

# Easy step by step guide

Registering your firm to use this service enables you to produce quotations and instruct and track cases for Conveyancing, and if enabled for Wills and Surveys. Below is a guide on how to register for this service.

## REGISTERING

# 1

### STEP 1

Enter your company name, FCA number and postcode

Click **search** to find your address from the drop down list

Click check box

Press **Next**

The screenshot shows the 'Enter your company details' form. It has a progress bar at the top with steps 1 through 6. Step 1 is active. The form fields include: Company name (Text Company), Company FCA number (123456), Company postcode (Sample Postcode), Address Line 1, Address Line 2, Address Line 3, County, Postcode, and England. There is a 'Search' button next to the postcode field. A checkbox 'I'm not a robot' is checked. A 'Next' button is at the bottom right. A sidebar on the right contains a warning: 'Has someone from your company registered before?' and a 'I have a code' button.

# 2

### STEP 2

This step is only shown if we think your firm may have been registered before. Select your firm from this list, or select none of the above

Press **Next**

The screenshot shows the 'Duplicate company registration check' form. It has a progress bar with steps 1 through 6. Step 2 is active. The form asks the user to select one of the options below and then click 'Next' to continue. There is a list of 12 radio buttons, each followed by the text 'Sample Broker'. A 'Next' button is at the bottom right.

# 3

### STEP 3

Enter your details as listed

Check the 2 agreement boxes

Press **Next**

The screenshot shows the 'Enter your details' form. It has a progress bar with steps 1 through 6. Step 4 is active. The form fields include: First name, Last name, Email address (test@gmail.com), Telephone number (012345 67890), Mobile number, and FCA number (123456). There are two checkboxes: 'I have read and agree to the Terms and Conditions.' and 'United Legal Services Limited would like to use your information to contact you by mail, telephone, email or text message about products and services that may be of interest to you. If you wish to receive this information please tick this box. You may choose to opt out of this service at any time by contacting us by phone or email.' A 'Next' button is at the bottom right.

# 4

## STEP 4

This step is only shown if we think you may have been registered before. Select your name from this list, or select 'my name does not appear'

Press **Next**

**Existing user registration check**

Step 1 Step 2 Step 3 Step 4 **Step 5** Step 6

You may have previously registered to use eConveyancer. Please select from the following options

First Name Last Name

My name does not appear. Continue registering as a new user

If you need assistance please contact our Helpdesk on Sample Telephone Number

Back Next

# 5

## STEP 5

Confirmation of your registration. Make a note of your Username and check your email

**Registration complete**

Step 1 Step 2 Step 3 Step 4 Step 5 **Step 6**

Thank you for registering to use eConveyancer.

- Your User Name is: **First Name Last Name**
- Your User Name and Password has been emailed to you at: **samplename@gmail.com**
- As soon as you receive this email you may begin using the system.

[Register a colleague](#)

If you need assistance please contact our Helpdesk on Sample Telephone Number

# 6

## REGISTER A COLLEAGUE

Expand the + button to register a colleague, follow the instructions on screen

**Register a colleague**

**Email them a link**

You can enter more than one email address by separating with a semi-colon (;)

Send

**Copy the link**

You can copy the link below to send to colleagues directly.

<https://samplewebsitehere/samplewebsitehere/samplewebsitehere>

Copy

**Give them a code**

Send

**SAMPLE CODE**

When registering to use the system via <https://samplewebsite.com>, your colleagues will be asked to enter this code.

If you need assistance please contact our Helpdesk on Sample Telephone Number

# 7

## REGISTRATION COMPLETE

Once you have correctly completed your registration you will receive an email with your **User name, Password** and **URL link** attached

You will be asked to change your password the first time you login

**Your registration is complete**

Thank you for registering with eConveyancer. You can now sign in using the details below.

**User Name:** FirstNameSurname

**Password:** Password

**URL:** <https://samplewebsite.com/>

You will be asked to change your password the first time you sign in. You must treat your username, password and any other account security information as confidential, and you must not disclose it to any third party.

If you have any questions, or would like assistance please contact our helpdesk on **Sample Number** or email [Sample\\_email@address.com](mailto:Sample_email@address.com).

Please click [here](#) to view the Introducer Terms and Conditions.

Kind regards  
**Service Management Team**

# 8

## CHANGING YOUR PASSWORD

Enter the password you were given on email

Enter your chosen password here

Once completed and confirmed you will receive confirmation of this

eConveyancer  
t: 0844 265444 | e: eConveyancer@ulotechnology.com  
Name: First Name Last Name  
Company: Sample Broker

Home New Quote Quotes Instructions Information My Account

### Change Password

Current/Temporary Password

New passwords must meet the following criteria:

- Passwords require a minimum of 8 characters.
- They must contain at least one uppercase character, one lowercase character and one number. Symbols are allowed (and we encourage their use).
- Password must be different from any passwords that have been used in the previous 12 months.

New Password

Confirm New Password

Fields marked \* must be completed.

eConveyancer  
t: 0844 265444 | e: eConveyancer@ulotechnology.com  
Name: First Name Last Name  
Company: Sample Broker

Home New Quote Quotes Instructions Information My Account

### Change Password

Password change request was successful.

