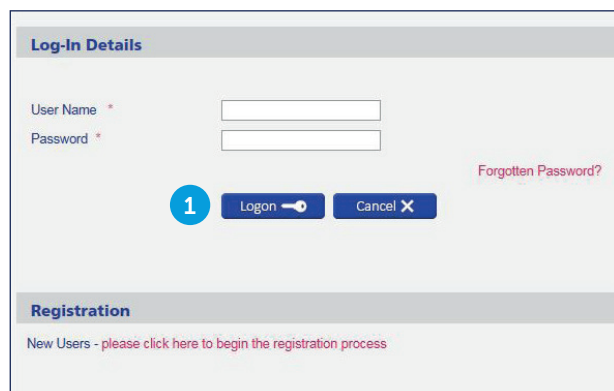


Updating your contact details in our online mortgage application system

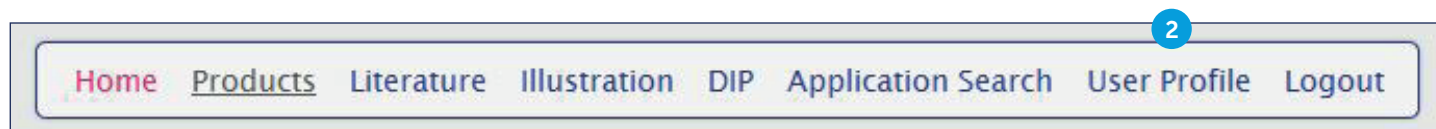
It is important that your contact details remain up-to-date in our online mortgage application system. This ensures that we can contact you if needed to discuss a case.

Amending your contact details is quick and easy. Follow the simple steps below.



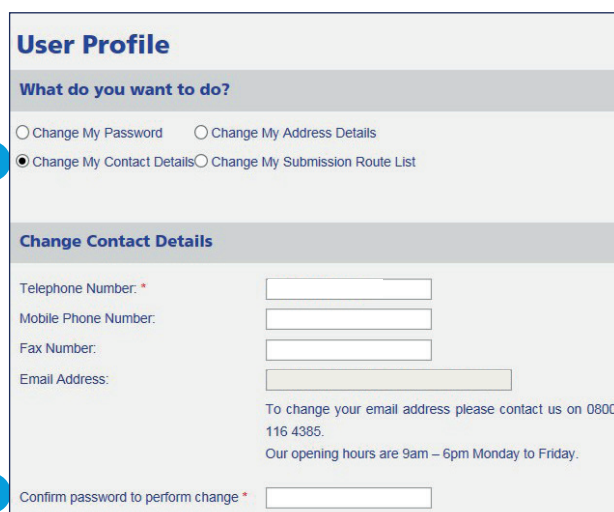
The screenshot shows the 'Log-In Details' section of the online mortgage application system. It features two input fields for 'User Name' and 'Password', both marked with an asterisk. Below the password field is a link for 'Forgotten Password?'. At the bottom of the form are two buttons: 'Logon' with a key icon and 'Cancel' with an 'X' icon. A blue circle with the number '1' is overlaid on the 'Logon' button. Below the login section is a 'Registration' section with a link for 'New Users - please click here to begin the registration process'.

1 Log in to the system



The screenshot shows a horizontal navigation menu with the following items: 'Home', 'Products', 'Literature', 'Illustration', 'DIP', 'Application Search', 'User Profile', and 'Logout'. A blue circle with the number '2' is overlaid on the 'User Profile' link.

2 Once logged in click on 'User Profile'



The screenshot shows the 'User Profile' page. Under the heading 'What do you want to do?', there are four radio button options: 'Change My Password', 'Change My Address Details', 'Change My Contact Details' (which is selected), and 'Change My Submission Route List'. A blue circle with the number '3' is overlaid on the 'Change My Contact Details' option. Below this is the 'Change Contact Details' section, which contains input fields for 'Telephone Number', 'Mobile Phone Number', 'Fax Number', and 'Email Address'. A note below the email field states: 'To change your email address please contact us on 0800 116 4385. Our opening hours are 9am – 6pm Monday to Friday.' At the bottom of the form is a 'Confirm password to perform change' field with an asterisk. A blue circle with the number '4' is overlaid on this field.

3 Choose 'Change My Contact Details'

4 Check your contact details are correct or update as needed and enter your password to confirm the change where prompted.

If you experience any issues with the above process please contact our Broker Maintenance Team using 01902 508294 or broker.maintenance@precisemortgages.co.uk.

We can provide literature in large print, Braille and audio tape. Please ask us for this leaflet in an alternative format if you need it.