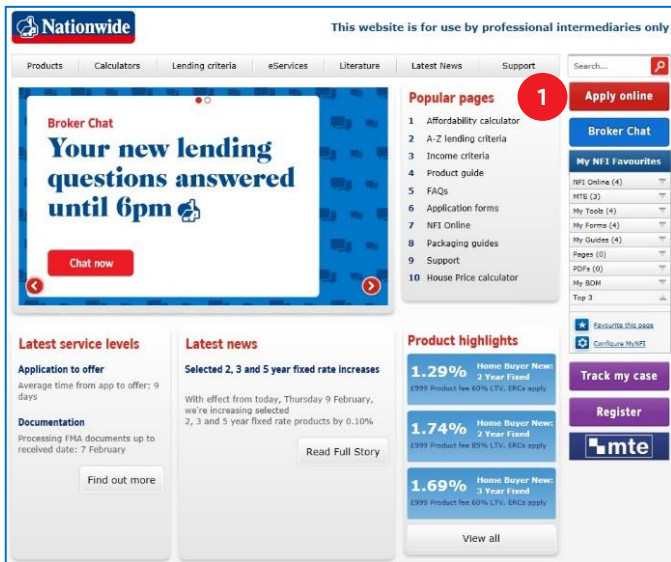


# Updating Your Information on our Database

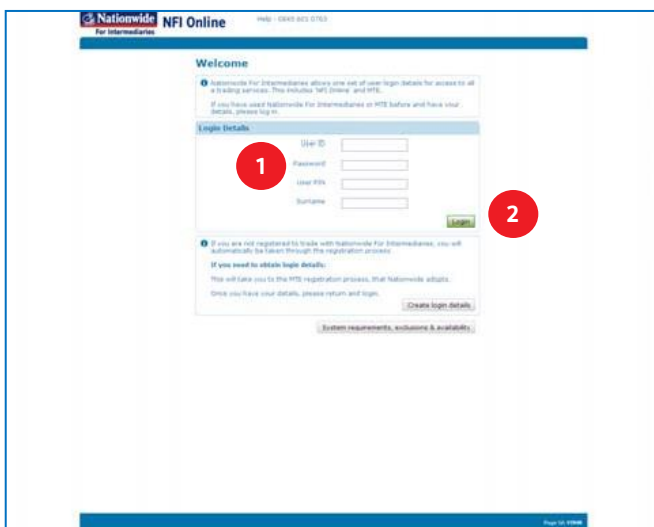


1 To update your personal or company details on our database, you'll need to log into our website platform NFI Online.

To access NFI Online go to:

[www.nationwide-intermediary.co.uk](http://www.nationwide-intermediary.co.uk)

Click 'Apply online'.



1 You will need to log in to NFI Online, using your 'Administrator' login details.

Enter:

- User Name
- Password
- User PIN
- Surname

2 Then click 'Login'.

**Nationwide NFI Online** Help - 0800 545 3131 Secure log on: Biju Chacko

For Intermediaries

My Home Case Home Lending Criteria Sign out Log out

**Your Details**  
This is the information held on our database for you.  
Warner Holt Financial Services  
FSA: 400020  
Tel: 01234 159357  
Mob: 07896541230  
Fax: 01234 951357  
Email: Msofstuser2@nbsdev.co...  
666 XYZ  
test  
test  
test  
acc18 Low  
This data will be used on any KFI or Offers produced.  
If any of this needs amending, please click on  
**Manage my details**

**My Home**  
Welcome Biju, have you seen our latest news...  
A new case must be created first, even to generate a KFI. **Create new case**  
These are the last 10 cases you have worked on. If the case you require is here, select the appropriate 'Action' or 'Search for a case' **Search for a case**

Case Id	Created On	Status	Applicant(s)	Intermediary	Action
M650108863	07-03-2018	Application Submitted	Attfield L; Khan S;	Chacko, Biju	Open
M6501088726	07-03-2018	Closed	Attfield L; Khan S;	Chacko, Biju	Open
M650108828	07-03-2018	Application Submitted	Coghlan S;	Chacko, Biju	Open
M650108824	06-03-2018	DIP	Collins S; Collins A;	Chacko, Biju	Open Cancel
M650108892	07-03-2018	Application Submitted	Dickey K; Dickey L;	Chacko, Biju	Open
M650108837	07-03-2018	DIP	Howard T;	Chacko, Biju	Open Cancel
M650108761	07-03-2018	Application Submitted	Kearney J; Kearney J;	Chacko, Biju	Open
M650108742	07-03-2018	Uploading	Mdcbstthree S;	Chacko, Biju	Open
M650108871	07-03-2018	Application Submitted	Milne I; Henthorn K;	Chacko, Biju	Open
M650108757	07-03-2018	Case Created	Milne I; Henthorn K;	Chacko, Biju	Open Cancel

Version: 8.6.0.1 Page ID: F1179

1 Click on 'Manage my details'.

Personal Details Microsoft Internet Explorer provided by Nationwide Building Society Intranet

Nationwide Manage my details Secure log on: Nicholas Tuck

Personal Details Company Details Submission Routes Relationships Add me as a Supervisor My Home Logout

Please select your required process from the links above.

**Personal Details**

These are the personal details we have registered for you. To amend any of these details, please overwrite and click 'Update' to confirm the change(s). If you exit the screen without clicking 'Update' any change(s) you have made will not be saved.

**Individual Details**

Title

First name

Surname

Mobile number

Telephone number

Fax number

E-mail

To amend your correspondence address, please click 'Change Address'

Correspondence Address

ScreenNo: 1CNAP/3A **Update**

1 There are tabs along the top.

The first is 'Personal Details'.

Here you can update details such as:

- Name
- Contact numbers
- Correspondence address

2 Make your changes, then click 'Update'.

Company Details Microsoft Internet Explorer provided by Nationwide Building Society Intranet

Nationwide Manage my details Secure log on: Nicholas Tuck

Personal Details Company Details Submission Routes Relationships Add me as a Supervisor My Home Logout

Please select your required process from the links above.

**Company Details**

These are the company details we have registered for you. The company address is the address that is printed on any KFI's and offers produced. For any other changes to your company details, please contact Nationwide on 0845 608 0763.

**Company Details**

Company name

Company address

Post code

Company FSA number

If you still work for the above company, but have changed address, please click **Change Address**

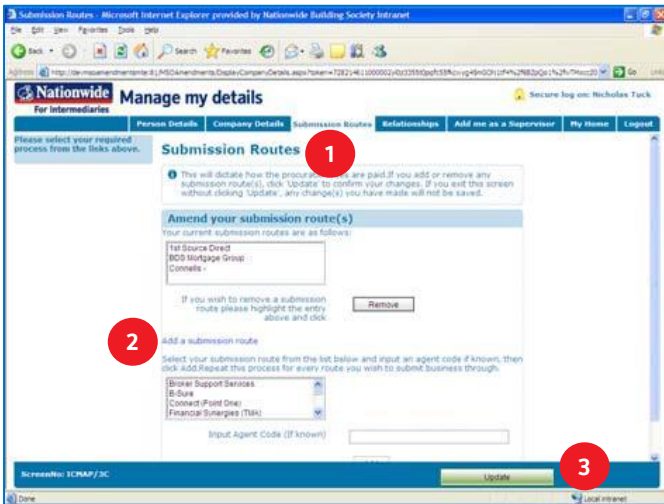
If you have moved to a new company, please click **New Company**

ScreenNo: 1CNAP/3B **Change Address**

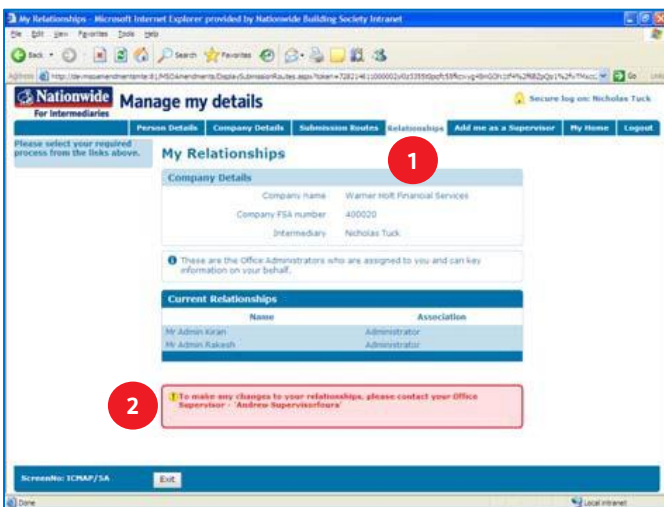
1 The next tab is 'Company Details'. If you need to change your company address, you can change it here.

2 Make your changes, then click 'Change address'.

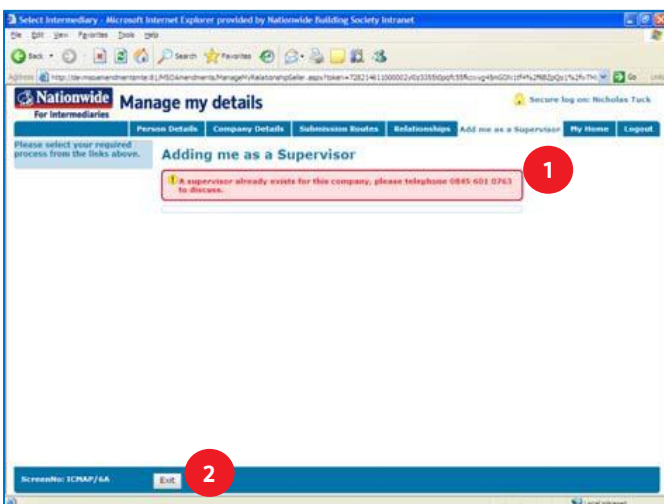
**Note:** If you change your FCA number, you need to ensure that you have updated this first on the MTE registration process. Go to [www.mteregistration.co.uk](http://www.mteregistration.co.uk) to do this.



- 1 The next tab is 'Submission Routes'.
- 2 If you are directly authorized and allowed to use different submission routes, you can add them here.
- 3 Make your changes, then click 'Update'.



- 1 The next tab is 'Relationships'.
- If your company doesn't have a 'Supervisor' registered on our database, but has administrators registered, you are able to give the administrators the ability to act on your behalf here.
- 2 If your company has a 'Supervisor' registered on our database, only they can link and authorize administrators to act on behalf of intermediaries. In this scenario, you'll see this warning telling you who the supervisor is.



- 1 The next tab is 'Add me as a Supervisor'.
- If there is no 'Supervisor' registered on our database for your company, you can request this facility. However, please be aware that your company managing director will be asked to personally authorise this.
- If you try to register as a 'Supervisor' and one already exists on our database you will see this warning. We only allow one supervisor function per company.
- 2 Click 'Exit'.
- Once you have completed everything required in the 'Manage my details' pages, click 'My Home' to exit.