

## Adviser Registrations Team – 0370 050 0274

**Advisercentre@landg.com**

<b>Guide to register – all advisers</b>		
<b>Step 1</b>	<p>You will require an agency number in order to submit business to Legal and General</p> <p>If you are a member of network, there is no action required as the network will request your agency number on your behalf.</p> <p>To check if you already have an agency number call or email the agency team</p> <p>If you <b>do not</b> have an agency number, you can use the below link to orgio services</p> <p><a href="https://agencyreg.origoservices.com/MainPages/Welcome.aspx">https://agencyreg.origoservices.com/MainPages/Welcome.aspx</a></p>	<p><b>Agency Enquiries</b> <b>0370 900 5010</b></p> <p><b>Open 10-4pm, Monday to Friday</b> <b>(close 1-2pm)</b></p> <p><b>Agency.enquiries@landg.com</b></p>
<b>Step 2</b>	<p>Once you have an agency number – please click on below link and complete the online form.</p> <p><a href="https://www10.landg.com/ExtranetRegistrationWeb/Start.do?portal=adviser">https://www10.landg.com/ExtranetRegistrationWeb/Start.do?portal=adviser</a></p> <p><b>Please ignore the GI agency number field on the form</b></p>	<p><b>Please ensure you add the approval person as either your director or company principle – failure to do so will delay your application for access</b></p> <p><b>This needs to be someone who is registered on the FCA website under your company</b></p>
<b>Step 3</b>	<p>When completing the form please remember the following:</p> <ul style="list-style-type: none"> <li>• Standard access is the default for all financial advisers</li> <li>• You will be required to set a password, and this will be used when you first log in</li> </ul>	<p>When setting your new password please note the following:</p> <p>Minimum of 8 characters long</p> <p>Use a mix of letters and numbers with at least 1 upper case letter</p>
<b>Step 4</b>	<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 <b>confirm or reject</b> 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><b>Please note that the biggest cause of delay is us not receiving the approval email.</b></p> <p><b>We cannot progress your application without this</b></p>
<b>Step 5</b>	<p><b>Once all our checks are completed, you will receive an automated email with your User id</b></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 your User ID confirmation email</p>