

Broker Registration & Login

For Intermediary use only



About this Guide

This guide will provide you with an overview of how to register as a broker and login. This guidance is for registering on <https://service.theprogressive.com> only.

If you need any help getting registered 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.

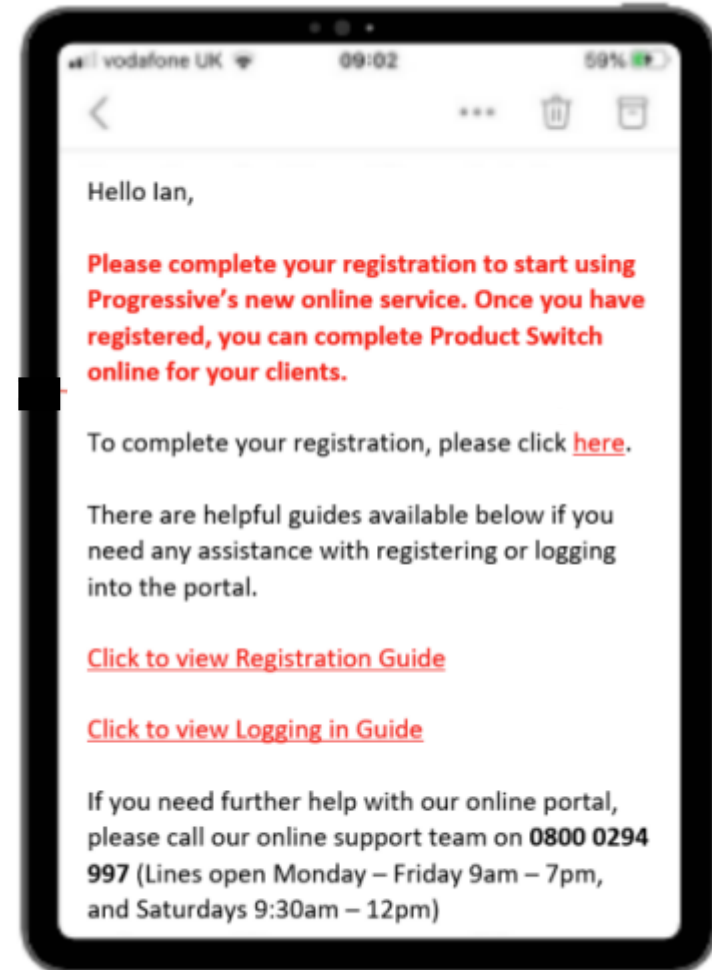
How to register - Step 1

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:

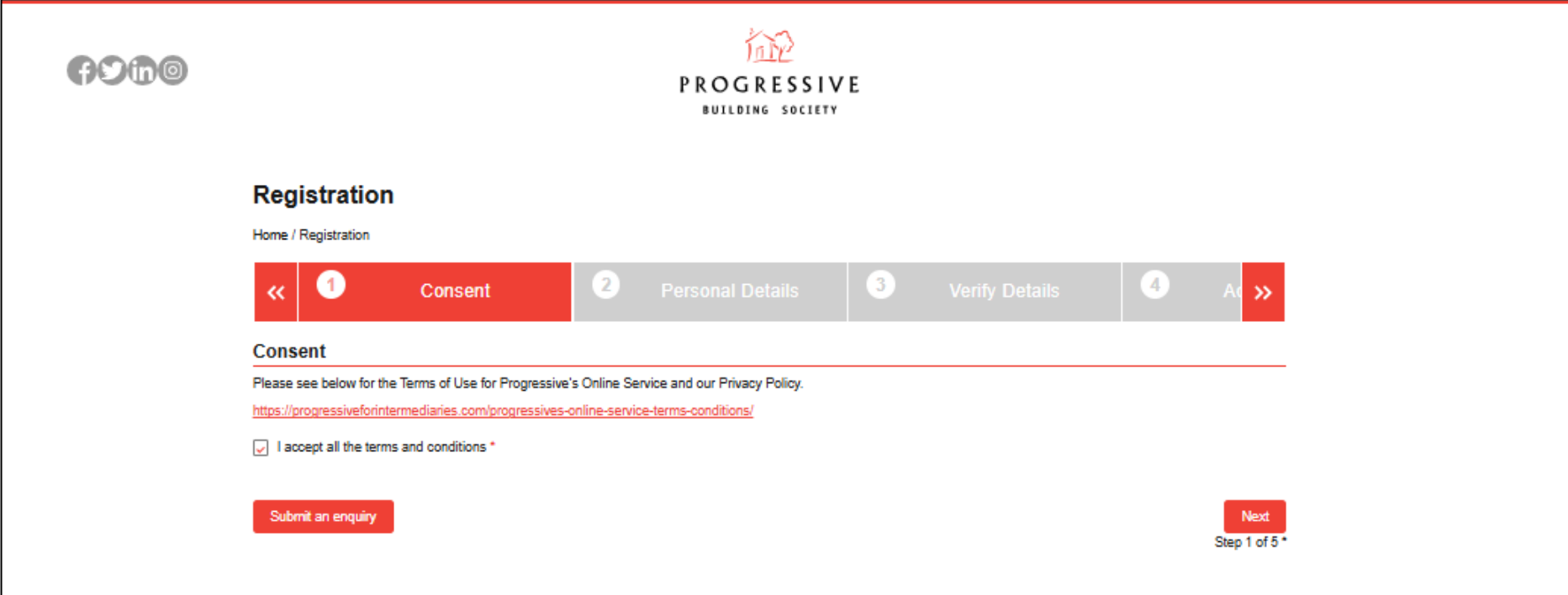
<https://service.theprogressive.com>



How to register - Step 2

Once in the portal, you'll need to confirm you have read our Online Service Term's & Conditions.

To accept, please tick the box and click "Next"

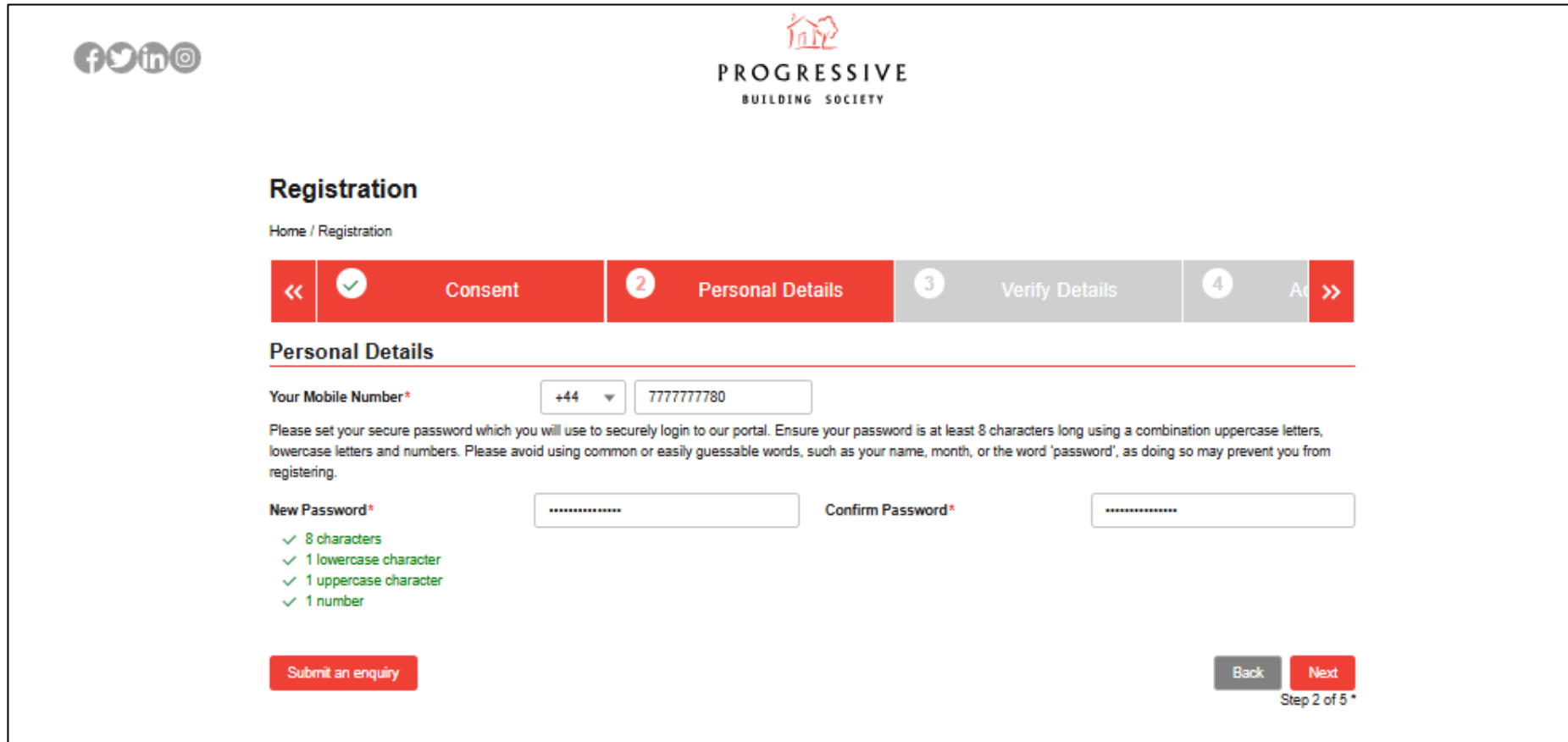


The screenshot shows the Progressive Building Society registration interface. At the top left are social media icons for Facebook, Twitter, LinkedIn, and Instagram. The Progressive Building Society logo is centered at the top. Below the logo, the page title is "Registration" with a breadcrumb "Home / Registration". A progress bar contains four steps: "1 Consent" (highlighted in red), "2 Personal Details", "3 Verify Details", and "4 Address" (partially visible). Below the progress bar, the "Consent" section is titled, followed by a red line. The text reads: "Please see below for the Terms of Use for Progressive's Online Service and our Privacy Policy." followed by a red hyperlink: <https://progressiveforintermediaries.com/progressives-online-service-terms-conditions/>. Below this is a checkbox labeled "I accept all the terms and conditions *" which is checked. At the bottom left is a red button labeled "Submit an enquiry". At the bottom right is a red button labeled "Next" and the text "Step 1 of 5 *".

How to register - Step 3

Please enter your mobile number and create a password.

Then click “Next”



The screenshot shows the registration process for Progressive Building Society. At the top, there are social media icons (Facebook, Twitter, LinkedIn, Instagram) and the company logo. The page title is "Registration" with a breadcrumb "Home / Registration". A progress bar indicates the current step: 1. Consent (checked), 2. Personal Details (active), 3. Verify Details, and 4. Activate Account. The "Personal Details" section includes a "Your Mobile Number*" field with a dropdown for the country code (+44) and a text input containing "777777780". Below this is a password requirement notice: "Please set your secure password which you will use to securely login to our portal. Ensure your password is at least 8 characters long using a combination uppercase letters, lowercase letters and numbers. Please avoid using common or easily guessable words, such as your name, month, or the word 'password', as doing so may prevent you from registering." The password fields are "New Password*" and "Confirm Password*", both masked with dots. A list of requirements is shown: 8 characters, 1 lowercase character, 1 uppercase character, and 1 number. At the bottom, there is a "Submit an enquiry" button on the left and "Back" and "Next" buttons on the right. The "Next" button is highlighted in red. The page footer indicates "Step 2 of 5".

Registration

Home / Registration

<< Consent **2** Personal Details 3 Verify Details 4 Activate Account >>

Personal Details

Your Mobile Number*

Please set your secure password which you will use to securely login to our portal. Ensure your password is at least 8 characters long using a combination uppercase letters, lowercase letters and numbers. Please avoid using common or easily guessable words, such as your name, month, or the word 'password', as doing so may prevent you from registering.

New Password* Confirm Password*

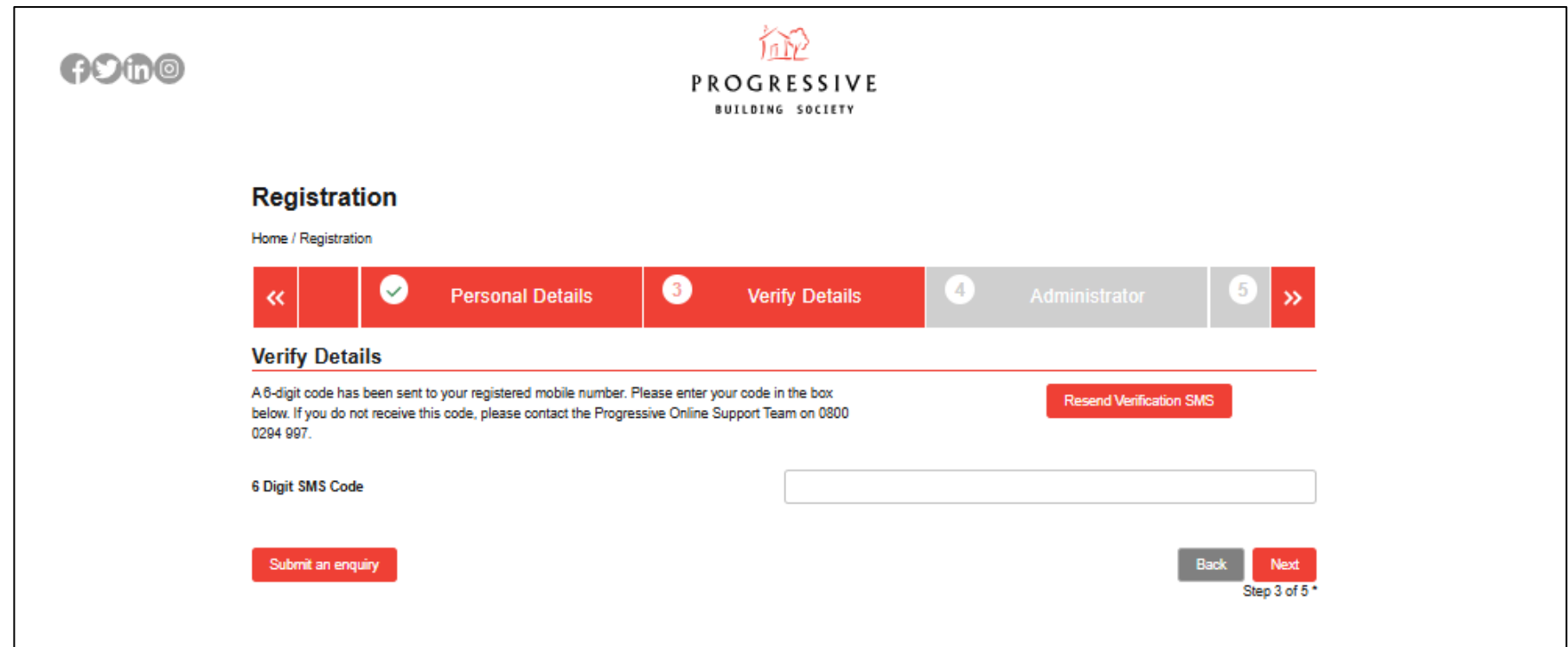
- ✓ 8 characters
- ✓ 1 lowercase character
- ✓ 1 uppercase character
- ✓ 1 number

Step 2 of 5*

How to register - Step 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 did not receive it after 5 minutes.



The screenshot shows the Progressive Building Society registration interface. At the top left are social media icons for Facebook, Twitter, LinkedIn, and Instagram. The Progressive Building Society logo is centered at the top. Below the logo, the page title is "Registration" with a breadcrumb "Home / Registration". A progress bar indicates the current step: Step 1 (Personal Details) is complete with a checkmark, Step 3 (Verify Details) is the current step, Step 4 (Administrator) is next, and Step 5 is the final step. The "Verify Details" section contains a message: "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." A "Resend Verification SMS" button is located to the right of the message. Below the message is a text input field labeled "6 Digit SMS Code". At the bottom left is a "Submit an enquiry" button, and at the bottom right are "Back" and "Next" buttons. The footer text "Step 3 of 5*" is located at the bottom right.

Registration
Home / Registration

Verify Details

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.

6 Digit SMS Code

Submit an enquiry

Back Next

Step 3 of 5*

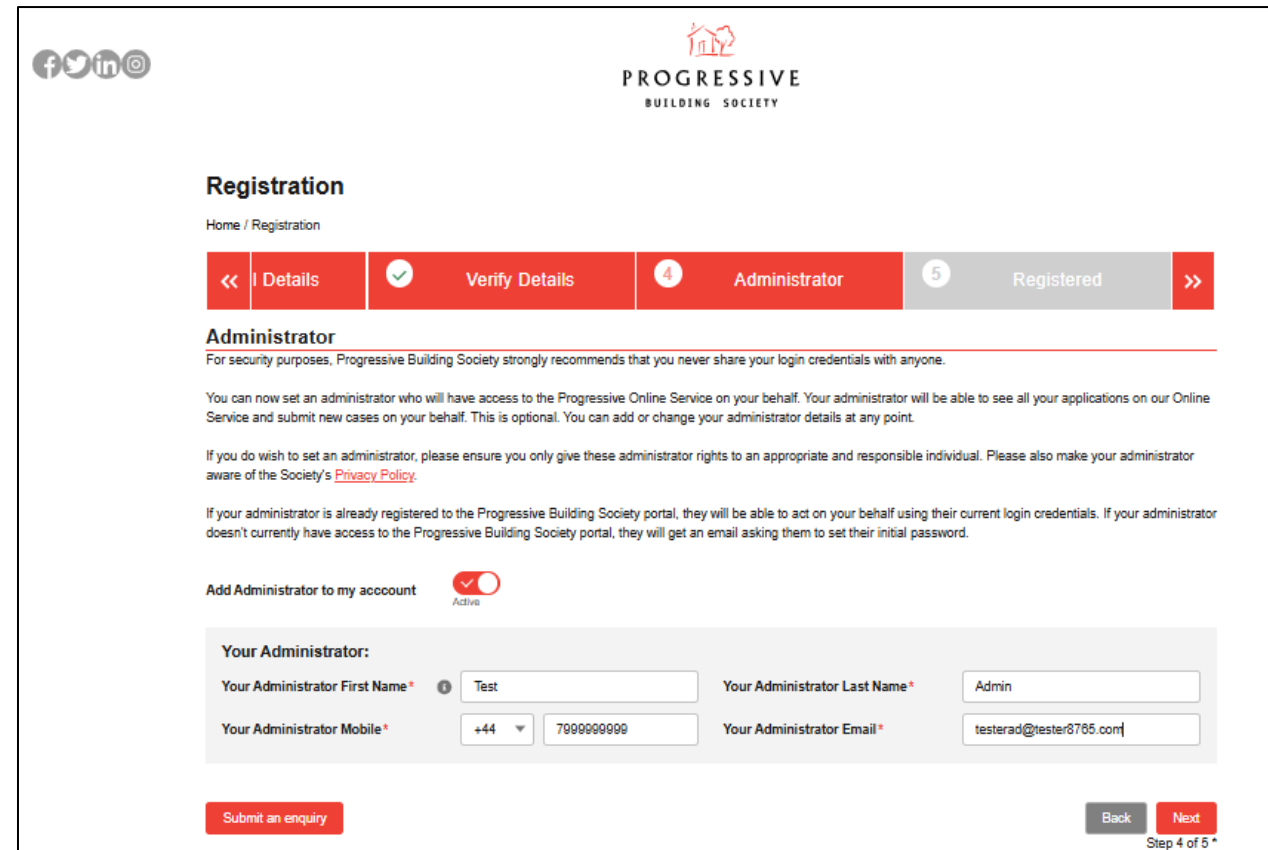
How to register - Step 5

You will have the option of adding an administrator to your account. If you would like to do so, please enter their details and move the slider.

Click “Next”.

If you do not want to add an administrator, leave the fields blank and ensure the slider is not selected.

Click “Next”. You can add an administrator at a later date.



Registration

Home / Registration

<< | Details | Verify Details | 4 Administrator | 5 Registered | >>

Administrator

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 you do wish to set an administrator, please ensure you only give these administrator rights to an appropriate and responsible individual. Please also make your administrator aware of the Society's [Privacy Policy](#).

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.

Add Administrator to my account Active

Your Administrator:

Your Administrator First Name *	<input type="text" value="Test"/>	Your Administrator Last Name *	<input type="text" value="Admin"/>
Your Administrator Mobile *	+44 <input type="text" value="7999999999"/>	Your Administrator Email *	<input type="text" value="testerad@tester8765.com"/>

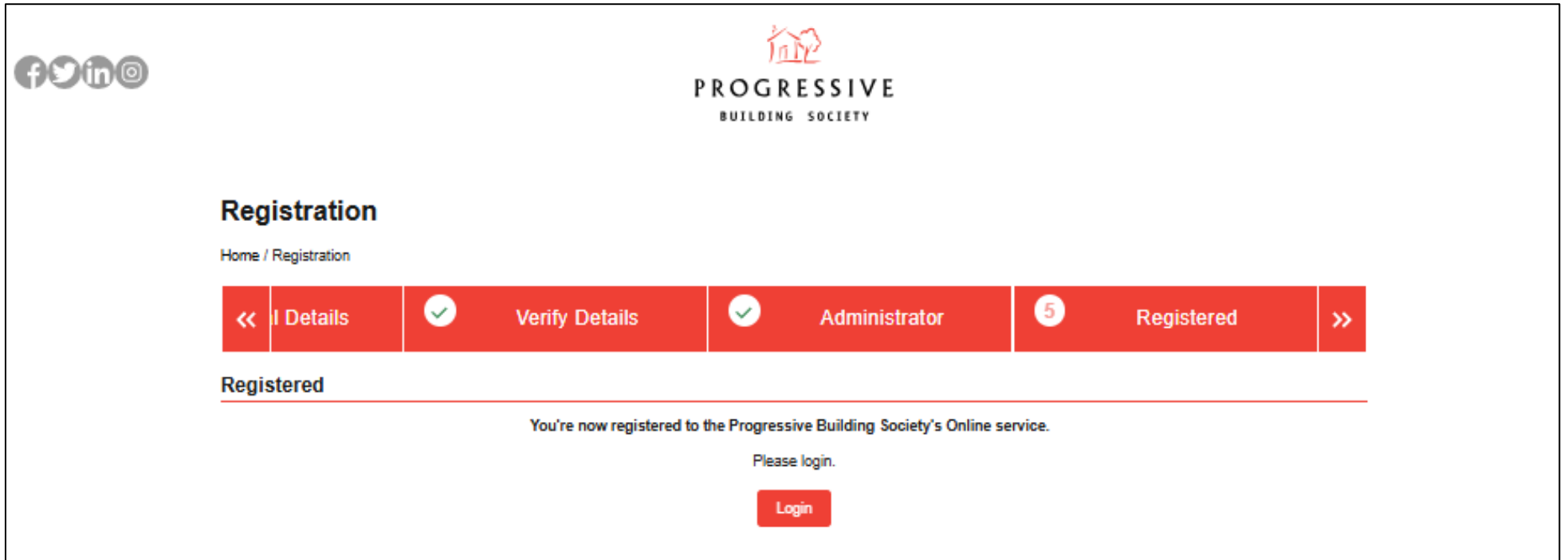
Submit an enquiry

Back Next


Step 4 of 5 *


Registration Complete

Your registration is now complete, and you can login.





The screenshot shows the Progressive Building Society's registration completion page. At the top left, there are social media icons for Facebook, Twitter, LinkedIn, and Instagram. In the center, the Progressive Building Society logo is displayed, featuring a red house icon above the text "PROGRESSIVE BUILDING SOCIETY". Below the logo, the heading "Registration" is followed by the breadcrumb "Home / Registration". A red progress bar contains five steps: "Details" (with a left arrow), "Verify Details" (with a green checkmark), "Administrator" (with a green checkmark), "Registered" (with a white circle containing the number 5), and a right arrow. Below the progress bar, the heading "Registered" is followed by a horizontal line. Underneath the line, the text reads: "You're now registered to the Progressive Building Society's Online service. Please login." A red "Login" button is positioned at the bottom center.





Registration

Home / Registration

<< | Details |  Verify Details |  Administrator | 5 Registered | >>

Registered

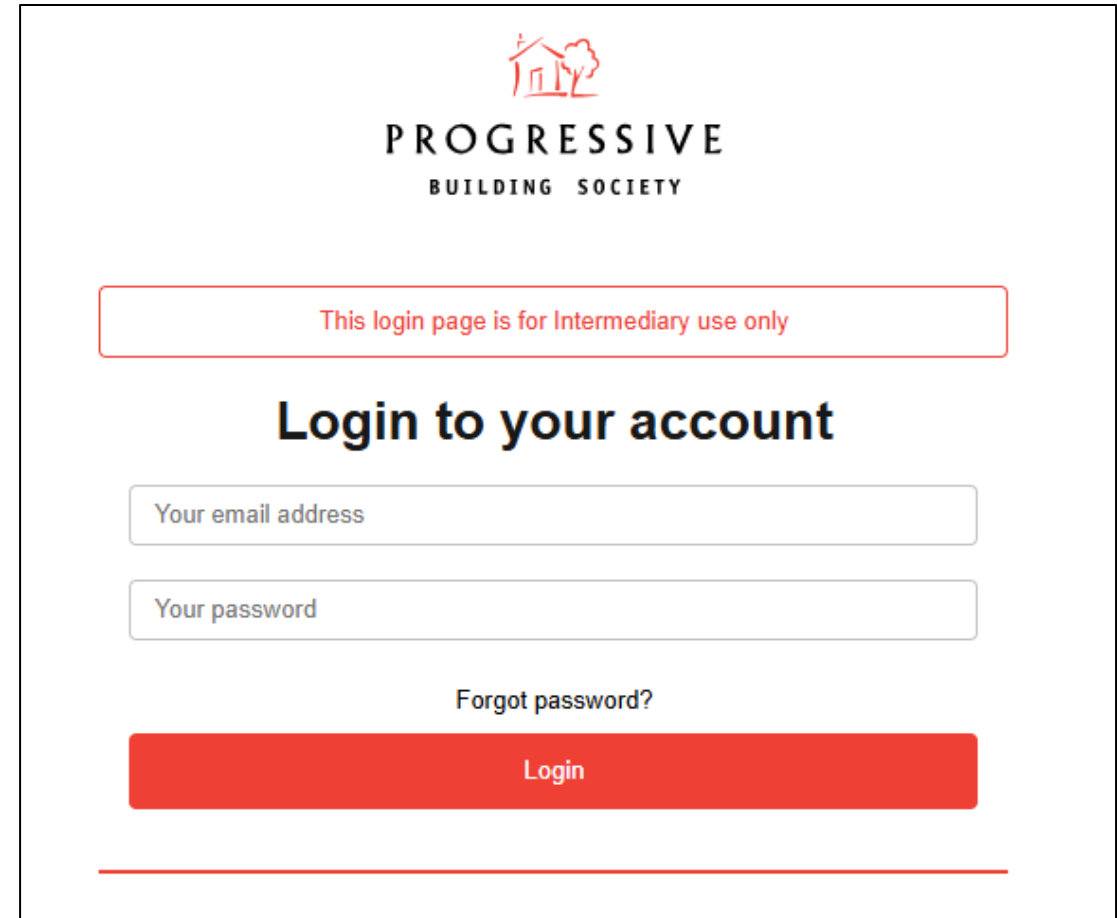
You're now registered to the Progressive Building Society's Online service.
Please login.

Login

How to login - Step 1

Visit <https://service.theprogressive.com> and enter your email address and password.

Click “login”



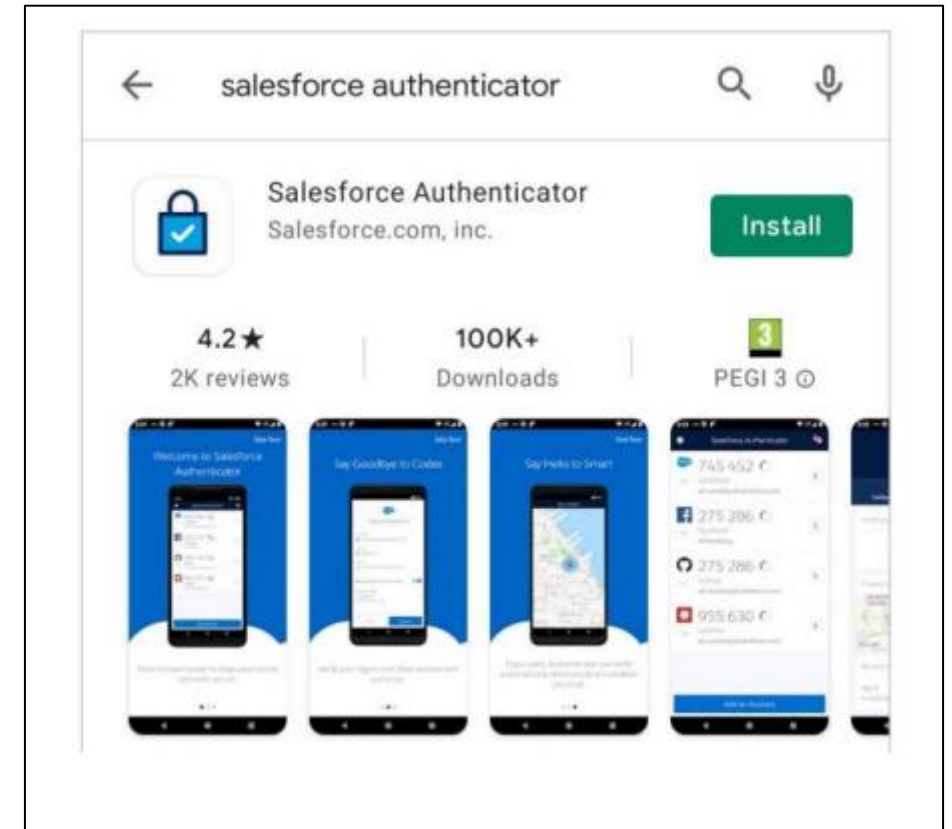
The screenshot shows the login page for Progressive Building Society. At the top center is the logo, which consists of a red house icon with a tree to its right, followed by the text "PROGRESSIVE BUILDING SOCIETY" in a bold, black, sans-serif font. Below the logo is a red-bordered box containing the text "This login page is for Intermediary use only". Underneath this box is the heading "Login to your account" in a large, bold, black font. There are two input fields: the first is labeled "Your email address" and the second is labeled "Your password". Below the password field is a link that says "Forgot password?". At the bottom of the form is a prominent red button with the word "Login" written in white text. A thin red horizontal line is located at the very bottom of the page.

How to login - Step 2

In order to login securely to our new online portal, you'll need to download an authenticator app. The app is called **Salesforce Authenticator** app. You need to use the app each time you log in, so please keep it on your phone.

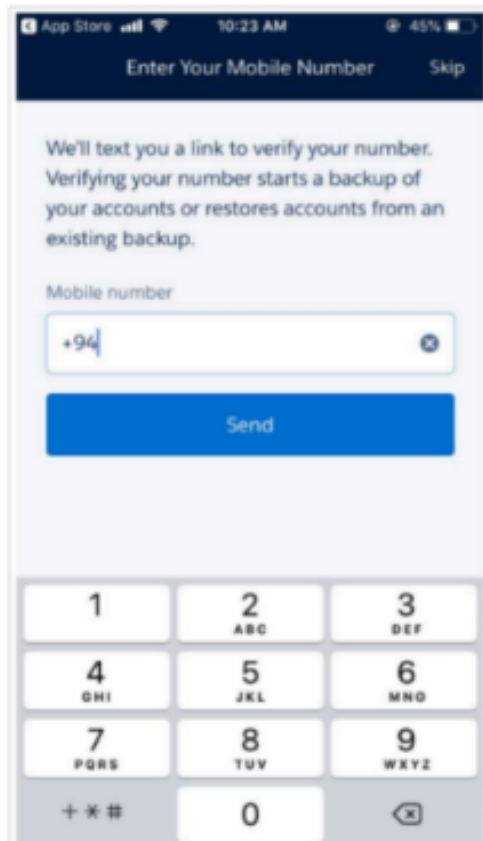
Step 2 – Download the app

1. Visit your App Store
2. Search Salesforce Authenticator app
3. Click “Install”

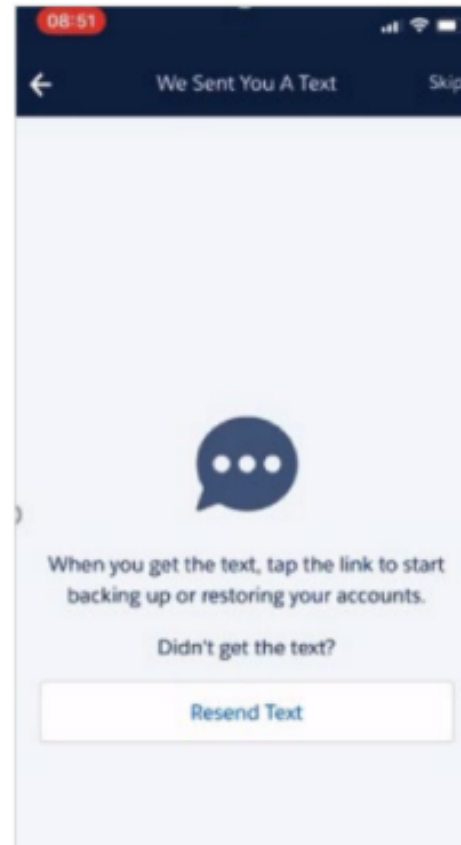


How to login - Step 3: Connecting the app to your account

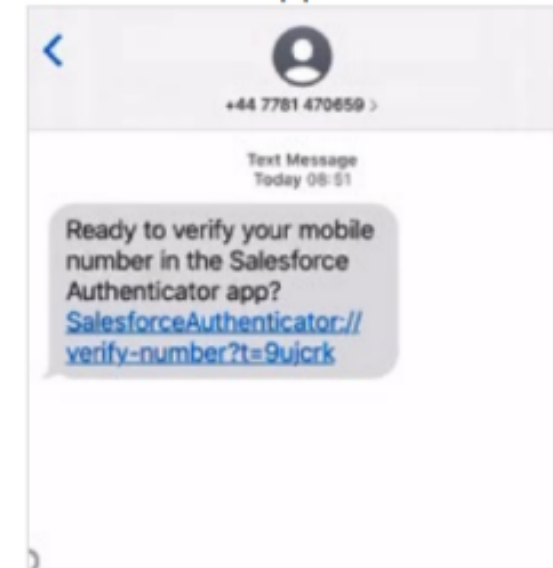
1. In the app, enter the mobile number you used to register for our online portal.



2. Authenticator then sends you a link to verify your mobile number.



3. When you get the text message tap on the link and choose to open with the authenticator app

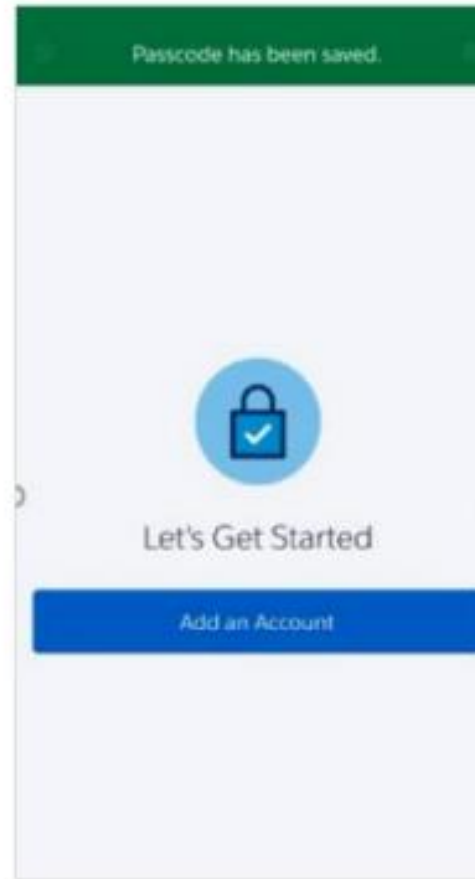


How to login - Step 3: Connecting the app to your account

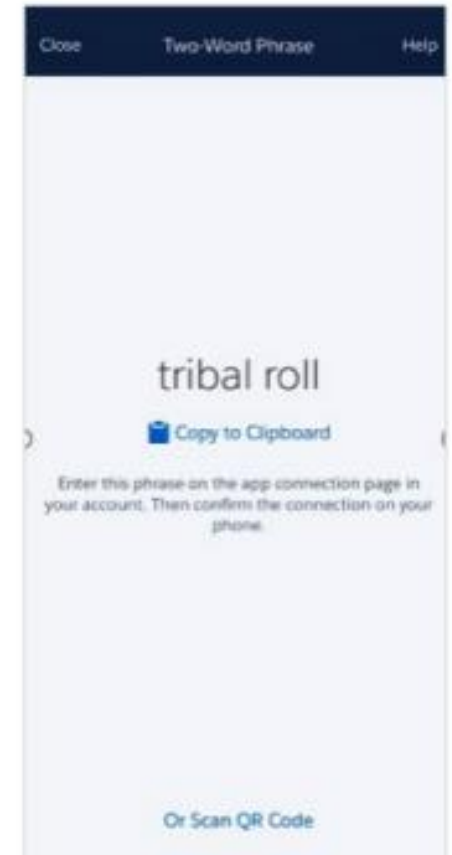
4. The app will prompt you to set a passcode. This is used in case you ever need to restore your accounts



5. Now tap 'Add account'

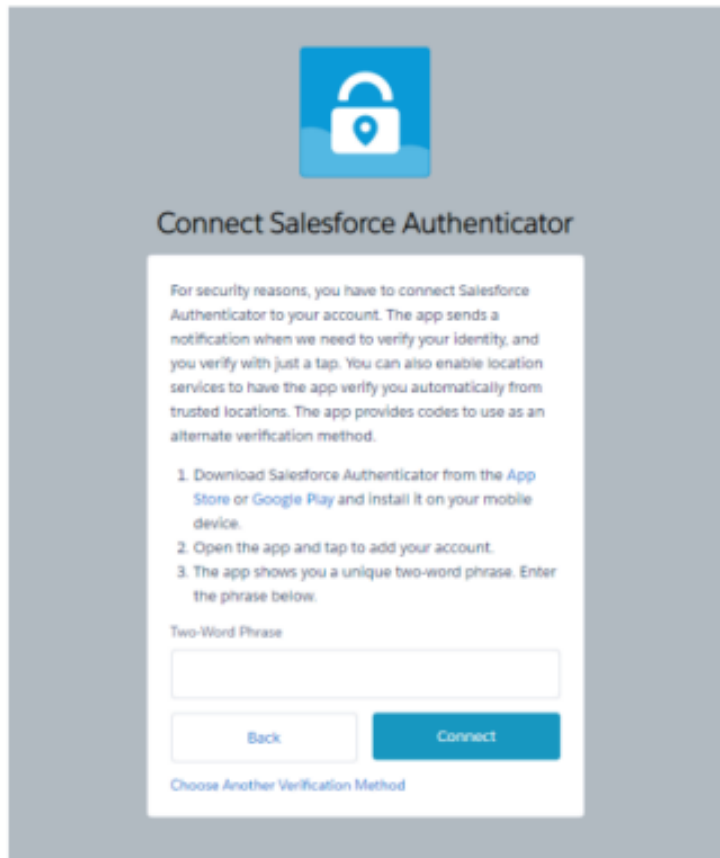


6. The app will then display a unique two-word phrase



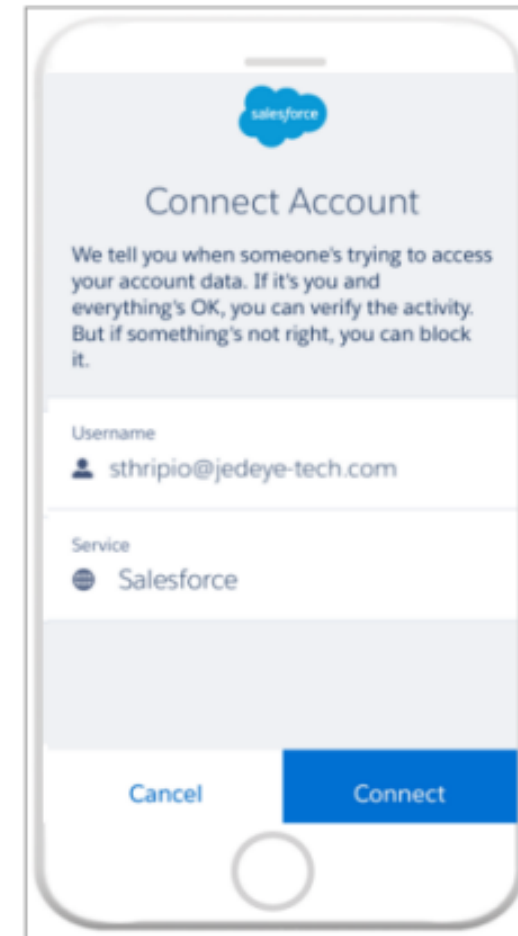
How to login - Step 3: Connecting the app to your account

7. On the computer you will see the below screen. Enter the two-word phrase from authenticator and click 'Connect'



The screenshot shows a web interface for connecting a Salesforce Authenticator. At the top, there is a blue icon of a padlock with a location pin. Below it, the title is "Connect Salesforce Authenticator". The main content area contains a paragraph explaining the security requirements and a list of three steps: 1. Download the app from the App Store or Google Play. 2. Open the app and tap to add the account. 3. Enter the unique two-word phrase shown in the app. Below the text is a text input field for the "Two-Word Phrase". At the bottom, there are two buttons: "Back" and "Connect". A link "Choose Another Verification Method" is located at the very bottom.

8. Lastly confirm the connection on your mobile app by tapping 'Connect' to successfully log in.



The screenshot shows the "Connect Account" screen in the Salesforce mobile app. At the top is the Salesforce logo. The title is "Connect Account". Below the title is a paragraph explaining that the app will notify the user when someone tries to access their account data and that they can verify or block the activity. The screen has two input fields: "Username" with the value "sthripio@jedeye-tech.com" and "Service" with the value "Salesforce". At the bottom, there are two buttons: "Cancel" and "Connect".

How to login - Step 4

You have now successfully logged in.

Each time you login in the future, after you enter your email address, password and select “Login”, you will be prompted to check the Salesforce Authenticator App on your mobile device and tap “Approve”

If you need any help getting registered 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.