



Next Steps to Complete Your Registration

For Professional Users

Created January 2017. Version 1.3

Contents

Introduction	3
Security.....	3
3 Step Process.....	4
Creating a New Account	5
Step 1: Users Receives Their PIN Number	5
Step 2: Users Create Their Account Details	6
Additional Steps for a Firm's SRO.....	7
Step 3: Accepting Terms and Conditions	7
Membership Pack.....	8

Introduction

As you can imagine, security is a high priority for the Safe Buyer Scheme (SBS). Accordingly, we need to make checks against the details you have provided so we can progress to the next stage of registration. We know you want to use SBS to protect your Firm and your clients from fraud and we will do our best to get you there as quickly as we can.

This guide is designed to give you some useful information about this process.

Security

IMPORTANT SECURITY ADVICE:

The SBS is a secure portal and it is **ESSENTIAL** that all Users (Firms and clients) ensure that they are interacting with the genuine SBS website (as they would with their online banking). The safest way to access SBS is to provide the link (<https://www.safebuyerscheme.co.uk>) on your Firm's website and associating it with the SBS membership logo. Once this is setup, selecting this logo will redirect the user to the SBS website. **Make sure the link is correct at all times to avoid hackers from redirecting your users to a bogus site. Never email us sensitive data as emails are not safe – we will never email you links to our website, login details or sensitive data.**

Checking pre-registration details - Your details will be checked by the SBS during which time you may be contacted by one of our staff members asking you to submit further information. Your application will be processed as quickly as possible but due to the high volumes of applications we receive and the assessments we need to make please allow at least 7 working days for your firm's registration to be processed as every application takes time to personally check.



Creating your account - When your details have been checked you will receive a notification asking you to login, accept the SBS T&Cs, setup your personal SBS account and add your client account(s) details for registering to the SBS. For security reasons when logging in please search 'Safe Buyer Scheme' via Google to find our website to avoid hackers from redirecting you to a bogus site.



Registering your client account(s) - Once we have received your bank account details we will complete the necessary checks to add bank accounts to your Firm's registration.

We will process your bank account application(s) as quickly as possible but due to the high volumes of applications we receive and the assessments we need to make we anticipate a waiting period if we receive high volumes. As soon as we have registered at least one bank account for your Firm you will receive an email asking you to login. Once logged in, you can download your membership pack and you are ready to start protecting your Firm and your clients from fraud!



Once your Firm's registration form has been submitted and checked by the Safe Buyer Scheme your Senior Responsible Officer will be contacted, they will be informed to create their account.

As soon as your Senior Responsible Officer (SRO) has completed their account setup, they will be able to start inviting other employees to join the Safe Buyer Scheme.

All Professional Users should follow the below steps in order to create a new account for the Safe Buyer Scheme.

Step 1: Users Receives Their PIN Number

All users will need a PIN number in order to complete the **Create Account** form on the Safe Buyer Scheme website.

If you are the Firm's **SRO**, you will be receiving this PIN number from the **Safe Buyer Scheme**.


If you have been **invited** to the Safe Buyer Scheme by a **colleague**, you will be receiving this PIN number **internally** from the member of staff.

Step 2: Users Create Their Account Details

Once a PIN number has been provided to you, you will be able to complete the Create Account form (right).


Once the account has been successfully created you will be logged in and be able to access your authorised features.

Email




i Public users: You must enter the same email address your conveyancer submitted when your transaction was set up, if in doubt please contact your conveyancer.
Professional users: You must enter the email address your Organisation Administrator (OA) / Senior Responsible Officer (SRO) submitted when your invitation was created.

PIN




i Please enter your PIN as provided by Safe Buyer Scheme


Password




i Your password must contain at least one upper case letter, at least one number and at least one special character (e.g. £, #, %). It must be at least 10 characters long.

Confirm password



I'm not a robot 
reCAPTCHA
[Privacy](#) - [Terms](#)

reCAPTCHA may not display correctly if you are running IE in compatibility view

Version 1.0.1216 Create Account 

If you are the Firm's SRO you have to carry out two additional steps in order to create your account.


Step 3: Accepting Terms and Conditions

As the Firm's SRO you will need to accept the Safe Buyer Scheme's terms and conditions in order to continue with the create account process.

You are able download a copy of the Terms and Conditions by selecting the option '*Save as PDF*'.

Once you are happy to accept, ensure you confirm this by selecting the tick box at the bottom of the scrolling page.

Terms and Conditions



Please read the following Terms and Conditions, once you are happy please check the checkbox at the bottom of the Terms and Conditions to confirm you have read, understood and accept the Terms and Conditions before you click 'Continue'.

The Safe Move Scheme Terms and Conditions for Conveyancing Organisations Representing Property Buyers, Sellers and Lenders

1. GENERAL

1.1 These Terms and Conditions are a legal agreement between Your organisation or company ("Licensee", "Your" or "You") and BE Consultancy Limited (company number 05742032) trading as 'the Safe Move Scheme' and Our registered address is Marlesfield House, 114 - 116 Main Road, Sidcup, DA14 6NG ("Licensor", "We", "Our", or "Us").

1.2 These Terms and Conditions govern Your use of Our Safe Move Scheme, which is accessible by way of the Website and Our provision of the Services to You.

1.3 We agree to provide the Services to You via the Website in accordance with these Terms and Conditions. These Terms and Conditions do not transfer any rights or title in the Services, Website (or anything created by either) to You and We remain the owner at all times.

1.4 We reserve the right to decline the provision of the Services to any user at any time

2. IMPORTANT NOTICE TO ALL USERS

2.1 WE ADVISE YOU TO PRINT AND KEEP A COPY OF THESE TERMS AND CONDITIONS.

Save as PDF

Continue >

Using your membership pack – Your membership pack will help you get the most from your SBS membership. It contains:

- *'How to Use the Safe Buyer Scheme - a Guide for Firms'*
- *'Your Firm's Safe Buyer Scheme Membership Logo'* - with unique Scheme Number
- *'Logo usage guidelines'*
- *'Bank Transfer Instructions'*– one for each Safe bank account registered, for you to send to buyers in place of your standard bank details form