

Masthaven Registration Process

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

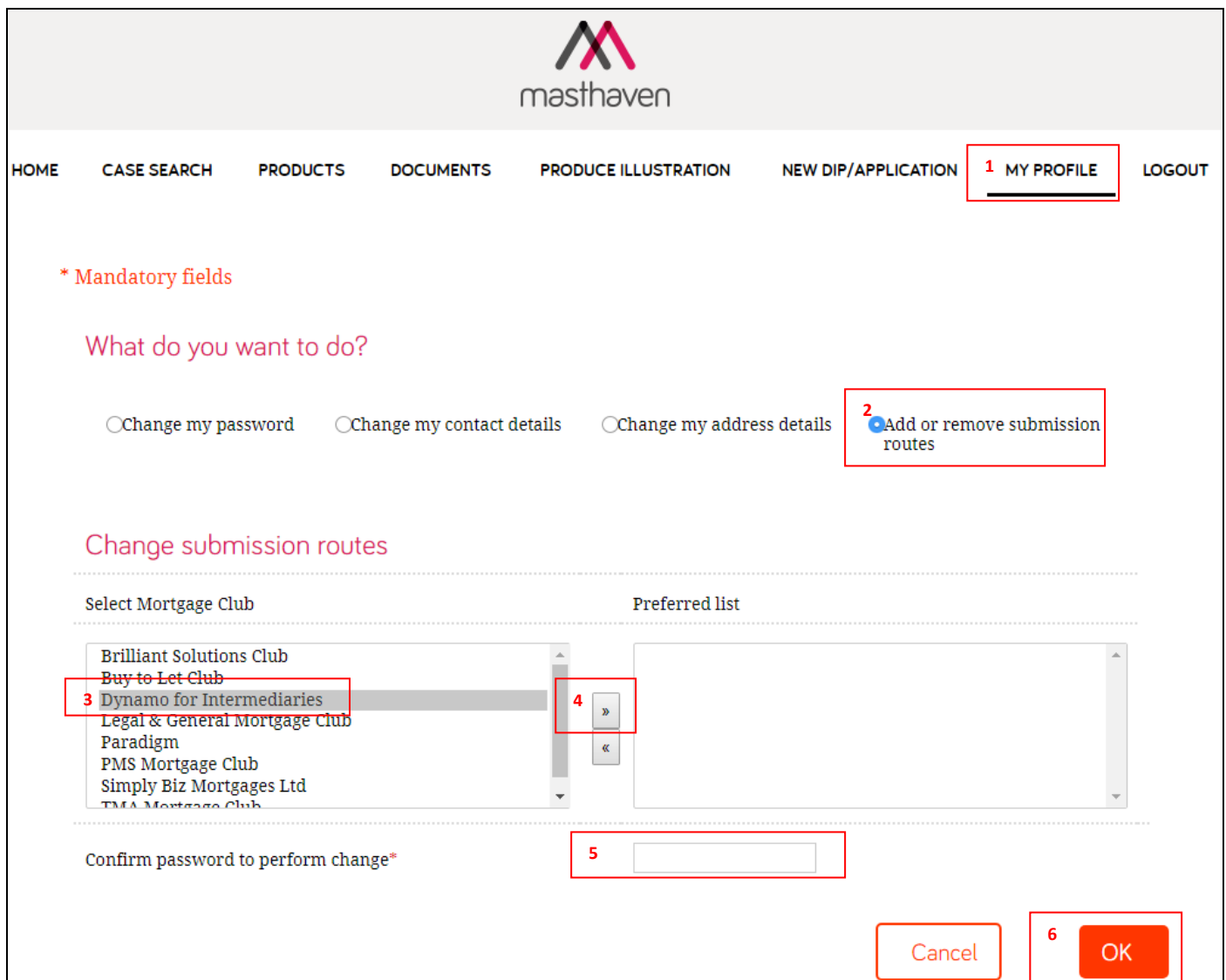
Please click on the following link and complete the steps required to register:

<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, 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. Below the navigation menu, there is a red heading: *** Mandatory fields**. Underneath, the question "What do you want to do?" is followed by 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 and the number **2**. Below this, the section "Change submission routes" is shown. It is divided into two columns: "Select Mortgage Club" and "Preferred list". In the "Select Mortgage Club" list, "Dynamo for Intermediaries" is selected and highlighted with a red box and the number **3**. To the right of this list, there are two arrow buttons: a right-pointing arrow (highlighted with a red box and the number **4**) and a left-pointing arrow. Below the "Select Mortgage Club" list, there is a text input field labeled "Confirm password to perform change*" with the number **5** next to it. At the bottom right, there are two buttons: "Cancel" and "OK" (highlighted with a red box and the number **6**).

This will take you to another new screen, please select **'Dynamo for Intermediaries'** **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**.