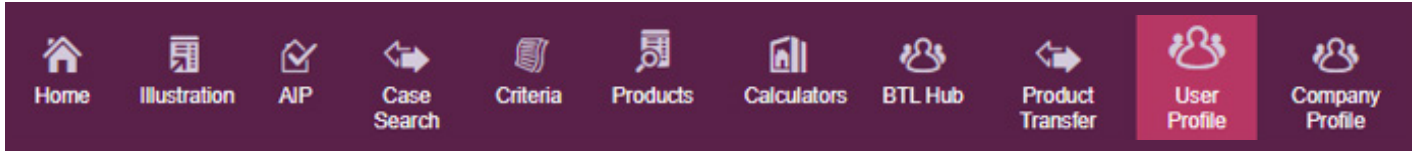


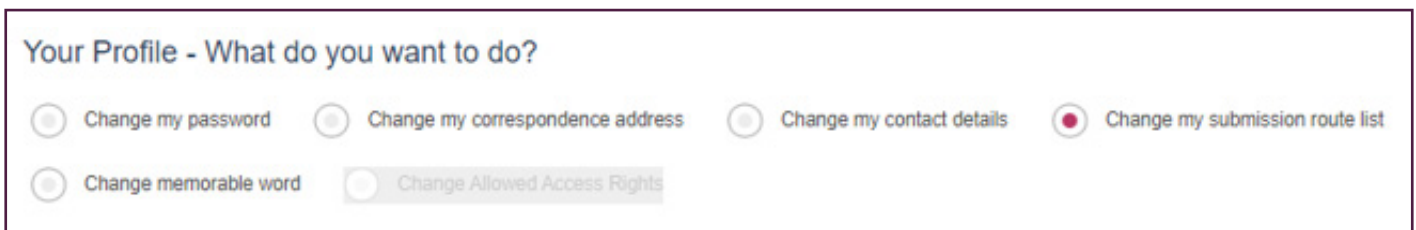
Broker Portal – How to Add a Club

If you are Directly Authorised or an Appointed Representative of a network not listed at the following link <https://www.kentreliaanceforintermediaries.co.uk/about-us>, once your registration has been accepted on panel, before you submit any business you will need to add a mortgage club to your registration.

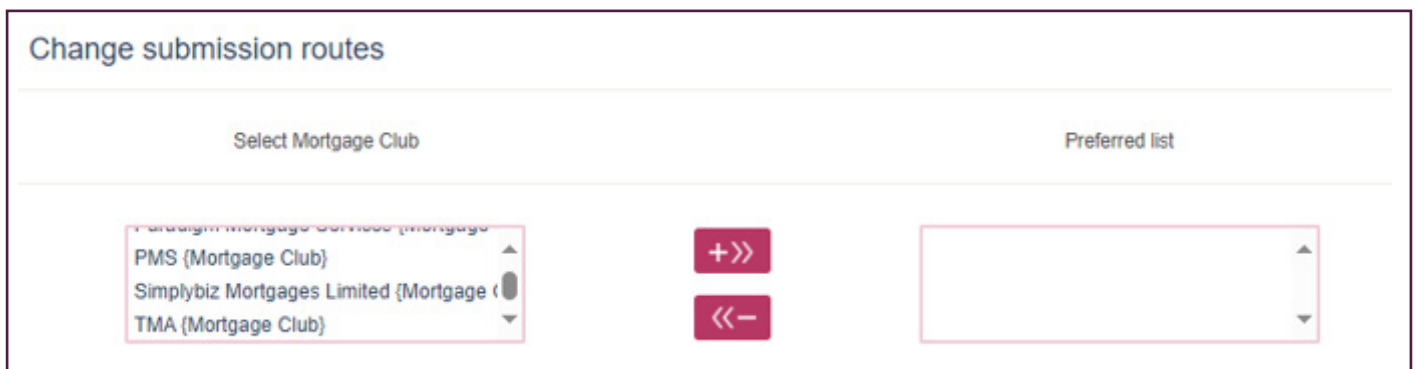
1. To do this, once you have logged into the portal, click on “User Profile” from the tool bar:



2. Next, select “Change my submission route list”:

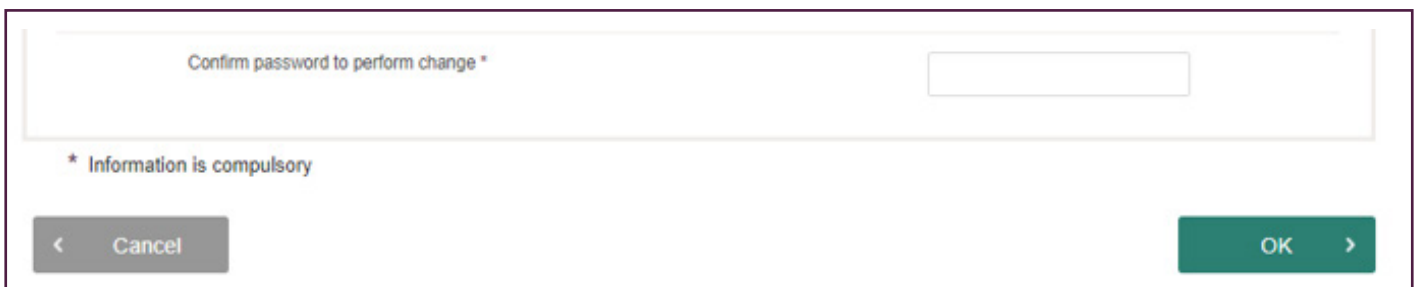


3. Next, from the drop down list on the left hand side, click on your preferred mortgage club to highlight it, then click the **+>>** box to move the mortgage club to your “Preferred list”. To remove a club from your “Preferred list”, follow the same steps, but click the **<<-** box instead:



You will be able to add more than one club if you need to.

4. Finally, you will need to enter your password into the bottom box and click “OK” to save the changes:



You will now be able to submit a new case.