

## Masthaven Registration Process

### How to register with Masthaven (if you are not already registered):

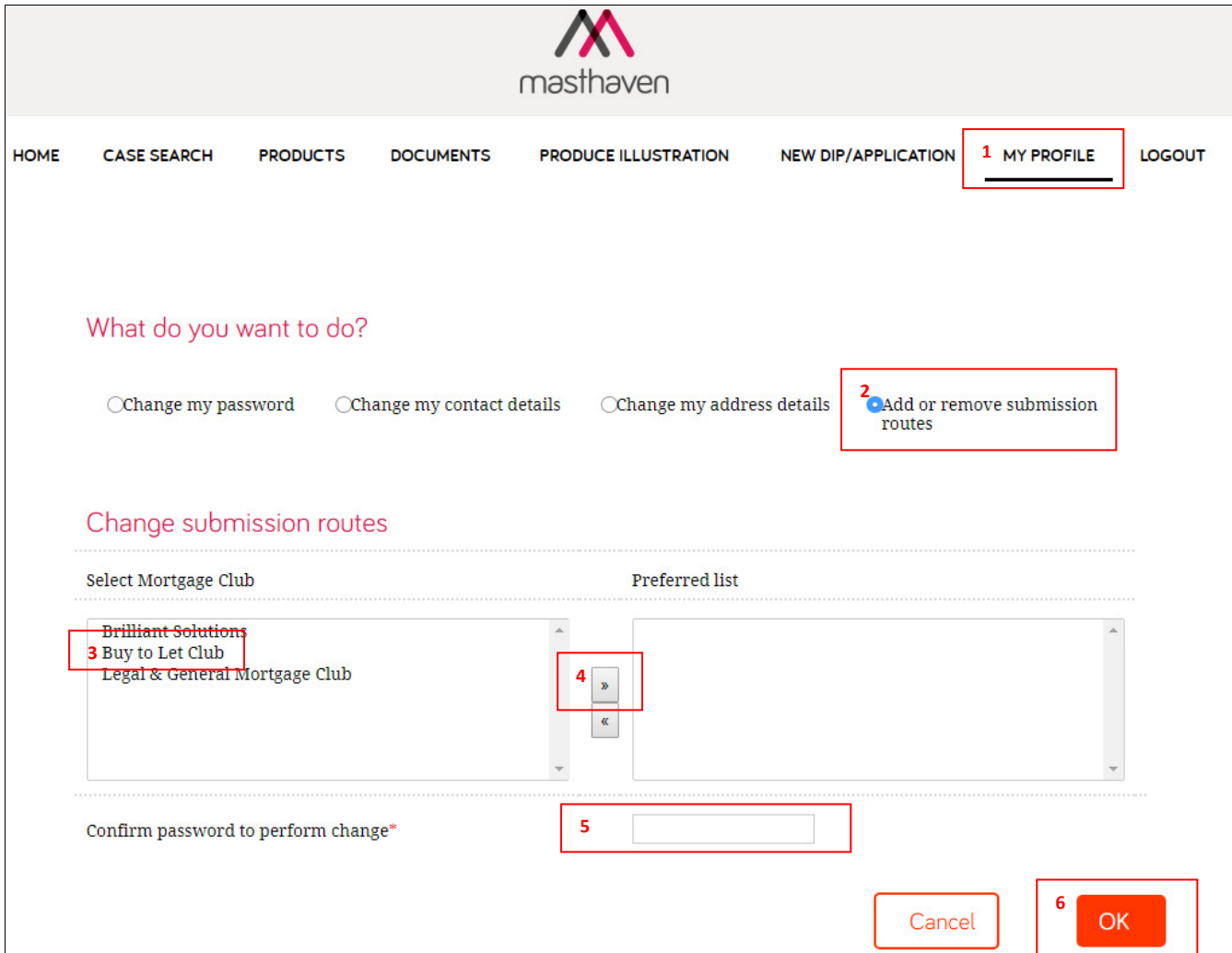
Please click on the following link and complete the steps required to register:

<https://secure.masthaven.co.uk/MolRegistration/>

### What to do if you are already registered with Masthaven:

Once you are registered and have received your password and username from Masthaven, please sign in and select the **'My Profile'** **1** tab at the top of the screen.

This will take you to a new screen where you are able to view and amend all of your account details. Please choose the **'Add or remove submission route'** **2**.



The screenshot shows the Masthaven user interface. At the top, the Masthaven logo is centered. Below it is a navigation menu with the following items: HOME, CASE SEARCH, PRODUCTS, DOCUMENTS, PRODUCE ILLUSTRATION, NEW DIP/APPLICATION, **1 MY PROFILE** (highlighted with a red box), and LOGOUT. The main content area starts with the heading "What do you want to do?" in red. Below this heading are three radio button options: "Change my password", "Change my contact details", and "Change my address details". The option "Add or remove submission routes" is selected and highlighted with a red box labeled **2**. Below this is the section "Change submission routes" in red. It contains two columns: "Select Mortgage Club" and "Preferred list". In the "Select Mortgage Club" column, there is a list of options: "Brilliant Solutions", **3 Buy to Let Club** (highlighted with a red box), and "Legal & General Mortgage Club". In the "Preferred list" column, there are two arrows: a right-pointing arrow (highlighted with a red box labeled **4**) and a left-pointing arrow. Below these columns is a text input field labeled "Confirm password to perform change\*" with a red box labeled **5** around it. At the bottom right, there are two buttons: "Cancel" and **6 OK** (highlighted with a red box).

This will take you to another new screen, please select **'Buy to Let Club'** **3** from **'Select Mortgage Club'** section and transfer to the **'Preferred List'** by clicking the arrows **'>>'** **4** then **'Confirm password to perform change'** **5** and click **'OK'** **6**.