How to Add an Administrator

For Intermediary use only



About this Guide

This guide will provide you with an overview of how to add an administrator via the broker portal.

If you need any help adding an Administrator or have any questions regarding our broker portal in general, please call our Online Support Team on 0800 0294 997. Lines open Monday – Friday, 9.00am – 5.00pm. Alternatively, write to our head office: 33-37 Wellington Place Belfast BT1 6HH.

What is an Administrator?

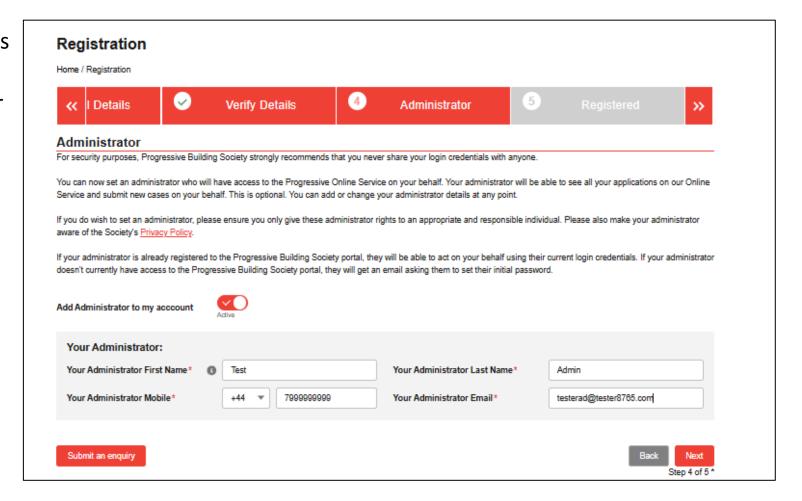
An administrator is someone who works within a broker's firm or company that can submit businesses on their behalf.

A broker can add an administrator via two methods:

- During Registration
- Via the Broker Profile

How to Add an Administrator - Registration

A broker can add the administrators details on step 5 and once registered, the administrator will receive an email/link for them to register themselves.



How to Add an Administrator – Broker Profile

The broker may decide to add an administrator at a later date or after registration. They can do so by selecting 'Add Broker Admin' within the Broker Profile page. Similar to above, broker will capture the Administrator details which will trigger an email for them to register and login.

