

For Intermediary Use Only



# Progressive Online Registration Guide

Follow these steps to complete your registration for our **new** online portal.

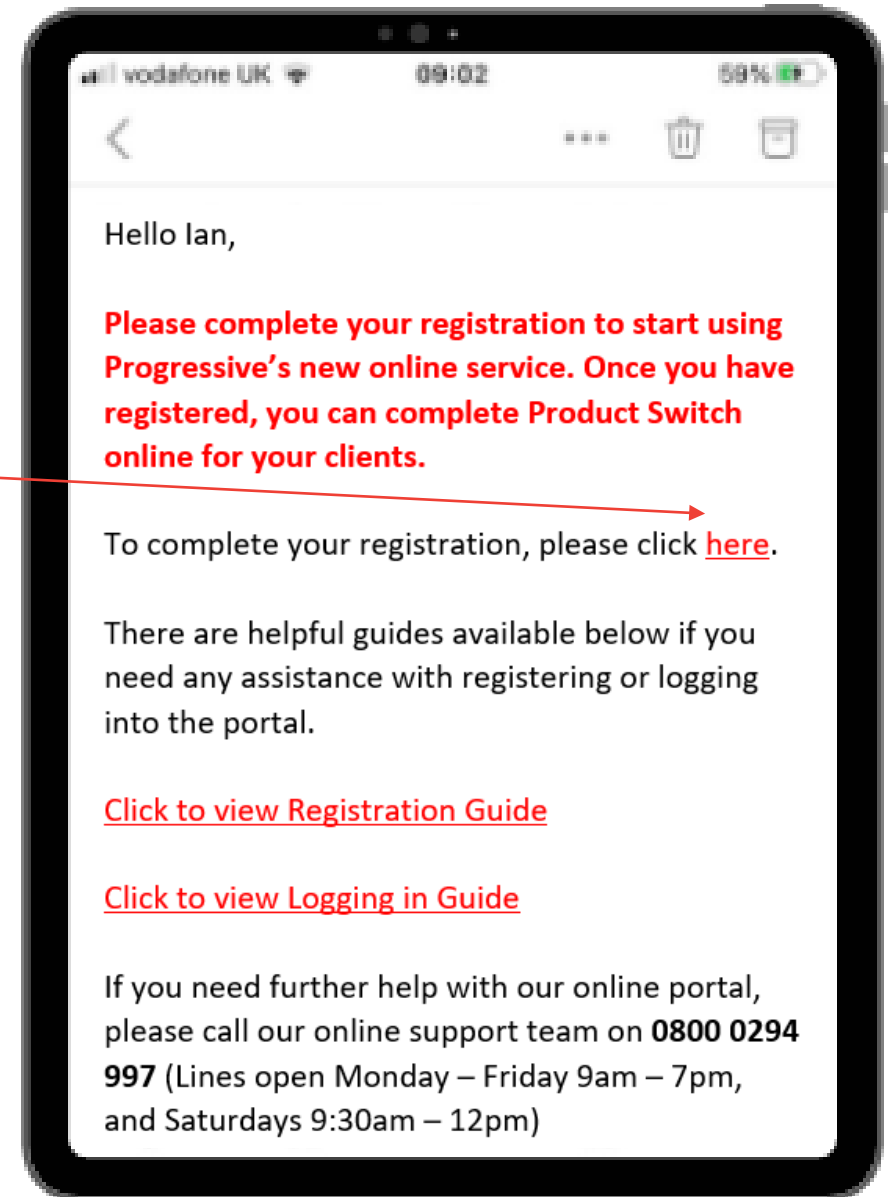
This guidance is for registering on **<https://service.theprogressive.com>** only.

Please access the portal through the latest version of Firefox, Safari, Google Chrome or Microsoft Edge (Windows 10). Internet Explorer is not supported.

# How to register – Step 1

1. We'll send you an email inviting you to register for the new online portal. Click "here", to access the portal and begin the registration journey.

This will bring you to  
**<https://service.theprogressive.com>**



# Registration – Step 2

2. Once in the portal, you'll need to confirm you have read our online service Terms & Conditions. To accept, simply tick the box and click "Next".

The screenshot shows the Progressive Building Society registration portal. At the top, there are social media icons for Facebook, Twitter, LinkedIn, and Instagram. The Progressive Building Society logo is centered, and a red 'LOGIN' button is on the right. Below the logo, the word 'Home' is displayed. The main heading is 'Registration', with a breadcrumb trail 'Home / Registration'. A progress bar at the bottom of the page shows five steps: 1. Consent (highlighted in red), 2. Personal Details, 3. Verify Details, 4. Administrator, and 5. Registered. The 'Consent' section contains the text: 'Please see below the terms and conditions for use of Progressive's online service.' followed by a link: <https://progressiveforintermediaries.com/progressives-online-service-terms-conditions/>. Below the link is a checkbox with the text 'I accept all the terms and conditions'. A red 'Next →' button is located at the bottom right, with the text 'Step 1 of 5\*' below it. A red arrow points from the text on the left to the checkbox.

# Registration – Step 3

3. Please enter your mobile number and create a password. Then click “Next”

## Registration

Home / Registration

1 Consent **2 Personal Details** 3 Verify Details 4 Administrator 5 Registered

Your Mobile Number

+44

Please set your secure password which you could use to securely login to our portal. Make sure your password is at least 8 characters long, contains at least one uppercase character, one lowercase character and one digit.

Password

Confirm Password

This password matches

- ✓ 8 characters
- ✓ 1 lowercase character
- ✓ 1 uppercase character
- ✓ 1 digit

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Step 2 of 5\*

# Registration – Step 4

4. To verify your phone number, we'll send a 6 digit code to the mobile number you provided (see below). Please enter the code and click "Next". You can request another code if you didn't receive it.



## Registration

Home / Registration

Progression bar: 1. Consent (checked), 2. Personal Details (checked), 3. Verify Details (active), 4. Administrator, 5. Registered

A 6-digit code has been sent to your registered mobile number. Please enter your code in the box below. If you do not receive this code, please contact the Progressive Online Support Team on 0800 0294 997.

[Resend Verification SMS](#)  
Verification Resent

6 Digit Mobile Code

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Step 3 of 5\*

# Registration – Step 5

5. You have the option of creating a login for an administrator. If you'd like to do so, please enter their details, click the blue slider at the bottom, and click "Next". If you don't wish to add an administrator, leave all fields blank and ensure the blue slider is deselected. Click "Next". You can add an administrator at a later date.

## Registration

Home / Registration

✓ Consent ✓ Personal Details ✓ Verify Details 4 Administrator 5 Registered

For security purposes, Progressive Building Society strongly recommends that you never share your login credentials with anyone.

You can now set an administrator who will have access to the Progressive Online Service on your behalf. Your administrator will be able to see all your applications on our Online Service and submit new cases on your behalf. This is optional. You can add or change your administrator details at any point.

If your administrator is already registered to the Progressive Building Society portal, they will be able to act on your behalf using their current login credentials. If your administrator doesn't currently have access to the Progressive Building Society portal, they will get an email asking them to set their initial password.

Your Administrator First Name

Your Administrator Last Name

Your Administrator Mobile

Your Administrator Email

Add Administrator to my account

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# Registration complete

Your registration is now complete. You can now login.

## Registration

Home / Registration

✓ Consent ✓ Personal Details ✓ Verify Details ✓ Administrator 5 Registered

**You're now registered to the Progressive Building Society's Online service.**

Please login.

Login