

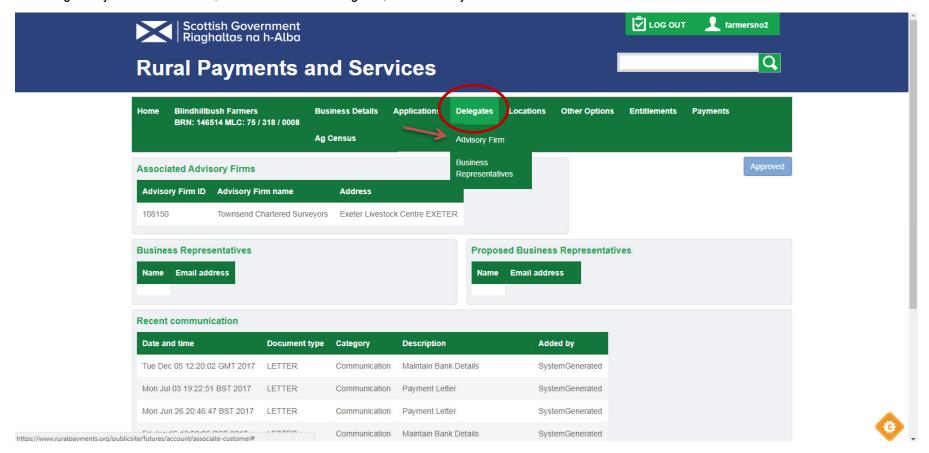
## HOW TO AUTHORISE TCS AS YOUR MANDATED AGENT ON RPID ONLINE

If you have provided us with your BRN we will have initiated the process and sent a request which you will see in the 'proposed business representatives tab' you will need to accept this and follow the guidance in Part 2.

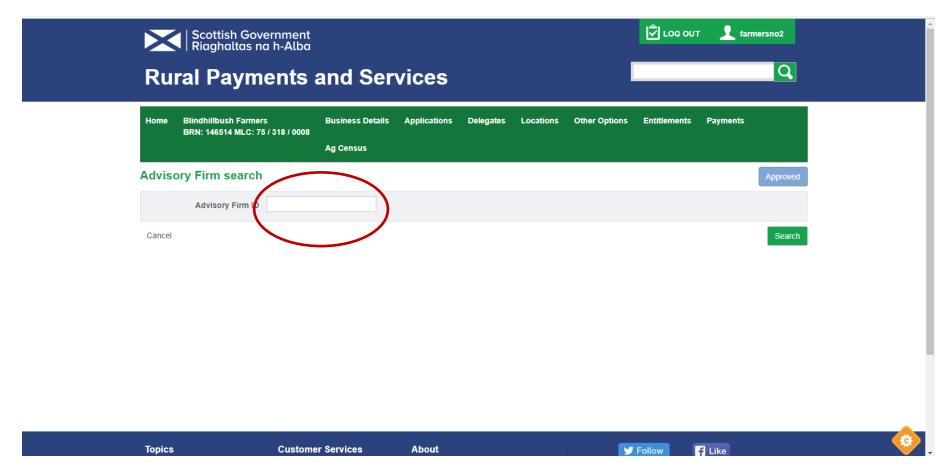
If you have not provided the BRN yet you can add us yourself through the following steps.

## PART 1

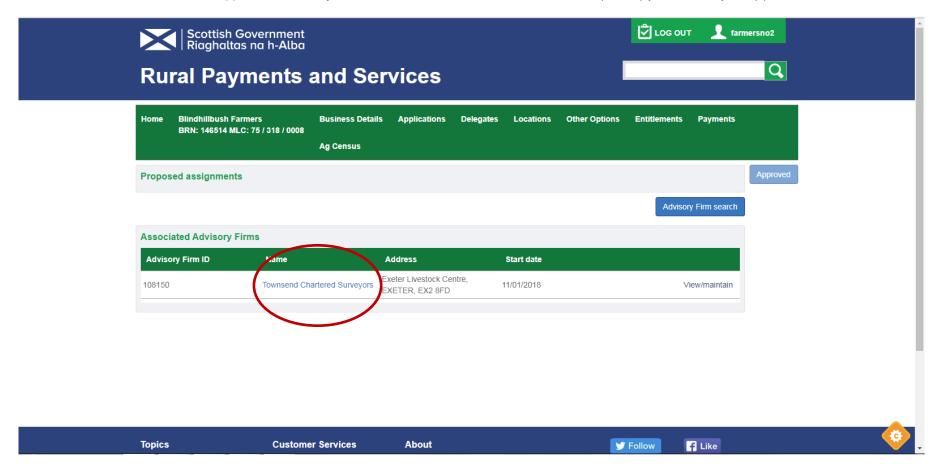
1. Log in to your online records, and then click on Delegates, and Advisory Firm:



2. Select Advisory Firm, put in the firm's number (ours is 108150) and select our firm



3. Our firm details should then appear below and you should click on our firm and invite us to be (one of) your Advisory firm(s). Our ID is 108150.

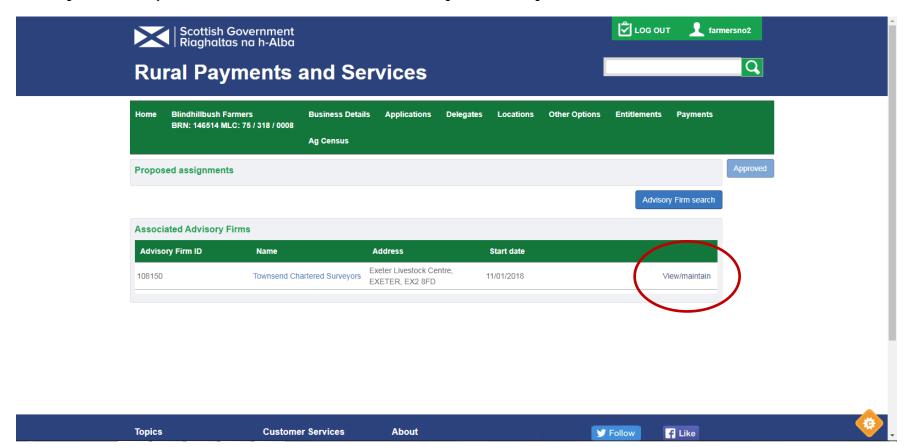


4. At this point you can log out as we will need to accept our status as Advisory Firm for your business before you can proceed with Part 2.

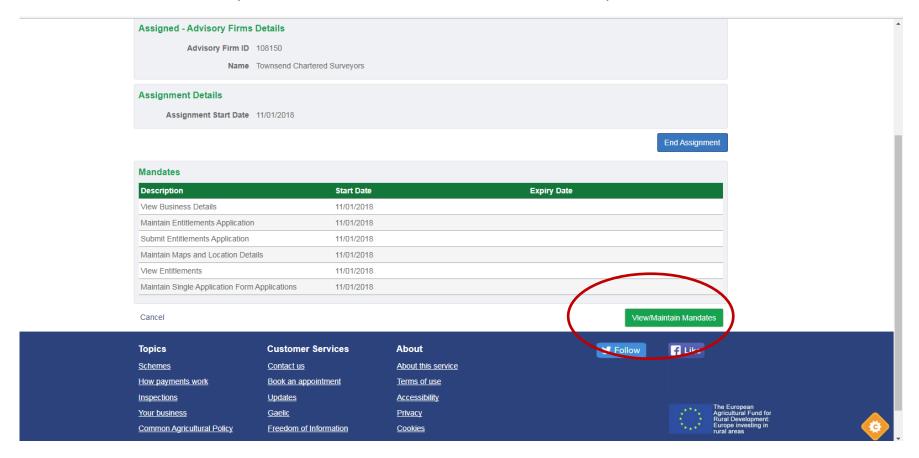
## PART 2

5. Once we have accepted the invitation from you, we will contact you and you will then need to login again and go to:

Delegates – Advisory Firm – then click on "View/Maintain" on the far right hand side against our firm name.



6. Then at the bottom of the screen you can "View/Maintain mandates", and can add the areas that you want us authorised for.



7. The SCRPID helpline suggest the following six mandates are advisable for an agent handling a client's entitlements:

View Business Details, Maintain Entitlements Application, Submit Entitlements Application, Maintain Maps and Location Details, View Entitlements and Maintain Single Application Form Application.

