

Adviser Registrations Team – 0370 050 0274

Advisercentre@landg.com

Guide to register – Admin/Paraplanners		
Step 1	<p>You will require an agency number belonging to your company</p> <p>You will not have your own as an administrator – however, you can use any number belonging to your company</p> <p>If you do not have one to hand, please email or call our agency team</p>	<p>Agency Helpline 0370 900 5010 Open 10-4pm, Monday to Friday (close 1-2pm)</p> <p>Agency.enquiries@landg.com</p>
Step 2	<p>Once you have an agency number – please click on below link and complete the online form.</p> <p>https://www10.landg.com/ExtranetRegistrationWeb/Start.do?portal=adviser</p> <p>Please ignore the GI agency number field on the form</p>	<p>Please ensure you add the approval person on the online form as either your director or company principle – failure to do so will delay your application for access</p>
Step 3	<p>When completing the form please remember the following</p> <ul style="list-style-type: none"> • Select admin – this will allow you to view cases but not submit them • Select Super User <i>if required</i> – this will give you access to all cases under your company FCA number so you need to be sure this is the right access as this is limited per company 	<p>When setting your password on the online form - please note the following:</p> <p>Minimum of 8 characters long Use a mix of letters and number with 1 upper case letter</p> <p>If using a special character, it must be from the list provided and CANNOT be used with a number</p>
Step 4	<p>Once you have completed the form – an approval email will automatically be sent to the approver you have named on the form</p> <p>They need to click to confirm or reject your request within the body of the email</p> <p>Once this is received – it can take up to 24 hours to grant your access</p>	<p>Please note that the biggest cause of delay is us not receiving the approval email.</p> <p>We cannot progress your application without this</p>
Step 5	<p>Once all our checks are completed, you will receive an automated email with your User id</p> <p>Your initial password will be the one you chose when completing the online form</p> <p>When first logging in you will need to set your security questions to secure your account</p>	<p>** Please do not try and log in until you have received an email with you User id which will allow you access into our systems**</p>