

Broker Registration for Monmouthshire Portal



1. Navigate to the registration page

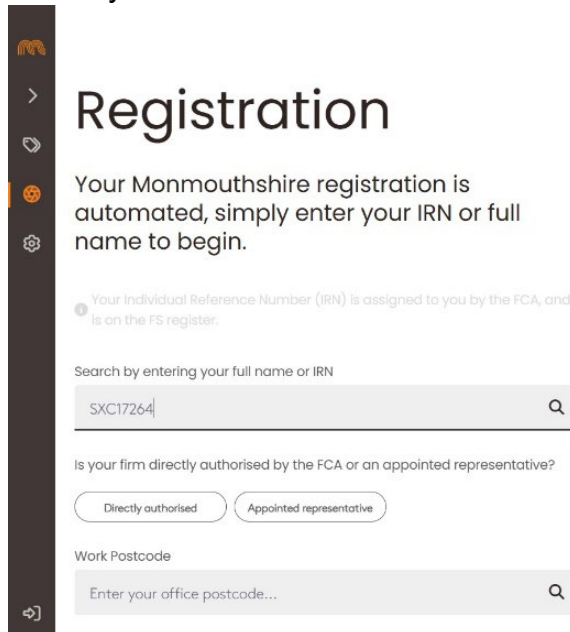
A screenshot of the 'Registration' page on the Monmouthshire portal. The page has a dark sidebar on the left with navigation icons. The main content area is titled 'Registration' and includes a sub-header 'Your Monmouthshire registration is automated, simply enter your IRN or full name to begin.' Below this is a note about the Individual Reference Number (IRN). There are three input fields: 'Full name or IRN...', 'Is your firm directly authorised by the FCA or an appointed representative?' (with radio buttons for 'Directly authorised' and 'Appointed representative'), and 'Work Postcode'. Each input field has a search icon (magnifying glass) on the right.

2. Click the “Full name or IRN...” field

(The IRN can be found on the FCA register next to the adviser’s name under ‘Individuals’)

A screenshot of the 'Registration' page, similar to the one above, but with two red arrows pointing to the search icons on the 'Full name or IRN...' and 'Work Postcode' input fields. A text box on the right contains the instruction: 'You must press the search icon for the field for the system to recognise your entry.' The 'Full name or IRN...' field also shows a red error message: 'This field is required'.

3. Add in your full name or IRN number



Registration

Your Monmouthshire registration is automated, simply enter your IRN or full name to begin.

Your Individual Reference Number (IRN) is assigned to you by the FCA, and is on the FS register.

Search by entering your full name or IRN

SXC17264

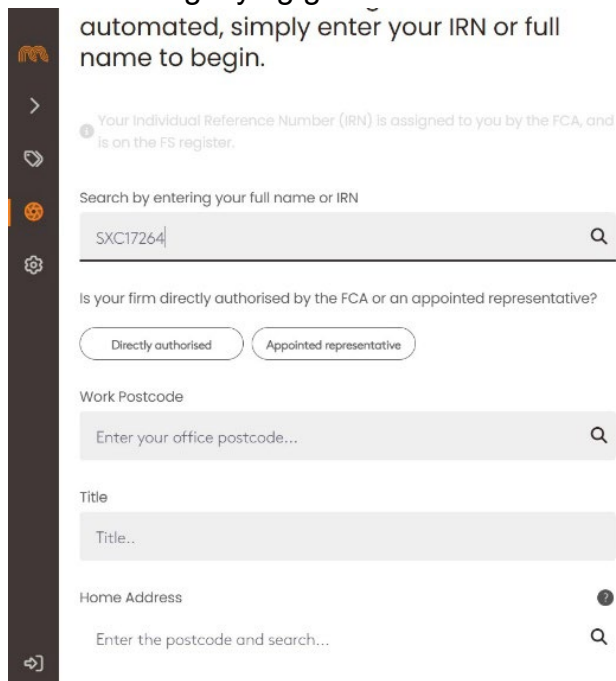
Is your firm directly authorised by the FCA or an appointed representative?

Directly authorised Appointed representative

Work Postcode

Enter your office postcode...

4. Click the magnifying glass to search the FCA register



Registration

Your Monmouthshire registration is automated, simply enter your IRN or full name to begin.

Your Individual Reference Number (IRN) is assigned to you by the FCA, and is on the FS register.

Search by entering your full name or IRN

SXC17264

Is your firm directly authorised by the FCA or an appointed representative?

Directly authorised Appointed representative

Work Postcode

Enter your office postcode...

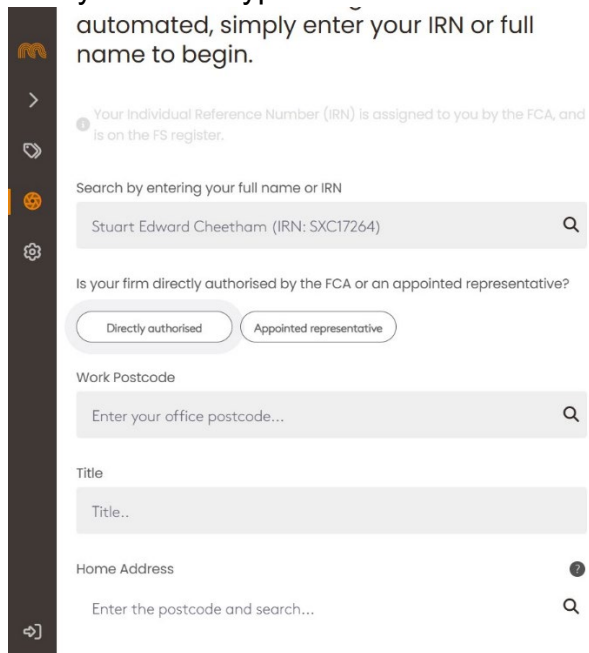
Title

Title..

Home Address

Enter the postcode and search...

5. Select your firm's type

A screenshot of a web registration form for Monmouthshire Building Society. On the left is a dark vertical sidebar with icons: a house, a right arrow, a hand, a smiley face, a gear, and a double arrow. The main form area has a light grey background. It starts with the text 'automated, simply enter your IRN or full name to begin.' followed by a small information icon and a note: 'Your Individual Reference Number (IRN) is assigned to you by the FCA, and is on the FS register.' Below this is a search prompt 'Search by entering your full name or IRN' and a search bar containing 'Stuart Edward Cheetham (IRN: SXC17264)' with a magnifying glass icon. Then, a question 'Is your firm directly authorised by the FCA or an appointed representative?' is followed by two buttons: 'Directly authorised' (which is highlighted with a rounded rectangle) and 'Appointed representative'. Below are three more input fields: 'Work Postcode' with placeholder 'Enter your office postcode...', 'Title' with placeholder 'Title..', and 'Home Address' with placeholder 'Enter the postcode and search...' and a magnifying glass icon. A small information icon is next to the 'Home Address' label.

6. Select your firm from the dropdown


 Your Individual Reference Number (IRN) is assigned to you by the FCA, and is on the FS register.

Search by entering your full name or IRN

Stuart Edward Cheetham (IRN: SXC17264) 

Is your firm directly authorised by the FCA or an appointed representative?

☒ Directly authorised
 ☐ Appointed representative

Select your firm

Please select 

- MQube (FCA: 935499)
- MPowered Mortgages (FCA: 935499)
- MPowered (FCA: 935499)
- Spring Financial Group Limited (FCA: 935499)

Work Postcode

Enter your office postcode... 

Title

Title..

7. Select your payment route


 Stuart Edward Cheetham (IRN: SXC17264) 

Is your firm directly authorised by the FCA or an appointed representative?

☒ Directly authorised
 ☐ Appointed representative

Select your firm

MQube (FCA: 935499) 

Select your payment route

Please select 

- Mortgage Club
- TestingTesting
- Mortgage 2 Club

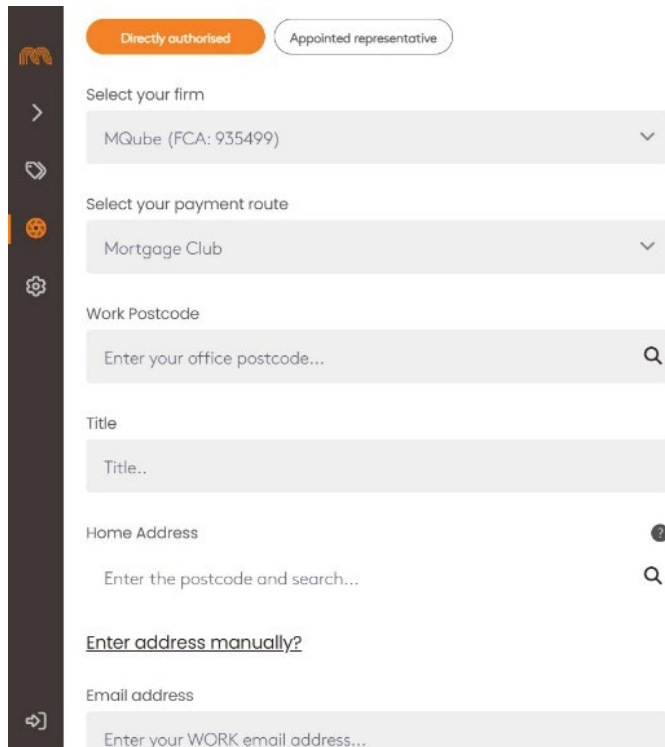
Title

Title..

Home Address 

Enter the postcode and search... 

8. Enter your office postcode

A registration form with a dark sidebar on the left containing icons for a home, navigation, help, settings, and a user profile. The form has two tabs at the top: 'Directly authorised' (selected) and 'Appointed representative'. It includes dropdown menus for 'Select your firm' (showing 'MQube (FCA: 935499)') and 'Select your payment route' (showing 'Mortgage Club'). There are input fields for 'Work Postcode' (with a search icon), 'Title' (with a placeholder 'Title..'), 'Home Address' (with a search icon and a help icon), and 'Email address' (with a placeholder 'Enter your WORK email address...'). A link '[Enter address manually?](#)' is located below the home address field.

Directly authorised Appointed representative

Select your firm

MQube (FCA: 935499)

Select your payment route

Mortgage Club

Work Postcode

Enter your office postcode...

Title

Title..

Home Address

Enter the postcode and search...

[Enter address manually?](#)

Email address

Enter your WORK email address...

Now you add in your personal information

9. Add your Title



>





Directly authorised

Appointed representative

Select your firm

MQube (FCA: 935499)

Select your payment route

Mortgage Club

Work Postcode

GU1 4HN

Title

Title..

Home Address

Enter the postcode and search...

Enter address manually?

Email address

Enter your WORK email address...

10. Type in your postcode



>





GU1 4HN

Title

Mr

Home Address

Enter the postcode and search...

Enter address manually?

Email address

Enter your WORK email address...

Phone number

Enter the best number to contact you...

Date of birth

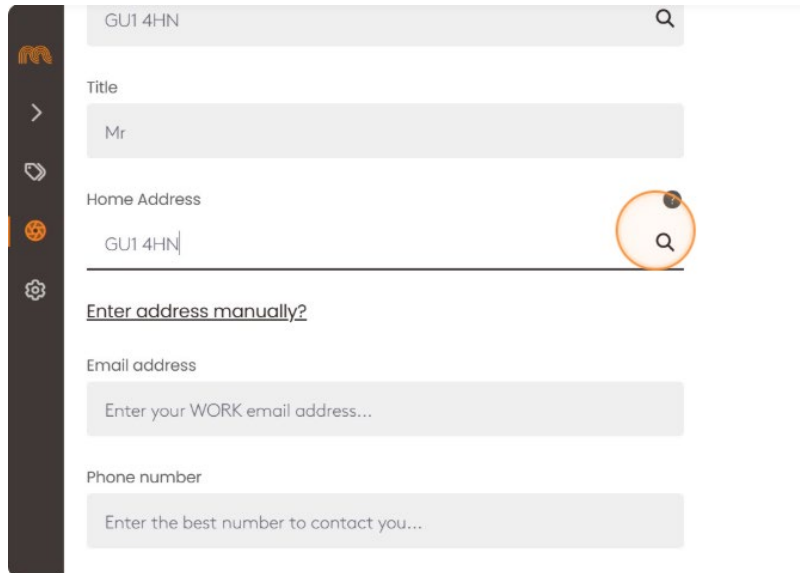
dd/mm/yyyy

Preferred sourcing system

What is your sourcing system?

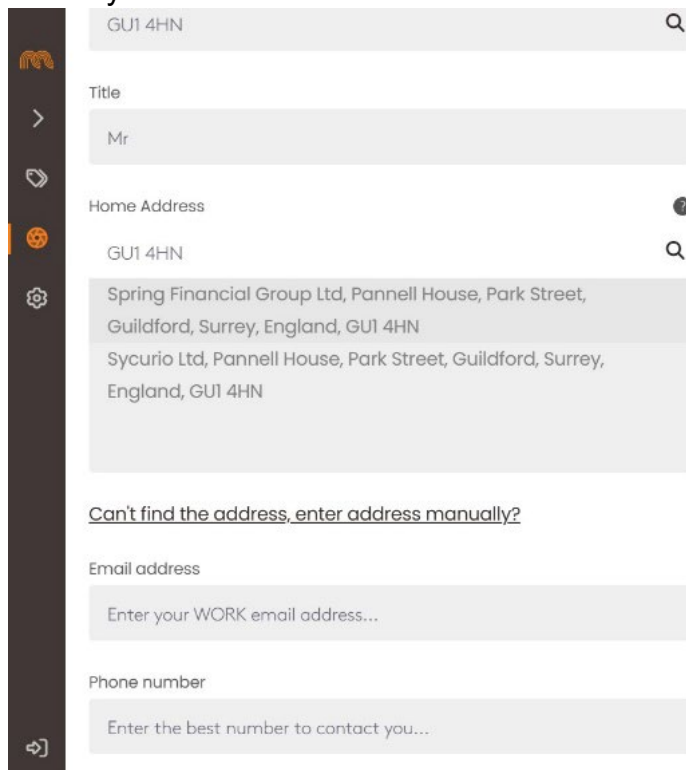
WARNING: Make sure this is your home address otherwise your registration will not go through

11. Click the search button



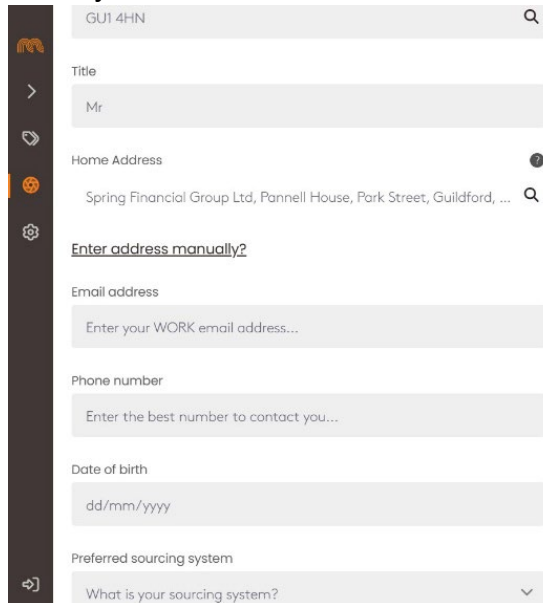
The screenshot shows a registration form with a dark sidebar on the left containing icons for home, navigation, help, settings, and a search icon. The form fields are: a search bar with 'GU1 4HN' and a magnifying glass icon; a 'Title' dropdown with 'Mr' selected; a 'Home Address' field with 'GU1 4HN' and a magnifying glass icon circled in orange; a link '[Enter address manually?](#)'; an 'Email address' field with placeholder text 'Enter your WORK email address...'; and a 'Phone number' field with placeholder text 'Enter the best number to contact you...'. The search button is highlighted with an orange circle.

12. Select your address from the list

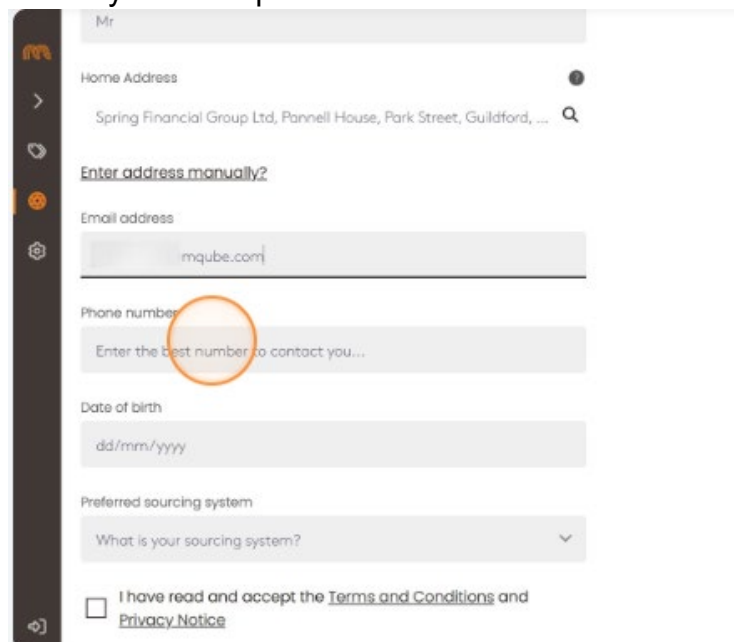


The screenshot shows the same registration form as in step 11, but with a list of address suggestions below the 'Home Address' field. The suggestions are: 'GU1 4HN', 'Spring Financial Group Ltd, Pannell House, Park Street, Guildford, Surrey, England, GU1 4HN', and 'Sycurio Ltd, Pannell House, Park Street, Guildford, Surrey, England, GU1 4HN'. The first suggestion is highlighted. Below the list is a link '[Can't find the address, enter address manually?](#)'. The sidebar on the left now includes an additional icon at the bottom.

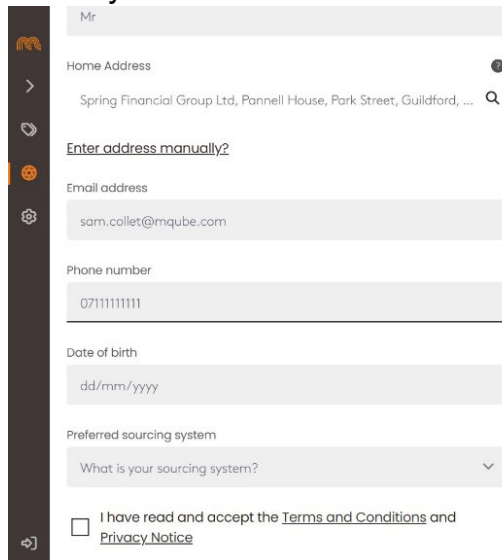
13. Enter your email address

A screenshot of a mobile registration form. On the left is a dark vertical sidebar with icons for home, back, forward, help, settings, and a bottom button. The form fields are: a search bar with 'GU1 4HN' and a magnifying glass icon; a 'Title' dropdown with 'Mr' selected; a 'Home Address' field with a question mark icon and a search icon, containing the text 'Spring Financial Group Ltd, Pannell House, Park Street, Guildford, ...'; a link 'Enter address manually?'; an 'Email address' field with the placeholder 'Enter your WORK email address...'; a 'Phone number' field with the placeholder 'Enter the best number to contact you...'; a 'Date of birth' field with the placeholder 'dd/mm/yyyy'; and a 'Preferred sourcing system' dropdown with 'What is your sourcing system?' and a downward arrow.

14. Add in your work phone number

A screenshot of the same mobile registration form, now at step 14. The 'Email address' field now contains 'mqube.com'. The 'Phone number' field is highlighted with an orange circle and contains the placeholder 'Enter the best number to contact you...'. Below the phone number field is a checkbox with the text 'I have read and accept the [Terms and Conditions](#) and [Privacy Notice](#)'. The sidebar and other form elements remain the same.

15. Add in your date of birth



Mr

Home Address
Spring Financial Group Ltd, Pannell House, Park Street, Guildford, ...

[Enter address manually?](#)

Email address
sam.collet@mqube.com

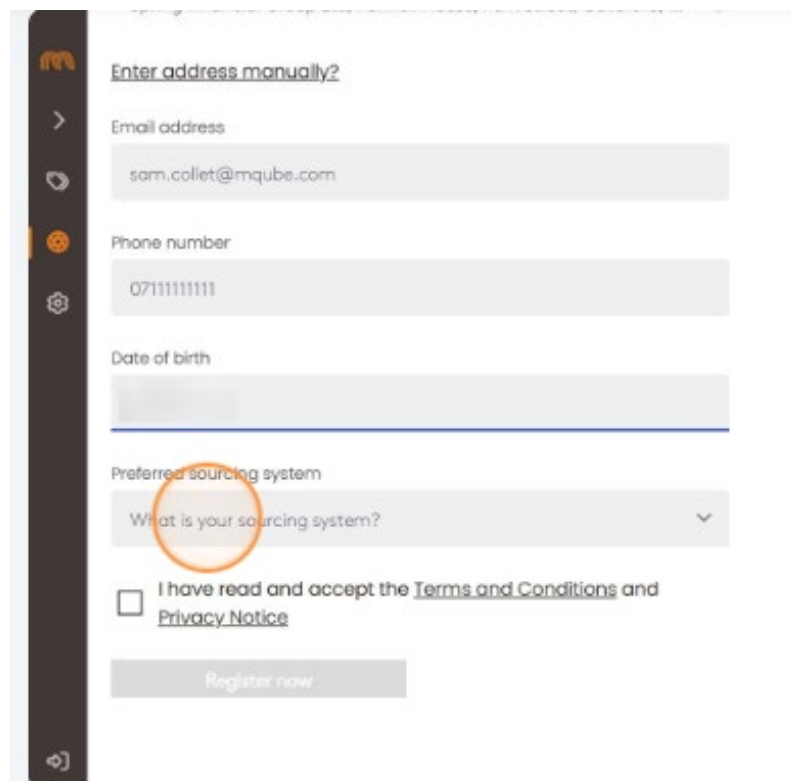
Phone number
0711111111

Date of birth
dd/mm/yyyy

Preferred sourcing system
What is your sourcing system?

☐ I have read and accept the [Terms and Conditions](#) and [Privacy Notice](#)

16. Select your preferred sourcing system



[Enter address manually?](#)

Email address
sam.collet@mqube.com

Phone number
0711111111

Date of birth

Preferred sourcing system
What is your sourcing system?

☐ I have read and accept the [Terms and Conditions](#) and [Privacy Notice](#)

Register now

17. Agree to the terms and conditions and “click the box”



A screenshot of a mobile registration form. On the left is a dark vertical sidebar with icons for home, back, search, settings, and a share icon. The form fields are: 'Enter address manually?' (a link), 'Email address' (text box with 'sam.collet@mcube.com'), 'Phone number' (text box with '0711111111'), 'Date of birth' (text box with '21/04/1999'), and 'Preferred sourcing system' (dropdown menu with 'Other' selected). Below these is an unchecked checkbox with the text 'I have read and accept the [Terms and Conditions](#) and [Privacy Notice](#)'. At the bottom is a grey 'Register now' button.

18. Click “Register now”

A second screenshot of the same registration form, but with the checkbox 'I have read and accept the [Terms and Conditions](#) and [Privacy Notice](#)' now checked. The 'Register now' button at the bottom is now highlighted in green.

Registration complete: an email will be with you shortly.