



Getting Started Guide

Directly Authorised Individuals

Welcome to Mortgage:box, we have pleasure in detailing the process for getting you started in submitting Mortgage business.

As part of our continued development we have worked with some of our high street lenders in the market place to provide you with the best facilities to place your client's mortgage.

Our proposition offers you the best package available in the market place:

- **Market leading procurement fees**
- **Easy online registration process**
- **An extensive range of Exclusive and Semi-Exclusive products**
- **Direct commission payments from the lender**
- **Toolbox, our unique back office system – FREE of charge**
- **Discounted Sourcing Systems**
- **Lender Registration Support**

Contact Details:

Department	Tel Number	Email Address
Customer Services	0121 767 1020	dasupport@personaltouchfs.com

How do I register on MortgageBox?

- Visit www.mortgagebox.eu
- Click on 'Click Here to Register'
- Accept terms and conditions, complete personal details, click submit.

How can the MortgageBox website help me?

- Access to exclusive and semi exclusive products
- Market Leading procurement fees
- Registering with the lenders
- Business submission Guide
- Order business submission stickers
- Lender contact details
- Submit business

How do I register with the lenders?

The lenders will not register you automatically. You will be required to register with each individual lender via the individual websites, please click on each 'Register with the lenders' link in the lenders page.

How do I obtain a Mortgage Brain disk?

- If you require a MortgageBrain disk, you will need to complete the DDM and send this off directly to MortgageBrain. You will then be issued with a disk, userid and login details.
- The DDM is available from the MortgageBox website.

How do I obtain a Trigold disk?

- If you require a Trigold Disk you will need to complete the DDM and send this directly to Trigold, who will then issue you with a disk, userid and login details.
- The DDM is available from the Mortgage:box website, just click on the sourcing systems link.

How do I submit business?

- You can submit business directly to the lenders via post / online.

If you are submitting business online, select 'Mortgage:box' from the lenders drop-down box, if you are submitting via post please attach a Mortgage:box sticker to the front of the application. To order more stickers please send an email to support@mortgagebox.eu.

When will I be paid my commission?

- When you register with the lenders you will be required to provide bank details.
- On completion, the lender will make direct payments to the nominated bank account.

If you require any information on our Directly Authorised Proposition please call through to Customer Services on 0121 767 1020