



Register to submit Buy to Let applications

Please use the below link to register on the portal:

<https://sbi-prod.azurewebsites.net/Portal/PreLogon/Logon>

*Please use Chrome or Explorer as the browser

Administrator Role:

The new BTL Originations platform gives special privilege to the “Administrator(s)”. This person(s) can see all cases submitted to SBI UK and the Administrator will be able to work/add documents to the cases.

The administrator will also be able to add/request access for broker to join the system.

*There can be multiple Administrators. *Please contact your BDM to arrange

*Broker can also be a Administrator.

Registration process for Administrator:

1. Click on “Request Access”

Broker log in

Email

Password

Remember me?

Login

Forgot your password?

Questions? Call us on 444 (3) 333 414 1499

Need account access?

For creating your broker account on the CHL broker portal, click on the link below

[Request access](#)

2. Accepting Terms and Conditions:
 - Click “Yes” to accept Terms and Conditions
 - Click “Next”

To register as an intermediary you must follow the application procedure set out under the “Your registration” section below.

By using our site and registering as an intermediary you accept these Terms

By using our site and/or registering yourself as an intermediary you confirm that you accept these Terms and that you agree to comply with them.

If you do not agree to these Terms, you must not use our site or register yourself as intermediary.

The Terms and the documents referred to in the Terms constitute our agreement (the “Agreement”) with you.

We recommend that you print a copy of these Terms for future reference.

I am agreeing to accept these terms & conditions of use you are deemed to have read and accepted the section above.

- ❖ **AR** – member of a network: Click on “Member of a Network ”
- ❖ **DA** – Directly Authorised: Click on “FCA Regulated Broker ”
- ❖ **Packager**: Click on “Packager ”

New Organisation

Which of these options best describes your organisation?

FCA Regulated Broker	>
Member of a Network	>
Packager	>

3. Complete company details:

Please confirm your details

Trading name *	Partnership *
Trading type *	Address Line 1 *
FCA Registration Number *	Address Line 2 *
	Address Line 3 *
	City *
	Country *

4. Create Password and Click "Request Access"

Mobile *	Telephone requirement Please fill at least 1 telephone number	Password Requirements Must be at least 8 characters long Must contain at least 1 upper case letter Must contain at least 1 lower case letter Must contain at least 1 number Must contain one of (% @ # * & !) ...
<input type="button" value="Request Access"/>		

5. Email is sent to your inbox explaining what to do next

- Please click on the link in the email to progress the registration process and to validate your email account.

6. The account will be registered within 48 hours (normally its quicker)

Administrator registering Broker

The Administrator can register/invite Brokers to join and work in the BTL Originations platform by following the below process:

1. Administrator Click "Manage Users" from the dropdown at the right of the screen

What would you like to do, CHL Broker Admin?

My Organisation

<p>Start new application</p> <p>Get a quick decision in principle (DIP).</p> <input type="button" value="New Application"/>	<p>Retrieve application</p> <p>Continue an application that you have started or see the current status of a submitted application.</p> <input type="button" value="Search"/>	<p>Tasks</p> <p>Click here to view and complete outstanding tasks that are required to progress your applications.</p> <input type="button" value="Tasks"/>	<p>Documents</p> <p>Viewing documents and other helpful templates and forms required during the application process.</p> <input type="button" value="Documents"/>
--	---	--	--

2. Invite new user/broker to join by Clicking on "Send Invite"

Invite User

Email Address *

- The invited user/broker receives an email notifying that they have been invited to join.

- Broker receives email – *You have been invited to join SBI UK. Please click on the Link to begin the process.*

Registration process for Broker

1. Broker asks a Administrator to invite her/him to join and work in the SBI UK BTL Originations platform
2. Administrator invites the broker to join
3. Broker receives an email within 48 hours (usually its quicker) – You have been invited to join SBI UK. Please **click on the Link** to begin the process.

From: buytolet.sbiuk@statebank.com <buytolet.sbiuk@statebank.com>

Sent: 26 March 2021 08:04

To: Broker email <Broker@company.co.uk>

Subject: Invitation to Join Organisation

Hello,

You have been invited to join the firm, *Broker Company Name*. Please click on the link, [Join Organisation](#) to begin the process.

Regards,

The SBI Team

4. Broker complete form to request access

SBI UK

Complete this form to request access

Registration Details

Title *
First Name *
Surname *
Email Address *
Password
Confirm Password *

Password Requirements

- Must contain at least 1 lower case letters
- Must contain at least 1 numbers
- Must contain at least 1 upper case letters
- Must contain one of ! % @ # \$ * & * () - _
- Must be at least 8 characters long
- Must not contain your user name
- Must not start with a number

Contact Details

Landline telephone number
Mobile
Telephone requirement
Please fill at least 1 telephone number

SUBMIT

***Please feel free to call your local Business Development Manager if you have any further questions.**