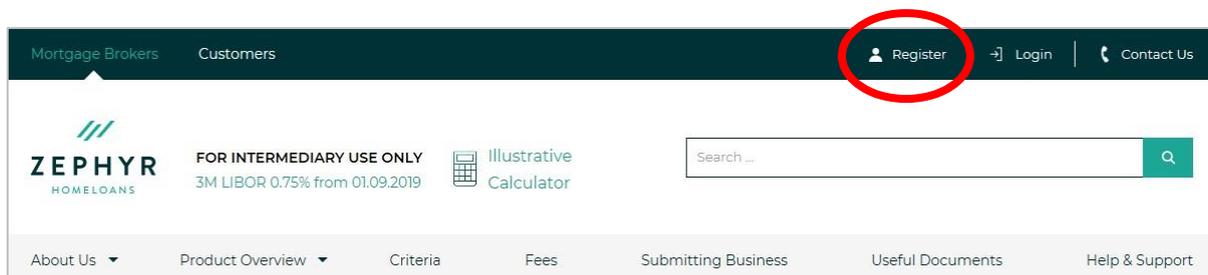
Intermediary Registration and Login Guide

Registration Guide

Step 1

- The Zephyr Online Portal can be accessed through our website www.zephyrhomeloans.co.uk.

- Select the  button located at the top right-hand menu bar on every page of the site.



- This will open a 'pop-up' message box. Click **Continue** to access the Online Portal registration screen.

Step 2

- Enter your registered **Company FCA number**.
- If you are an AR, please enter your FCA number and not your principals.
- Select **Find Details** and select any one of the address from the dropdown or provide new correspondence address by selecting New Location.
- Select **Continue** option.



The screenshot shows the registration form for the Zephyr Online Portal. The form is titled 'COMPANY TYPE' and contains a text input field for 'Company FCA Register number *'. To the right of the input field is a green button labeled 'FIND DETAILS' with a right-pointing arrow. Below the input field, there is a note: '* Mandatory fields'. At the bottom of the form, there are two buttons: a green 'CANCEL' button with a left-pointing arrow and a green 'CONTINUE' button with a right-pointing arrow. The footer of the page includes links for 'Terms & Conditions' and 'Privacy & Cookies', and a copyright notice: 'Copyright © 2018 Zephyr Homeloans. All rights reserved.'

Step 3

- Provide all the information on the **Your Details** screen.
- Select the tick box to review the **Zephyr Homeloans Intermediary Terms of Business**.
- Select the tick box to accept the **Zephyr Homeloans Intermediary Terms of Business**.
- Select **Continue** option
- Zephyr will then process your registration and you will receive an email confirming your account is active.

ZEPHYR
HOMELOANS

PERSONAL DETAILS

Title *

First name *

Surname *

Mobile number *

Email address *

Telephone number *

LOGON DETAILS & SECURITY QUESTIONS

Email (We will use this as your username)

Your password must be at least 8 characters long, include numbers and both upper and lower case letters, but no spaces or other symbols.

Password *

Confirm password *

Please answer these 2 security questions. We'll use them to confirm your identity if you forget your password and need to reset it.

Place of birth *

Mother's maiden name *

TERMS OF BUSINESS

Select the tick box to review the Zephyr Homeloans Intermediary Terms of Business *

Select the tick box to confirm you accept the Zephyr Homeloans Intermediary Terms of Business *

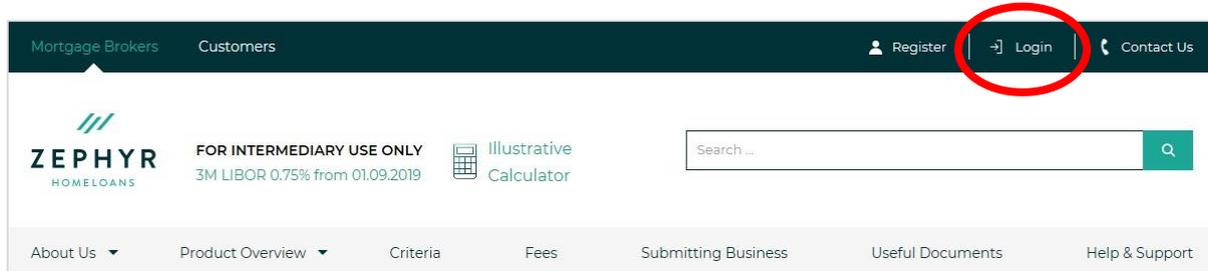
* Mandatory fields

Login Guide

Step 1

- Once you have received the confirmation email from Zephyr that your account is active, visit our website at www.zephyrhomeloans.co.uk to access the Online Portal.

- Select the  Login button located at the top right-hand menu bar on every page of the site.



Step 2

- On the **Login Details** page, enter your email and password as used for registration.
- You will need to tick the **Accept the Zephyr Homeloans Intermediary Terms of Business** box. (You can click the link to view these on the Zephyr website). Then click **continue**.
- You will now be logged into the Online Portal and will be able to start and submit applications.

Important notes on submitting cases

- Zephyr Homeloans currently only accept cases via an approved packager, network or mortgage club.
- If you are submitting via a club or network please ensure you select them when submitting your application.
- Please contact our Intermediary Support Team on **0370 707 1894** if you have any questions about the registration, login or case submission process.

THIS INFORMATION IS FOR MORTGAGE INTERMEDIARIES ONLY. Our products are only available through our selected brokers and the information presented here should not be relied on by any person who does not have professional experience in relation to investments.

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