LENDER REGISTRATION PROCESS

Last updated 03.02.23

Lender	How to register if firm hasn't used you before	Process is firm wishes to change their payment route to PMS	How to De-Register an advisor who is no longer employed by the firm
3MC	https://www.3-mc.com/3mcview/	Email the below email address with any amendments info@3-mc.com	Email the below email address with any amendments info@3-mc.com
Accord	Accord website	Log in and select payment route, we allow multiple routes	Firm, network or club to let us know advisor now longer at the firm so we can end their registration
Affirmative	Don't have a registration process - Just call and discuss case & process	Call BDM	Call BDM
Age Partnership	www.agepartnership.co.uk/join	Please email: introducers@agepartnership.com	Please email: introducers@agepartnership.com
Aldermore	Register online via: https://www.aldermore-brokerportal.co.uk/MolRegistration/	via website, go to 'My Profile', 'Change Submission Route' and then select PMS	

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Bank of Ireland	AR – log onto our www.BOI4I.com website and select register in the top right hand corner. Access will be given immediately. DA – Nomination form to be completed for on boarding through RKAM and sent to National Account Manager for consideration.	DAs to select which mortgage club they wish to be paid via on each individual mortgage application	E mail BOI BDM/TBDM with details
Barclays	Complete the online registration form via our website https://intermediaries.uk.barclays/	Email to be sent to our registrations team to request PMS to be added to the company record broker.registration@barclays.com	Email registrations team broker.registration@barclays.com
Bath B/Soc	Broker online portal (https://intermediaries.bathbuildingsociety.co.uk/Account/Login)	A club must be selected for each app	Contact the admin team (mortgageadmin@bibs.co.uk)
Beverley B/Soc	Online, through broker registration link	On submission of each case the broker chooses payment route, so never defaulted to specific club/network	Email the mortgage team on mortgages@beverleybs.co.uk
Bluestone Mortgages	https://bluestonemortgages.co.uk/brokers/	Payment routes are not pre-set within our broker portal. They select the required payment route on each individual case	Contact our Broker Support Team on 0800 368 1833 / sales@bluestone.co.uk

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Brightstar	Go to: www.easysource.co.uk > Register Input their details and link themselves to your Network and a password is generated and e-mailed to them. Call 01277 500900 > option 3 > option 1 (easysource helpdesk) and ask to register, a member of staff will get them set up straight away.	The adviser can confirm payment route to us anytime up to completion of a case. If the broker also uses our invoice template, we ask them to confirm payment route as we have the question "Was the case introduced direct or via a Mortgage Club?"	Inform: steve@brightstarhub.co.uk or shelley@brightstarhub.co.uk
Buckinghamshire Building Society	They register via Brokeronline at www.bucksbs.co.uk Once registered they can then submit their DIP straight way – just look for the verification email after your registration for access	On every application submission you select your payment route at that point so if it is different to when you have registered it will not matter as we take the payment route from every application	Email to Intermediaries@bucksbs.co.uk and we will close the registration
Buildloan	www.buildloan.co.uk click on register – process takes approx 5 mins – approval normally within 2 hours (working hours)	Enquiries@buildloan.co.uk	Enquiries@buildloan.co.uk
Canada Life	Advisers can register with us by filling out a form. We have two – individual adviser form & firm registration form (in case their firm is not on our system) This can be found on the Canada Life website, under document library. Please see below link https://www.canadalife.co.uk/document-library/?Solutions[]=Home%20Finance&keyword=%20form&includeAdviser=true&limit=20&offset=0	Advisers can change their payment route through the portal, when they create or amend their KFI	We need an email from the authorised changer to advise of any changes to the organisation. Then we can update the firm by changing or removing any details.

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Cambridge Building Society	The adviser needs to register using the "register" button on cambridgeforintermediaries.co.uk They will need to enter their FCA number which will then also pull through the firm and if associated with the firm the network details	They can change this on the intermediary portal under their "profile" tab	Please email intermediary@cambridgebs.co.uk
Chorley Building Society	Go to www.chorleybs.co.uk, click on intermediaries on top bar, scroll down to broker on line portal and register button. Complete, submit and we will send an email containing a link. Broker clicks on the link and then they are activated.	On every application, the broker will be asked where the payment should be sent- the broker would complete it as PMS	Send an email to intermediaries at Chorleybs.co.uk and a BDM will check the Broker on line system and amend accordingly
Clydesdale	To get set up with Clydesdale Bank, you'll need to be registered with Virgin Money first. You can do that at intermediaries.virginmoney.com. Once registered, simply email brg.team@cybg.com with your contact details and your FCA firm details and we'll add you to Clydesdale Bank's panel too.	Instructions to change the firm's payment route can be emailed to brg.team@cybg.com. Requests will only be accepted by the firm principal or someone in an FCA controlled function	
Coventry Building Society	Company registration form (available via our Intermediary website) followed by individual broker registration forms	Only DA firms can add payment routes, done via an email from someone named on the FCA register into intermediaries@thecoventry.co.uk AR firms cannot add payment routes. 1 payment route cannot be prioritised over another	Email sent into intermediaries@thecoventry.co.uk from someone named on the FCA register advising of the broker to be deregistered
Crystal Specialist Finance	Upon first point of contact the firm/advisor will register with us. Process is quick and easy. Can register via website / phone/ email	Contact Crystals accounts team and update the appropriate details	Principal of the firm to email Crystal direct to notify us of any changes.

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Darlington Building Society	Register online at https://intermediariesonline.darlington.co.uk/Account/Login?ReturnUrl=%2f		
Dudley Building Society	Please complete the online application form linked below. Please note that no printing or wet signature is needed, simply complete and submit the form and we will get back to you within 2-3 working days. https://www.dudleybuildingsociety.co.uk/intermediaries/intermediaries/how-to-submit-business/directly-authorised-application-form/	Change through intermediary portal	
Earl Shilton Building Society	Visit - https://www.esbs.co.uk/intermediaries/	If PMS not selected as an payment option at registration then they simply need to email the request to enquire@esbs.co.uk. Once PMS is a preferred option then they need to select this when completing an enquiry/application	Email enquire@esbs.co.uk
Family Building Society	Via our mortgage hub application system or manual paper application via our website.	Email to FBS	Another employer emails FBS to advise us of the change to remove form the register.
Fleet Mortgages	Visit www.fleetmortgages.co.uk and complete the registration form on the landing page	This is not fixed. They can select PMS on the dropdown box when submitting an application. Each advisor can add PMS by going to 'user profile' within their portal and adding PMS as a submission route.	Send an email into brokersupport@fleetmortgages.co.uk with name, company and FCA number and we can unverify. If you are aware of pipeline then please supply an alternative contact email for anyone looking after their cases

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Foundation Homeloans	www.foundationforinternediaries.co.uk	Re-register and select PMS	SalesSupport@foundationhomeloans.co.uk
Furness Building Society	Through website	e-mail FFI team	e-mail FFI team
Gatehouse Bank	https://www.gatehousebank.com/intermediaries/introducing-business	Email brokersupport@gatehousebank.com to request and to confirm if this applies to all the brokers within the firm & if not to state the details of which brokers it should apply to	E-mail brokersupport@gatehousebank.com
Halifax	Please see our Online Guide on how to register: https://www.halifax-intermediaries.co.uk/assets/pdf/online-user-guide.pdf	Please email Intermediaries@halifax.co.uk to register as a new user to Halifax Intermediaries or if an existing introducer to Halifax to request an additional payment route to a mortgage club/network or amend the details we hold about your company.	Please email Intermediaries@halifax.co.uk to amend the details we hold about your company.
Hampshire Trust Bank	Complete registration form held on website and email to brokerregistration@htb.co.uk and can ring 0207 862 6244	Email and request change to brokerregistration@htb.co.uk	Email brokerregistration@htb.co.uk
Hanley Economic Building Society	You can register following this link - Hanley Economic Building Society - Apply (thehanley.co.uk)	The broker can change their mortgage club through their online account.	We would need this to be confirmed via email, we would then process this and come back to you to confirm that the broker has been deactivated.

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Harpenden Building Society	Visit our website, use the register or submit page and click the link to our online broker portal	Contact brokerteam@harpendenbs.co.uk	Contact brokerteam@harpendenbs.co.uk
H&R Building Society	Register on intermediary portal : https://www.hrbsbroker.co.uk/Account/Login?ReturnUrl=%2f	amend payment route to PMS on next submission	
Hodge	Visit login/register on our home page https://hodgebank.co.uk/intermediaries/	Select when submitting a DIP	Email; Lending Support lendingsupport@hodge.co.uk
HSBC	If they are an appointed representative and their network is on our panel then they can register, if they are directly authorised, they need to request this through their BDM and we check eligibility	PMS informs us of the update	intermediary.business.support@hsbc.com
Impact Specialist Finance	Visit - https://impactportal.co.uk/broker-registration	Either log in to the impact portal and amend - https://impactportal.co.uk/login, or email – info@impactsf.co.uk	Email – info@impactsf.co.uk
Interbay	Register online https://brokers.interbay.co.uk/Portal/Account/RegisterAsIntroducer	Select PMS in the 'Source of Business' section on next application	

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JUST	Please see registration form: https://www.justadviser.com/globalassets/just-adviser/documents/159-financial-intermediary-registration-form.pdf	Commission destination advised by authorised firm- details to be provided on registration form	Email to: support@wearejust.co.uk
Kensington Mortgages	You can register as broker or administrator online : https://www.kensingtonmortgages.co.uk/intermediaries/portal-login-and-register/intermediary-register	Email : registrations@kensingtonmortgages.co.uk with details	Email : registrations@kensingtonmortgages.co.uk with details
Kent Reliance	https://www.kentrelianceforintermediaries.co.uk/register	They need to log into the portal and go to 'User Profile' and click on 'change my submission route list'	Email broker.support@osb.co.uk
Keystone	https://kos.keystonepropertyfinance.co.uk/signup.asp or https://www.keystonepropertyfinance.co.uk/media/1459/181108-broker-registration-form-keystone-final.pdf	Email to enquiry@keystonepropertyfinance.co.uk to advise	Email to enquiry@keystonepropertyfinance.co.uk to advise
Leek Building Society	You do not need to pre-register to submit business to the Society, this will be done automatically upon receipt of your first mortgage application. If you would like to submit this application online, please visit https://www.leekbs.co.uk/intermediaries/intermediaries-online/ where you will be able to register instantly to use the portal.	You stipulate PMS on each application	

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Leeds Building Society	Register online on the Leeds Building Society Intermediary website	Email registration with authority from firm	Registrations@leedsbuildingsociety.co.uk
Lend Invest	Via the Lendinvest website, scroll to the bottom of the home page for intermediaries and select Portal Login. Or call us on: 020 3846 6886 Or request via this link: https://btl-applications.lendinvest.com/Portal/PreLogon/Logon	All live Club routes are available on the system. Therefore the broker at point of application must choose their preferred available club route from the dropdown	If broker no longer wishes to be registered or is no longer with the firm, if we are notified of this change we can remove access
LiveMore Capital	Click register via the our website: www.livemorecapital.com/intermediaries Or this link https://portal.livemorecapital.com/bp/register/register-firm	Contact the LiveMore sales team and we can update your default submission route. You will also have the option to select PMS as your preferred route when producing an illustration/app	Contact LiveMore 0203 0114 991
LV= Equity release	All adviser firms wanting to write business with us need to register for an agency agreement. You can request an agency agreement through Origo. Once we've completed our due diligence checks and set up your agency, we will confirm your agency number in an email. You'll also find instructions on how to register for our Adviser Centre. This takes approximately two days after you've completed the registration form at Origo.		

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Mansfield Building Society	Online via our website	They choose a payment route each time application is submitted	Email in to us
Marsden Building Society	No requirement to register prior to AIP. Register online with first application Broker Online - Loans Management (marsdenintermediariesonline.co.uk)	Broker to select PMS as payment route on application	Email: intermediaries@themarsden.co.uk
Masthaven	Register onlinehttps://secure.masthaven.co.uk/MolRegistration/		
Melton Building Society	The Melton - Intermediary Registration Form (themeltonbrokers.co.uk)	Select preferred payment route at application stage from dropdown menu	Contact us and we will process unregister the Broker.
Metro Bank	Visit metrobankonline.co.uk and Register	Once registered a firm or adviser can select by choosing from the list of approved mortgage clubs	Principal or Director of firm should email mortgage.brokerregistrations@metrobank.plc.uk
More2life	Use this link https://fastpath.more2life.co.uk/MolRegistration/?utm_medium=website&utm_source=our_lifetime_mortgages&utm_campaign=register	Click "profile" Select change/add payment route Click on payment route in left box and click arrow to move to the right hand box then save	Email agency@more2life.co.uk

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MT Finance	Register online : https://www.mt-finance.com/partner/become-an-introducer/	Chose PMS as payment route when submitting business	
Nationwide	You need to first register with MTE https://www.mteregistration.co.uk/user/registeruser.aspx Once you log in to https://www.nfionline.co.uk/Login.aspx you will be asked to complete the registration process	Log in to NFI online, select 'manage my details'. To add a club, select 'Submissions route' tab	Log in to NFI Online, select 'Manage my details' and select the 'Relationships' tab To unassign an administrator to you, highlight the relevant name in the 'Office Administrators currently assigned' and select 'End Assignment' followed by 'Update'.
NatWest	Click "register with us" on website Complete the form and submit An automatic email will be sent to your firm/network to verify you Following verification, internal checks are completed Temporary login details will be sent to you via email (please allow 48 hours following the internal checks to receive login details)	DA Broker can select when submitting application	e-mail over to brokersupport@natwest.com
Newbury Building Society	You can do this online, Newbury.co.uk/Intermediaries	Just call us on 01635 918000 or email and we can amend this	Email Brokerenquiries@newbury.co.uk

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Newcastle Building Society	Online Registration - Newcastle Intermediary Services (newcastleis.co.uk)	Providing the FCA number doesn't change, the broker can email us to confirm or select PMS on a drop down, if the FCA number changes the broker will need to re-register	We will remove brokers who have not used us within 12 months alternatively the firm can email us & advise the broker has left
Nottingham Building Society	https://online.thenottingham-intermediaries.com/s/brokerregistration	Select PMS at FMA stage on each case	Send email to Mortgage.Desk@thenottingham.com
Oakbridge	We automatically register a firm upon completion of their first case, we have no requirement for firms to 'pre-register' with us	We check the registration details with each firm for each case shortly before completion. A firm would either confirm that the details we hold are still correct, or change their payment details at this point	The firm would simply email enquiries@oakbridge.co.uk and we will action and confirm
Octopus Real Estate	Register online: https://portal.octopus-realestate.com/register.php	Select PMS with each application	
One Family	To register for Lifetime Mortgages - https://apply.onefamilylifetimemortgages.com/MolRegistration/		Contact - Lifetime Mortgages 0800 802 1645
Paragon	https://www.paragonbank.co.uk/btl-registration-form	Need an e-mail from MD of firm, confirming paying route change and that this is for all registered advisers.	e-mail though to mortgagesalessupport@paragonbank.co.uk

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Penrith Building Society	To submit business, complete registration form which can be found HERE: Panel-Appointment-Form-Intermediary-V2.1-0822-1.pdf (penrithbs.co.uk) To use our broker portal, the broker needs to register to use it here: Broker Online - Loans Management (penrithbuildingsociety.co.uk)	Email: intermediaries@penrithbs.co.uk	Email: intermediaries@penrithbs.co.uk
Pepper Money	Register online: https://intermediarymortgage.pepper.money/MolRegistration/	Select PMS as your club at each application	
Platform	A broker registers via our website https://www.platform.co.uk/mortgage-intermediaries/indek On our home page the broker would select "Register" and complete the online form. A broker would need their FCA number and National Insurance number to complete the registration.	At registration a broker can select their "main" mortgage club. However when a broker completes an application for a client they would select the payment route as PMS at that time. Once an application has been submitted via a particular Mortgage Club, the club selected cannot be changed.	A broker/firm can E-mail sales.support@co-operativebank.co.uk to request removal.
Positive Lending	www.positivelending.co.uk – click the registration link	When registering choose PMS from the drop down link for network/club	Broker principals can do this directly after logging in by hitting the de-activate button. Or Call 01202 850830 and speak to the broker desk, or email brokersupport@positivelending.co.uk

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Precise	https://online.precisemortgages.co.uk/molregistration/default.aspx	They need to go on line log in and request - document link below https://s3-eu-west-1.amazonaws.com/pdf.precisemortgages.co.uk/01992_how_to_register_guide.pdf	Email broker.maintenance@precisemortgages.co.uk Who will action
Principality Building Society	Brokers can register via principality.co.uk/intermediaries	They can do so by visiting our intermediaries website and accessing MSO	Same approach via accessing MSO on the intermediaries website
Progressive Building Society	Visit progressiveforintermediaries.com and click 'join our panel' – Northern Ireland lender only	Contact local Branch or BDM	Contact local Branch or BDM
Pure Retirement	If it is a new firm being registered, this can be done by following the below link and registering the firm as DA or an AR:- https://pureretirement.co.uk/professionals/register/ If it is an individual adviser wanting to register under a firm who is already registered with Pure, they just need to email registration@pureretirement.co.uk with their name, contact details and a copy of their CeRER certificate.	Please email registration@pureretirement.co.uk	Please email registration@pureretirement.co.uk

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Reliance Bank	Please contact the RBL Mortgage Team on mortgages@reliancebankltd.com	Please contact the RBL Mortgage Team on mortgages@reliancebankltd.com	Please contact the RBL Mortgage Team on mortgages@reliancebankltd.com
Saffron Building Society	Registered via SFI website – 2 working days SLA for a new broker firm	If the broker is already registered with Saffron then they can amend their submission route options through their profile. However, each individual application the broker does have to select their preferred submission route.	The principle at the broker firm emails ist@saffronbs.co.uk with the adviser details who is no longer registered.
Santander	Register online: https://www.santanderforintermediaries.co.uk/help-and-register/register-as-a-santander-broker/ For any queries on the registration process, please email us at msa@santander.co.uk	Please email the change to us at msa@santander.co.uk	Please email the change to us at msa@santander.co.uk
Scottish Building Society	Please click on this link to register https://online.scottishintermediaries.co.uk/Account/Login?type=personal&productId=10018	This can be selected upon application submission	Please email bdm@scotbs.co.uk
Skipton Building Society	Visit our website, top right hand side select log into e-mortgages and select register. Direct Link https://online.skipton-intermediaries.co.uk/SignIn/EnterEmail?returnUrl=%2F	When DA brokers submit any cases, they are prompted by a drop down to select a payment route, this is when they should select PMS. If it's a Sesame AR they do not get prompted with the drop down box as we pay the proc fee direct to Sesame.	Email the details of the adviser to intermediaryrelationships@skipton.co.uk and they will be removed within 48 hours. If you need it done quicker contact BDM.
Stafford Railway Building Society	Contact us directly and the broker support desk can send you the relevant information or follow the instructions on our mortgage hub on our website	Completing a new broker registration form and changing the details on there to the PMS details	Email mutual@srbs.co.uk with the advisors details and the broker desk will remove them from the portal

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Swansea Building Society	Complete registration form - https://www.swansea-bs.co.uk/broker-zone/how-apply	There is no one thing to do – at each application, they must submit the payment form which details who to pay - https://f.hubspotusercontent20.net/hubfs/8415420/f34pmsclubapplication.pdf	Email broker@swansea-bs.co.uk
Teachers Building Society	Online registration	Add PMS to the case application form when submitted	Email brokers@teachersbs.co.uk
The Mortgage Lender	Visiting www.themortgagelender.com and click register now and complete and submit the form	Once registered they can click on their user profile as add PMS as the payment route	Email into support@themortgagelender.com
The Mortgage Works	You need to first register with MTE https://www.mteregistration.co.uk/user/registeruser.aspx Once you log in to https://www.nfionline.co.uk/Login.aspx you will be asked to complete the registration process. Once complete you can create and submit through TMW Online	Log in to https://www.tmwonline.co.uk/UserAccess/Login?ReturnUrl=%2F, select 'manage my details'. To add a club, select 'Submissions route' tab	Log in to https://www.tmwonline.co.uk/UserAccess/Login?ReturnUrl=%2F, select 'Manage my details' and select the 'Relationships' tab To unassign an administrator to you, highlight the relevant name in the 'Office Administrators currently assigned' and select 'End Assignment' followed by 'Update'.

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Tipton Building Society	To register at submission stage, complete the form and send it to us at newbusiness@thetipton.co.uk https://www.thetipton.co.uk/media/2134/mortgage-intermediary-registration-form-4-october-2018.pdf	Add PMS to the case application form when submitted	
United Trust Bank	Visit www.utbankmortgages.co.uk and follow the register new user link and complete the online form	Contact UTB on 0207 031 1551 or email mortgage.enquiries@utbank.co.uk.	Contact UTB on 0207 031 1551 or email mortgage.enquiries@utbank.co.uk.
Vernon Building Society	Online via intermediary website. Intermediary Registration Form | Intermediaries | Vernon Building Society (thevernon.co.uk)	Principle contact to email intermediaries@thevernon.co.uk.	Principle contact to email intermediaries@thevernon.co.uk
Vida Homeloans	Register online : https://www.vidahomeloans.co.uk/intermediaries/registration-form		
Virgin Money	Registration Form- (virginmoney.com)	Amendment Form- (virginmoney.com)	Amendment Form- (virginmoney.com)
Watts Commercial	Either my contacting us on the dedicated phone number or by using the link on your websites	Contacting our office on the dedicated phone number	Contacting our office on the dedicated phone number

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West One	To register for BTL use: https://www.westoneloans.co.uk/bridging-loans To register for Bridging use: https://www.westoneloans.co.uk/buy-to-let-mortgages For any further help and assistance please call 0333 1234556	Call 0333 1234556	Call 0333 1234556
Zephyr Homeloans	Zephyr Homeloans | The specialist buy-to-let lender | For intermediaries Click on the Register Button from the welcome page Complete the online form Submit your application and we will contact you by close of business the next working day	Payment routes may be changed by the broker once they are registered and can access the online portal – this can be changed for each application – please contact our BDM mailbox with any queries BDMQueries@zephyrhomeloans.co.uk	Please email the BDM mailbox with details of the broker and we will deactivate their account. BDMQueries@zephyrhomeloans.co.uk