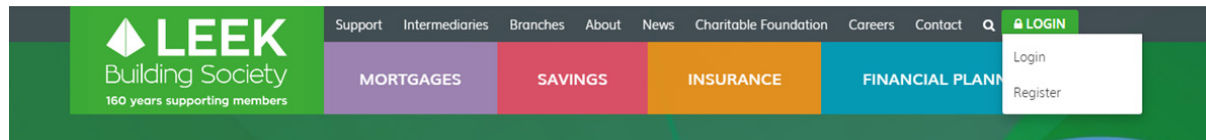


Registration Guide Leek Online



To register for Leek Online go to our website – www.leekbs.co.uk and at the top of the page you will see the ‘LOGIN’ icon on the right hand side. Click on this icon and a drop down will appear – click the ‘Register’ tab to start the Registration process.



You will then be taken to a ‘LETS FIND YOUR DETAILS’ screen asking some details about yourself:

- Surname
- Date of Birth
- Postcode

If you have changed your name or changed address and feel you haven’t updated us – please contact your local branch or our Savings Team.

Once you have completed all the fields click ‘NEXT’.

You will then be taken to the 'ACCOUNT SETUP' page where we will ask for you to enter an email address. This email address should be one that you use often, is unique to you, and not used by others.

Next you will setup security for your online profile, you will create:

- **A Password**
- **A Memorable Word**
- **A Hint for the Memorable Word**

Once you have completed these fields you will have to agree that you have read and agree to the Online Terms and Conditions.

To proceed click 'Next'.

ACCOUNT SETUP

Please create a password and memorable word to secure your account.

Email
cwyyvtale@leekteam.testinator.com

Please confirm your email
cwyyvtale@leekteam.testinator.com

After you've set up your account we'll send an activation code to this email address.

Create Password

Please select a password between 12 and 20 characters.

We recommend creating a strong password by choosing three random words. To make your password even harder to guess, you can add numbers or special characters

A special character can be \$@!%*?&

Enter Password

Confirm Password

Memorable Word

This must be between 8-20 characters with no spaces or special characters. We will ask you to enter random characters from this word each time you log on to your account.

Memorable Word

Confirm Memorable Word

Create a memorable word hint reminder.

It must be between 10-100 characters, containing any combination of letters, numbers and spaces. It must not include the memorable word, password or special characters.

Hint
Favourite Food

Online Terms and Conditions

I agree to the [Online Terms and Conditions](#)

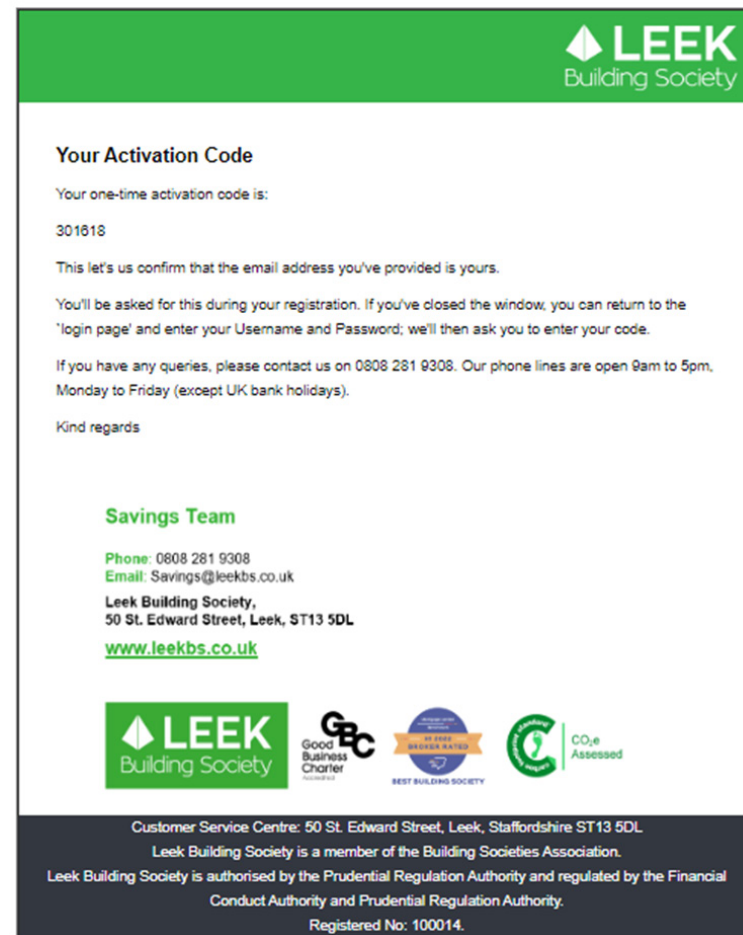
NEXT

At this stage you will receive an email from us with your Username – your Username consists of the first two letters of your first name, first two letters of your surname and four random numbers.

You will also receive a separate email with an Activation Code – this allows you to activate your online profile and is only needed once during the registration process.

The emails will be sent to the email address you have entered as part of the registration journey and should arrive within a few minutes.

If you have not received the email after a few minutes, please check your Junk or Spam Mailbox.



LEEK
Building Society

Your Activation Code

Your one-time activation code is:

301618

This lets us confirm that the email address you've provided is yours.





You'll be asked for this during your registration. If you've closed the window, you can return to the 'login page' and enter your Username and Password; we'll then ask you to enter your code.

If you have any queries, please contact us on 0808 281 9308. Our phone lines are open 9am to 5pm, Monday to Friday (except UK bank holidays).

Kind regards

Savings Team

Phone: 0808 281 9308
Email: Savings@leekbs.co.uk
Leek Building Society,
50 St. Edward Street, Leek, ST13 5DL
www.leekbs.co.uk

Customer Service Centre: 50 St. Edward Street, Leek, Staffordshire ST13 5DL
Leek Building Society is a member of the Building Societies Association.
Leek Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority.
Registered No: 100014.

Enter your Activation Code in the required field on the 'ACTIVATE YOUR ONLINE ACCOUNT' screen. If you do not receive your Activation Code (after a while) you can use the 'Request New Code' tab for a new Activation Code to be sent to your email address – don't forget to check your Junk or Spam Mailbox just in case!

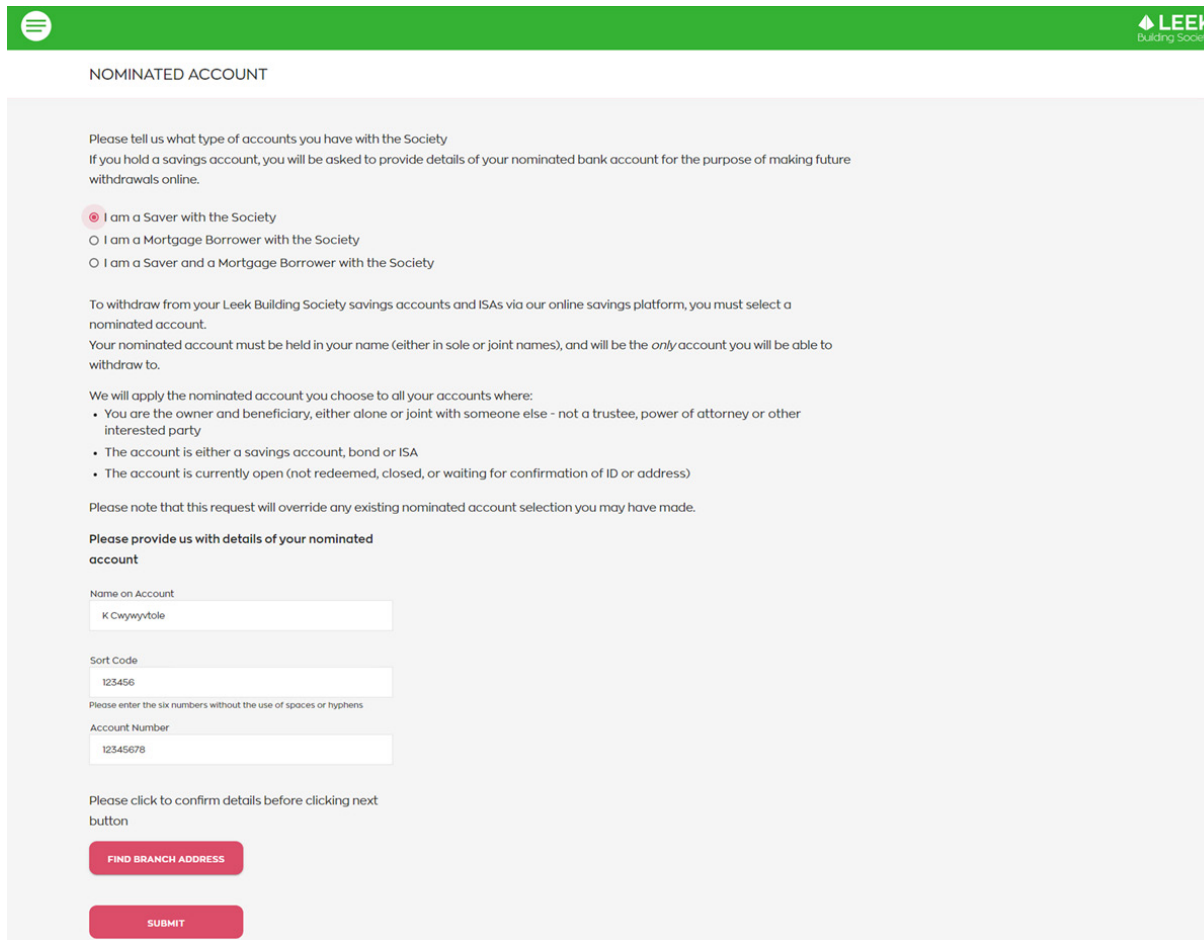
You will then be asked what type of accounts you hold with us – please select the one which applies to you:

- **I am a Saver with the Society**
- **I am a Mortgage Borrower with the Society**
- **I am a Saver and Mortgage Borrower with the Society**

If you hold Savings accounts with us, you will need to provide us with a nominated bank account. This is a UK bank account in your name where you can transfer funds from your Leek Building Society accounts. You cannot use your Leek Building Society sort code and account number as your nominated bank account.

You will need to provide:

- **Name on Account**
- **Sort Code**
- **Account Number**

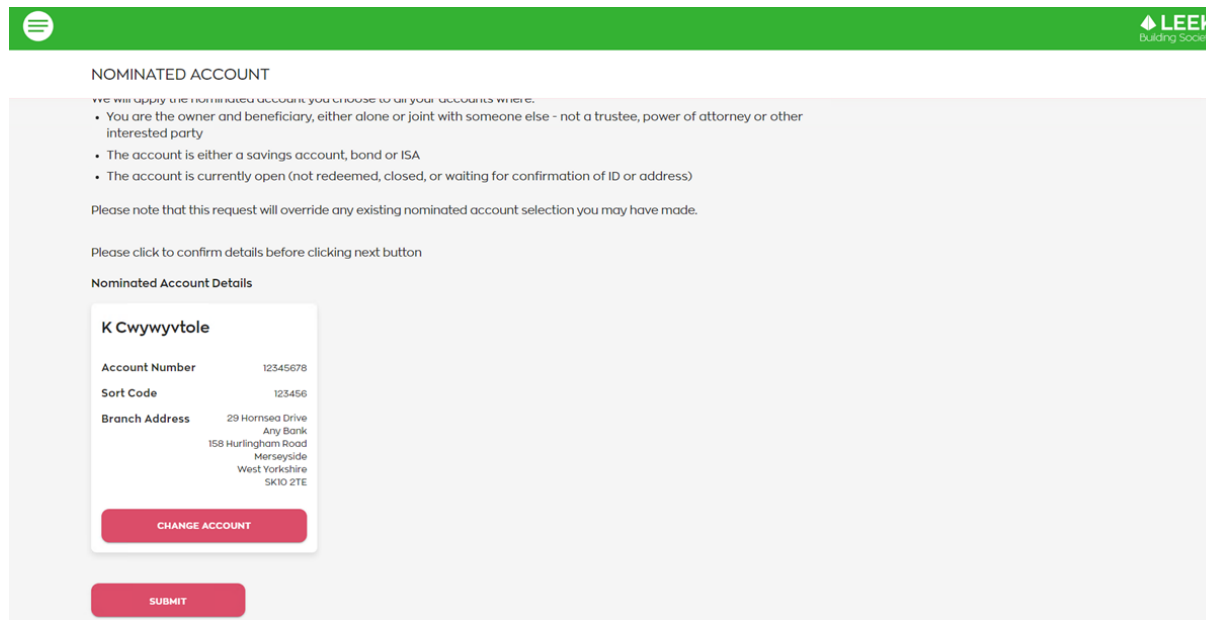


The screenshot shows a web form titled "NOMINATED ACCOUNT" with a green header bar containing the Leek Building Society logo. The form content includes:

- A heading: "NOMINATED ACCOUNT"
- Introductory text: "Please tell us what type of accounts you have with the Society. If you hold a savings account, you will be asked to provide details of your nominated bank account for the purpose of making future withdrawals online."
- Radio button options:
 - I am a Saver with the Society
 - I am a Mortgage Borrower with the Society
 - I am a Saver and a Mortgage Borrower with the Society
- Text: "To withdraw from your Leek Building Society savings accounts and ISAs via our online savings platform, you must select a nominated account. Your nominated account must be held in your name (either in sole or joint names), and will be the *only* account you will be able to withdraw to."
- Text: "We will apply the nominated account you choose to all your accounts where:"
 - You are the owner and beneficiary, either alone or joint with someone else - not a trustee, power of attorney or other interested party
 - The account is either a savings account, bond or ISA
 - The account is currently open (not redeemed, closed, or waiting for confirmation of ID or address)
- Text: "Please note that this request will override any existing nominated account selection you may have made."
- Section header: "Please provide us with details of your nominated account"
- Form fields:
 - "Name on Account" with input field containing "K Casparytola"
 - "Sort Code" with input field containing "123456"
 - Text: "Please enter the six numbers without the use of spaces or hyphens"
 - "Account Number" with input field containing "12345678"
- Text: "Please click to confirm details before clicking next button"
- Buttons: "FIND BRANCH ADDRESS" and "SUBMIT"

Once you have completed these fields, click 'Find Address'. This will show the name and address of your nominated bank account provider.

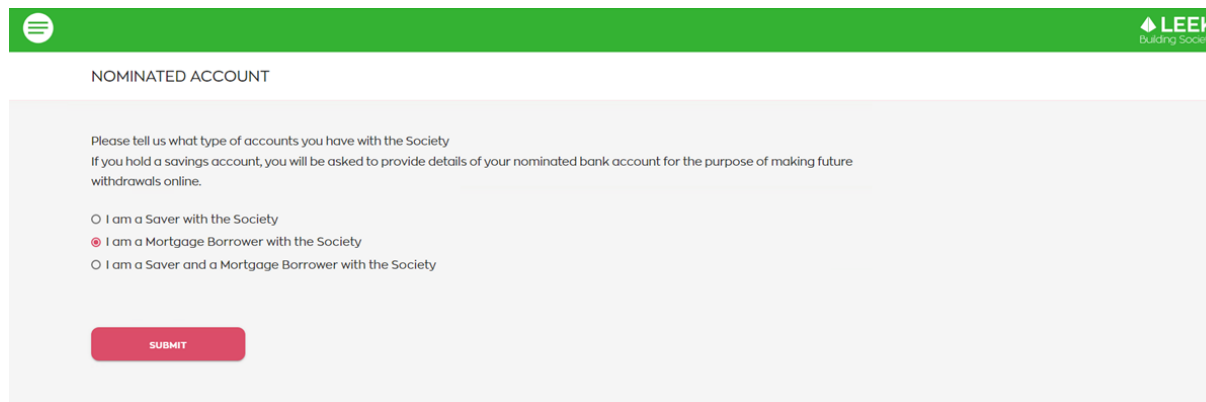
Once you are happy with this bank account click 'SUBMIT'.



The screenshot shows a web form titled 'NOMINATED ACCOUNT' with the LEEK Building Society logo in the top right. The form contains the following text and elements:

- Header: NOMINATED ACCOUNT
- Text: We will apply the nominated account you choose to all your accounts where:
- List of conditions:
 - You are the owner and beneficiary, either alone or joint with someone else - not a trustee, power of attorney or other interested party
 - The account is either a savings account, bond or ISA
 - The account is currently open (not redeemed, closed, or waiting for confirmation of ID or address)
- Text: Please note that this request will override any existing nominated account selection you may have made.
- Text: Please click to confirm details before clicking next button
- Section: Nominated Account Details
- Form preview for 'K Cwywyvtale':
 - Account Number: 12345678
 - Sort Code: 123456
 - Branch Address: 29 Hornsea Drive, Any Bank, 158 Hurlingham Road, Merseyside, West Yorkshire, SK10 2TE
- Buttons: 'CHANGE ACCOUNT' and 'SUBMIT'

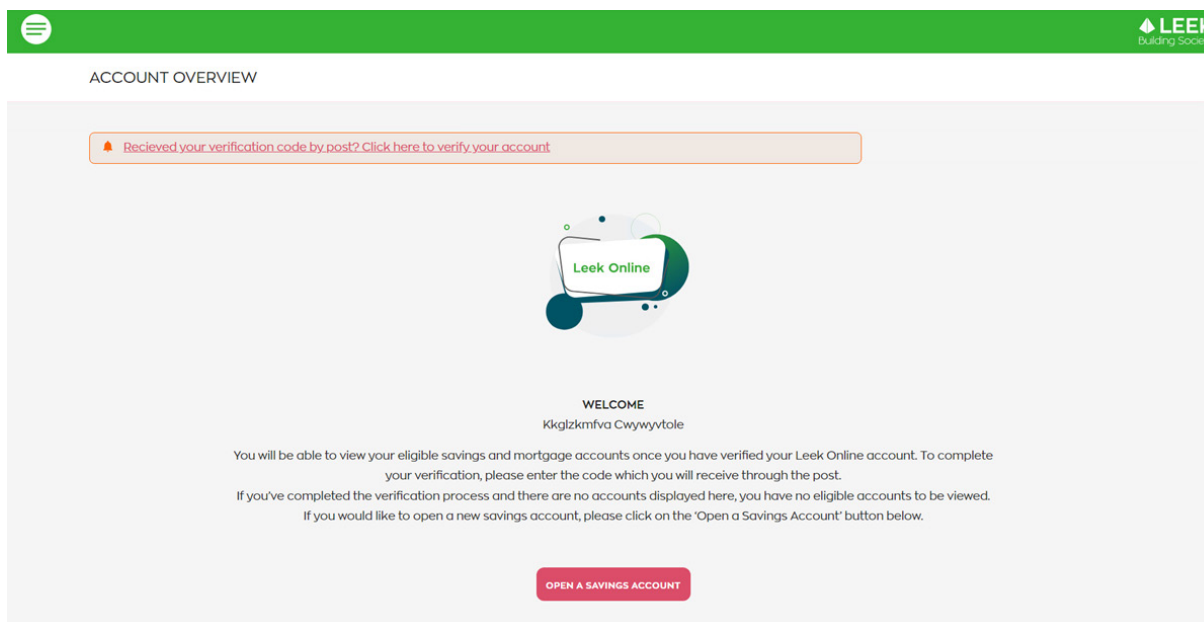
If you only have a Mortgage account with us, please select the 'I am a Mortgage Borrower with the Society' and click 'SUBMIT'.



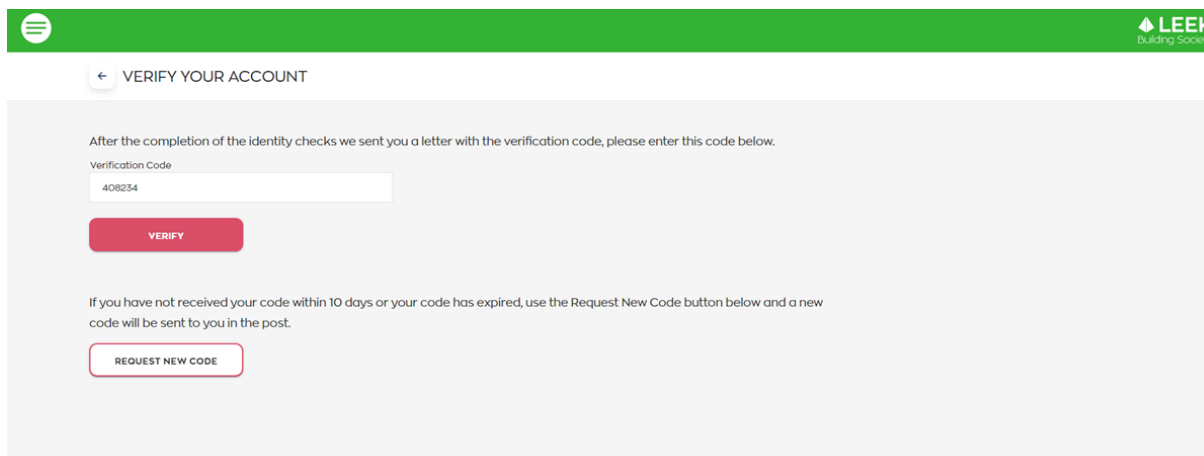
The screenshot shows a web form titled 'NOMINATED ACCOUNT' with the LEEK Building Society logo in the top right. The form contains the following text and elements:

- Header: NOMINATED ACCOUNT
- Text: Please tell us what type of accounts you have with the Society
- Text: If you hold a savings account, you will be asked to provide details of your nominated bank account for the purpose of making future withdrawals online.
- Radio button options:
 - I am a Saver with the Society
 - I am a Mortgage Borrower with the Society
 - I am a Saver and a Mortgage Borrower with the Society
- Button: 'SUBMIT'

Once you have completed one of the options above, you will be taken to your Leek Online homepage. You will not be able to see your accounts online straight away. Once you have provided any additional identification and/or bank proofs that may be required we will send a Verification Letter to you in the post. Once you receive this, log back into Leek Online and click the 'Received your verification code by post? Click here to verify your account' link at the top of the page.



Once you click the link at the top of the page you will be taken to the 'VERIFY YOUR ACCOUNT' page. Here you will need to enter the Verification Code that is on your letter. Once you have completed this field click 'VERIFY'.



You will be asked to confirm your personal details – if there is anything that needs to be updated you can edit the fields at this stage.

Once you are happy that all the information is correct, please enter the requested letters from your Memorable Word and click 'CONFIRM YOUR DETAILS'.

CONFIRM PROFILE

Personal Details

Miss Kkggzkmfva Cwywvytole

50 St Edward Street
Leek
Staffordshire
ST13 5DL

Update Details

You can update your details below, we require at least one contact number for our records. Changes will be recorded after clicking the 'CONFIRM YOUR DETAILS' button.

At least one telephone number is required for our records.

Mobile
07111 111111

Home Phone
0111 111 1111

Optional


Email
cwywvytole@leekteam.testinator.com

Confirm Email

Optional

Statements

To minimise our impact on the environment, we are committed to reducing the amount of paper we use by providing you with an online statement.

Once you've finished setting up your login details, you can request a paper statement from us by clicking on the message icon  at the top of your screen

Memorable Word

Please enter the following three characters from your memorable word.

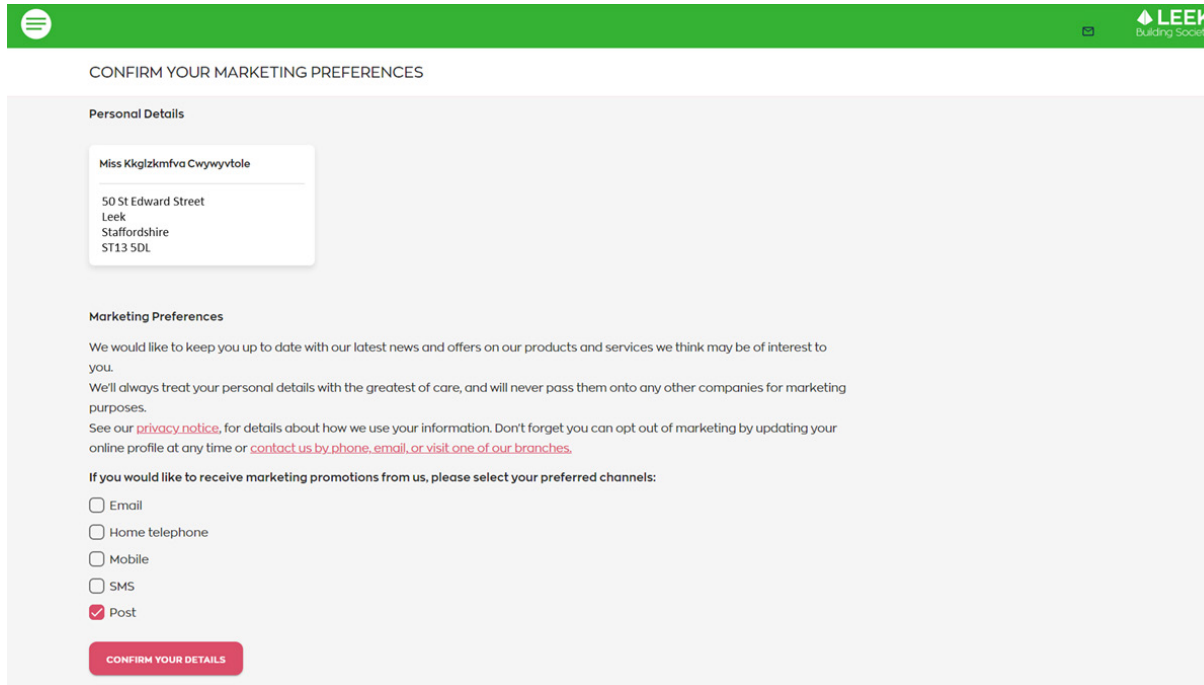
Your hint is: Favourite Food



4th 5th 6th

. . .

CONFIRM YOUR DETAILS

You will then be asked to confirm your Marketing Preferences – if you have previously told us your Marketing Preferences, this will already show on your online profile but you can amend this here if you wish.



CONFIRM YOUR MARKETING PREFERENCES

Personal Details

Miss Kkgkzkmfva Cwywyvtole

50 St Edward Street
Leek
Staffordshire
ST13 5DL

Marketing Preferences

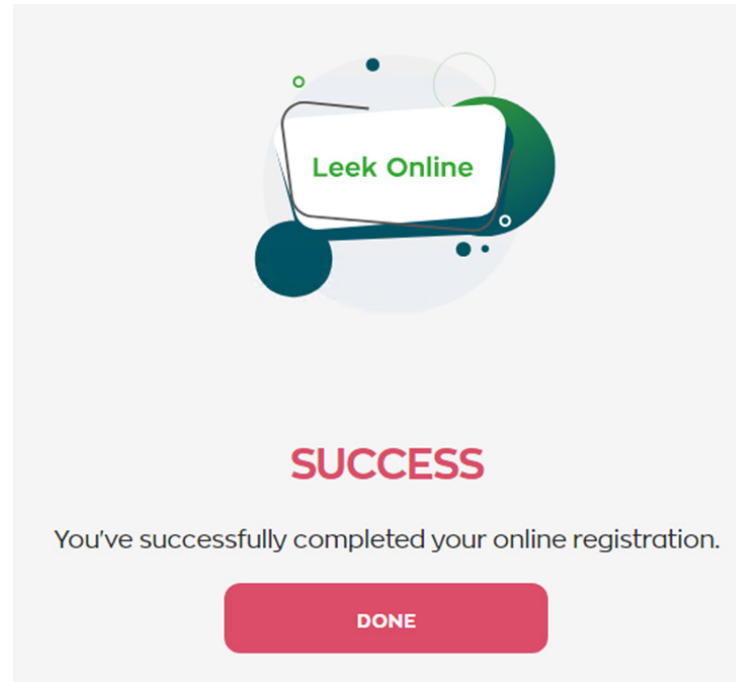
We would like to keep you up to date with our latest news and offers on our products and services we think may be of interest to you.
We'll always treat your personal details with the greatest of care, and will never pass them onto any other companies for marketing purposes.
See our [privacy notice](#), for details about how we use your information. Don't forget you can opt out of marketing by updating your online profile at any time or [contact us by phone, email, or visit one of our branches](#).

If you would like to receive marketing promotions from us, please select your preferred channels:

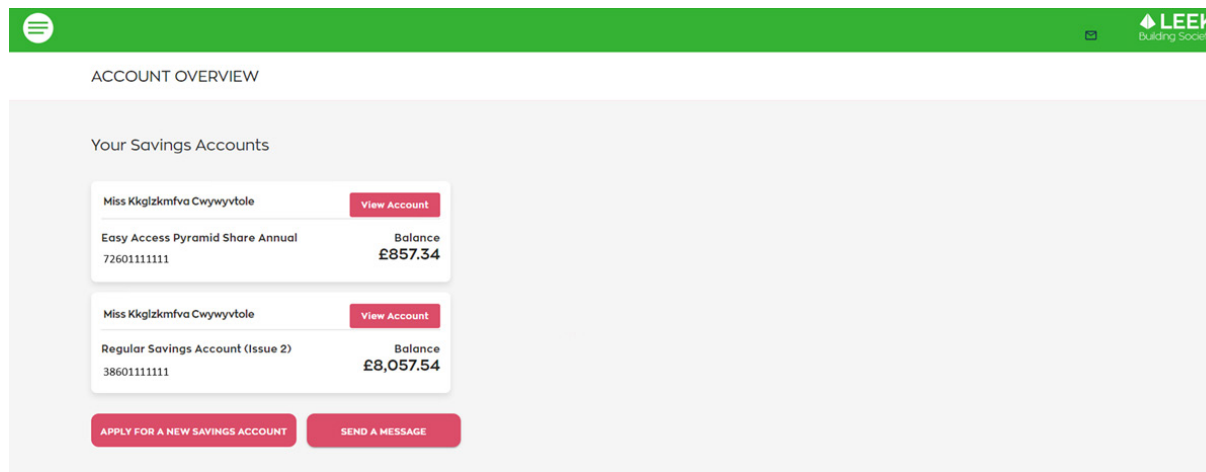
- Email
- Home telephone
- Mobile
- SMS
- Post

CONFIRM YOUR DETAILS

A message will appear to confirm that you have completed the Registration process. Click 'DONE'.



You will then be taken to your 'ACCOUNT OVERVIEW' where you will be able to view the accounts you hold with us. If you have an account that has Direct Debits coming out of it, a business account, or a charity account – these accounts will not be accessible online, and you can continue to manage these at a Branch.



Once you have completed the registration, the Menu on the left hand side provides more functionality on your profile and provides an FAQs tab which will take you to our website where you can view Frequently Asked Questions.

The screenshot displays the 'ACCOUNT OVERVIEW' page for a user at LEEK Building Society. On the left, a red sidebar menu contains the following items: Homepage, Profile Details (with a dropdown arrow), Password, Memorable Word, Update Profile, Marketing Preferences, Change Your Name, Change Your Address, Logout, and FAQs (with a selected icon). The main content area is titled 'ACCOUNT OVERVIEW' and features a section for 'Your Savings Accounts'. Two account cards are shown:

Account Name	Account Number	Balance
Miss Kkglzkmfva Cwywyvtale Easy Access Pyramid Share Annual	72601111111	£857.34
Miss Kkglzkmfva Cwywyvtale Regular Savings Account (Issue 2)	38601111111	£8,057.54

Each account card includes a 'View Account' button. At the bottom of the account overview section, there are two buttons: 'APPLY FOR A NEW SAVINGS ACCOUNT' and 'SEND A MESSAGE'. The LEEK Building Society logo is visible in the top right corner of the page.