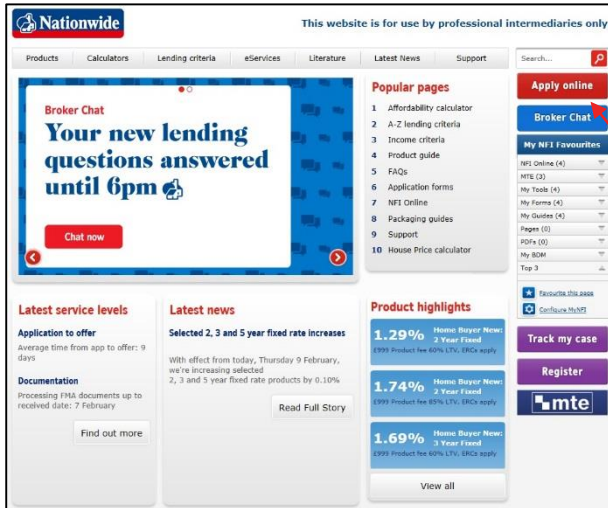


Updating Your Information on our Database



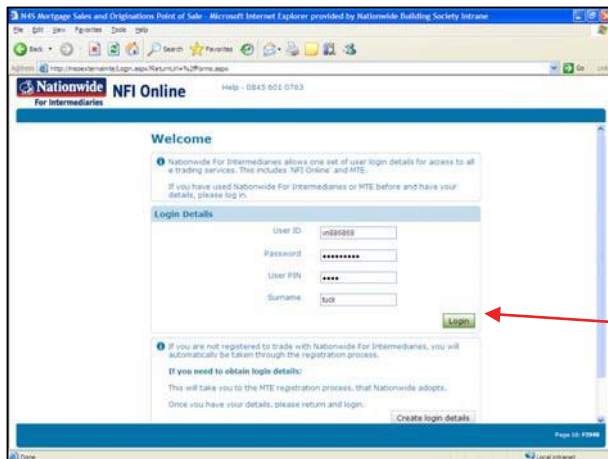
To update your personal or company details on our database, you will need to log into our website platform 'NFI Online'.



To access NFI Online go to:

www.nationwide-intermediary.co.uk

Click 'Online Applications'

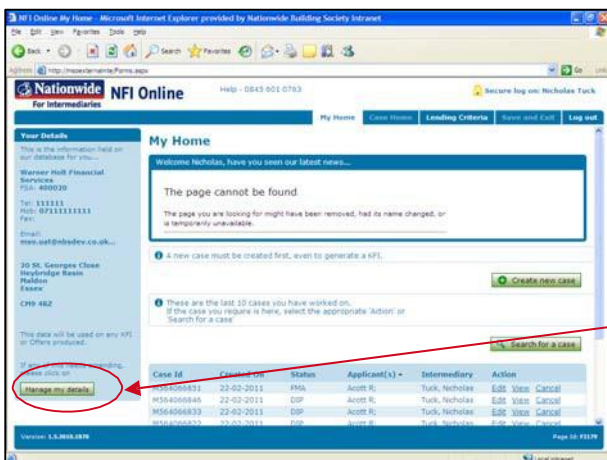


Login to NFI Online.

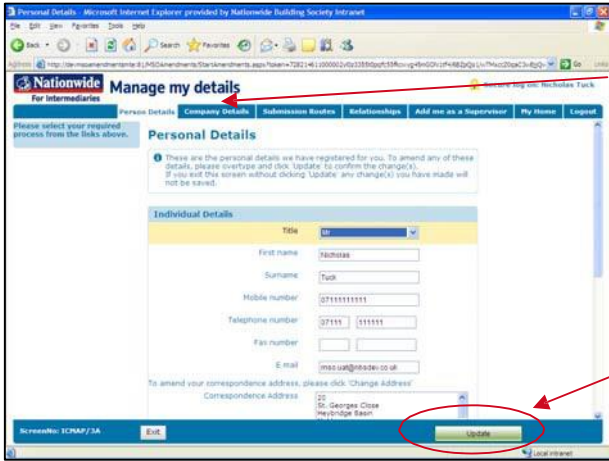
Enter:

- 'User Name'
- 'Password'
- 'User PIN'
- 'Surname'

Click 'Login'



Click on 'Manage my details'



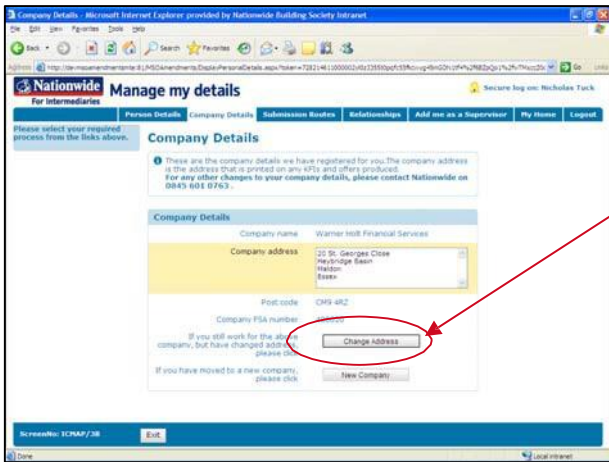
There are tabs along the top.

The first is 'Personal Details'.

Here you can update details such as:

- Name
- Contact Numbers
- Correspondence Address

Make your changes
Then click 'Update'



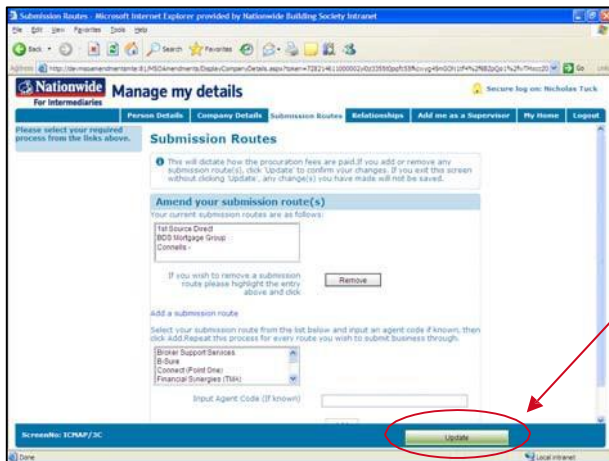
The next tab is 'Company Details'.

If you need to change your company address, you can change it here.

Make your changes
Then click 'Change address'

Please Note:

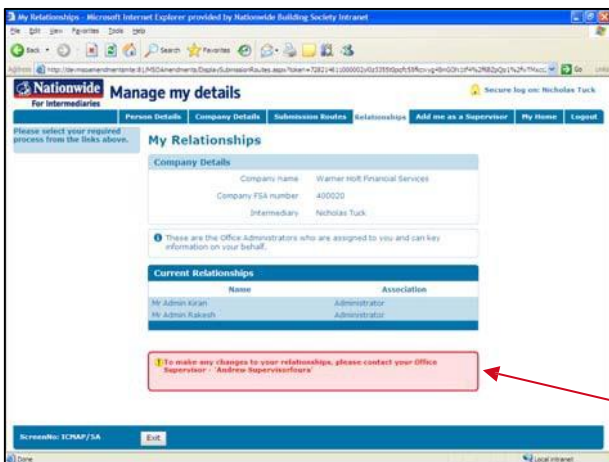
If you change your FCA number, you need to ensure that you have updated this first on the MTE registration process
Go to www.mteregistration.co.uk.



The next tab is 'Submission Routes'.

If you are directly authorised and allowed to use different submission routes, you can add them here.

Make your changes
Then click 'Update'

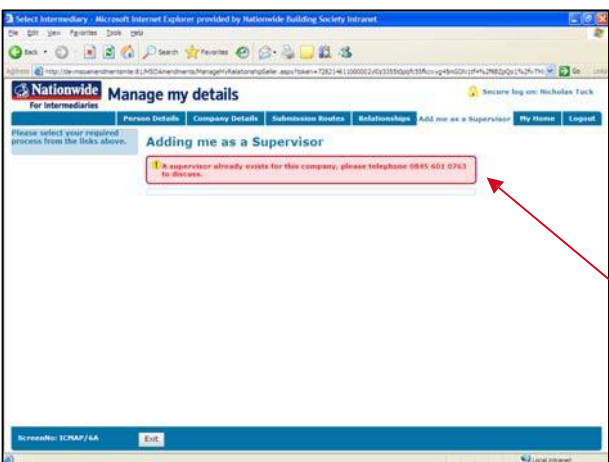


The next tab is 'Relationships'.

If your company does not 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.

If your company has a 'Supervisor' registered on our database, only they can link and authorise administrators to act on behalf of Intermediaries

You will see this warning telling you who the supervisor is.



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 1 supervisor function per company.

Click 'Exit'

Once you have completed everything required in the 'Manage my details' pages

Click 'My Home' to exit.