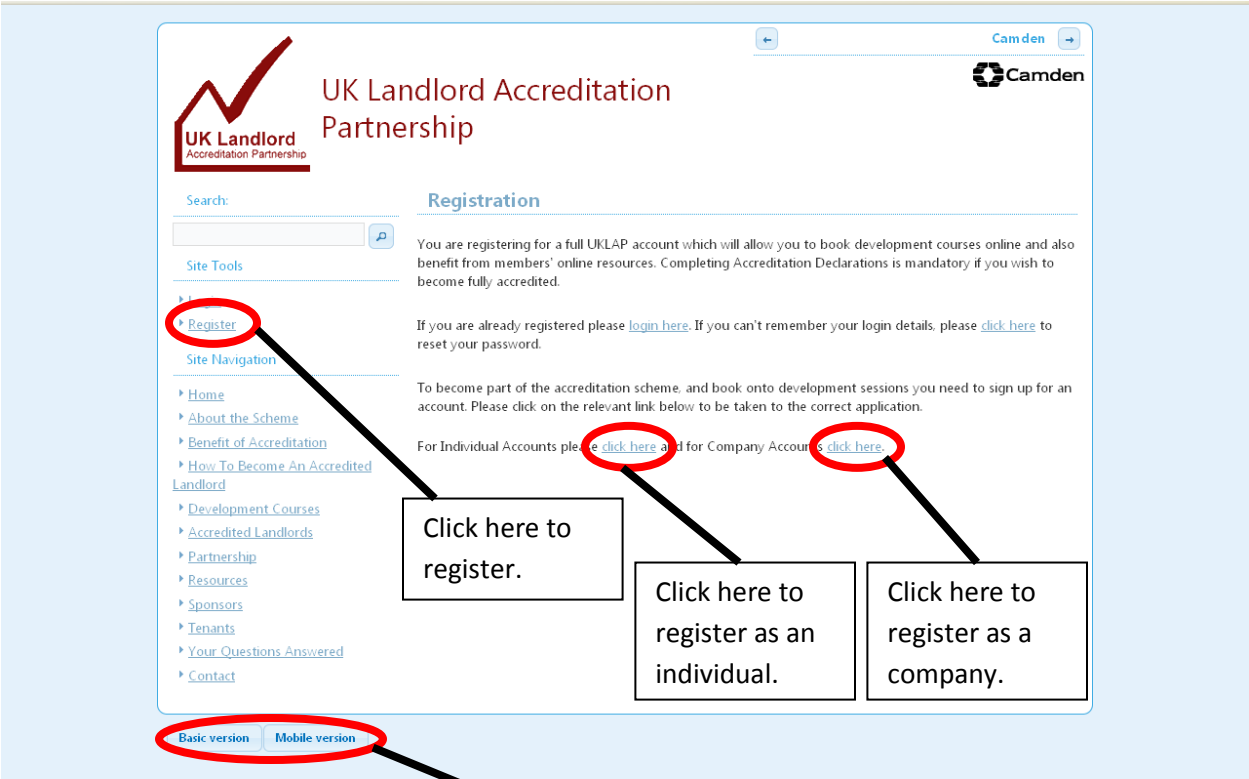
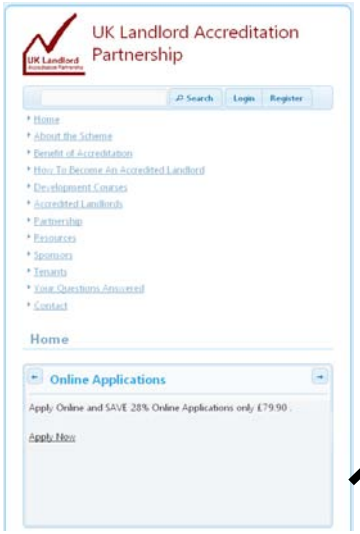
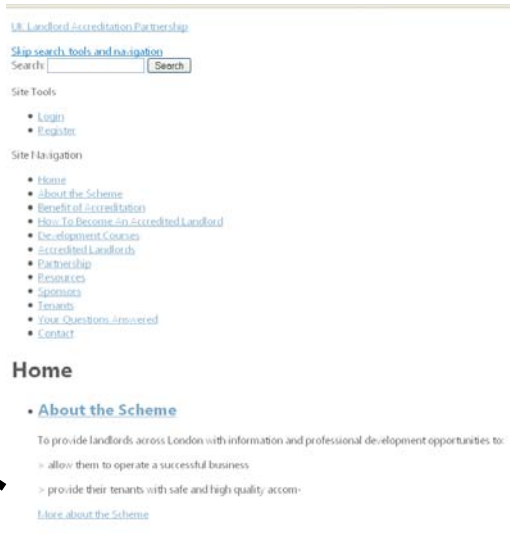
UKLAP Website Quick Guide

If you are a landlord or staff member of a letting company, the first thing you will need to do in order to begin using the United Kingdom Landlord Accreditation Partnership (UKLAP) system is register. There are two different registration processes, one for landlord and one for company. The image below shows the registration selection page.





NOTE: There are three different versions of the system. Normal, Basic and mobile, use these buttons to switch between them.



For both registration processes you will have to answer all mandatory registration processes. The image below shows the registration process for an individual.

London Borough of Ealing

UK Landlord Accreditation Partnership

Search:

Site Tools

- Login
- Register

Site Navigation

- Home
- About the Scheme
- Benefit of Accreditation
- How To Become An Accredited Landlord
- Development Courses
- Accredited Landlords
- Partnership
- Resources
- Sponsors
- Tenants
- Your Questions Answered
- Contact

Register

You are registering for a full UKLAP account. This will provide you the ability to book on courses and gain all the benfits site membership offers. Although completing accreditation related declarations is optional (and might even be irrelevant for your requirements) you will not gain accreditation status until these have been completed.

If you have previously registered for an account you can login here. If you can't remember your login details, you can reset your password by entering the email address you originally used to register.

Personal Details

Title : – Please Select –
First name * :
Surname * :
Gender * : – Please Select –
Date of Birth * :
Phone number * :
Email address * :

Account Details

Username * :
Password * :
Verify password * :

Landlord Type

Registration questions are divided into different sections.

Mandatory fields are marked with a red asterisk.

A popup will show helpful information and data selection in some cases.

The company registration process is the same as an individual's, but with different questions.

Use these buttons at the bottom of the page to submit or reset your registration form.

Submit Reset

e.g. 02071234567

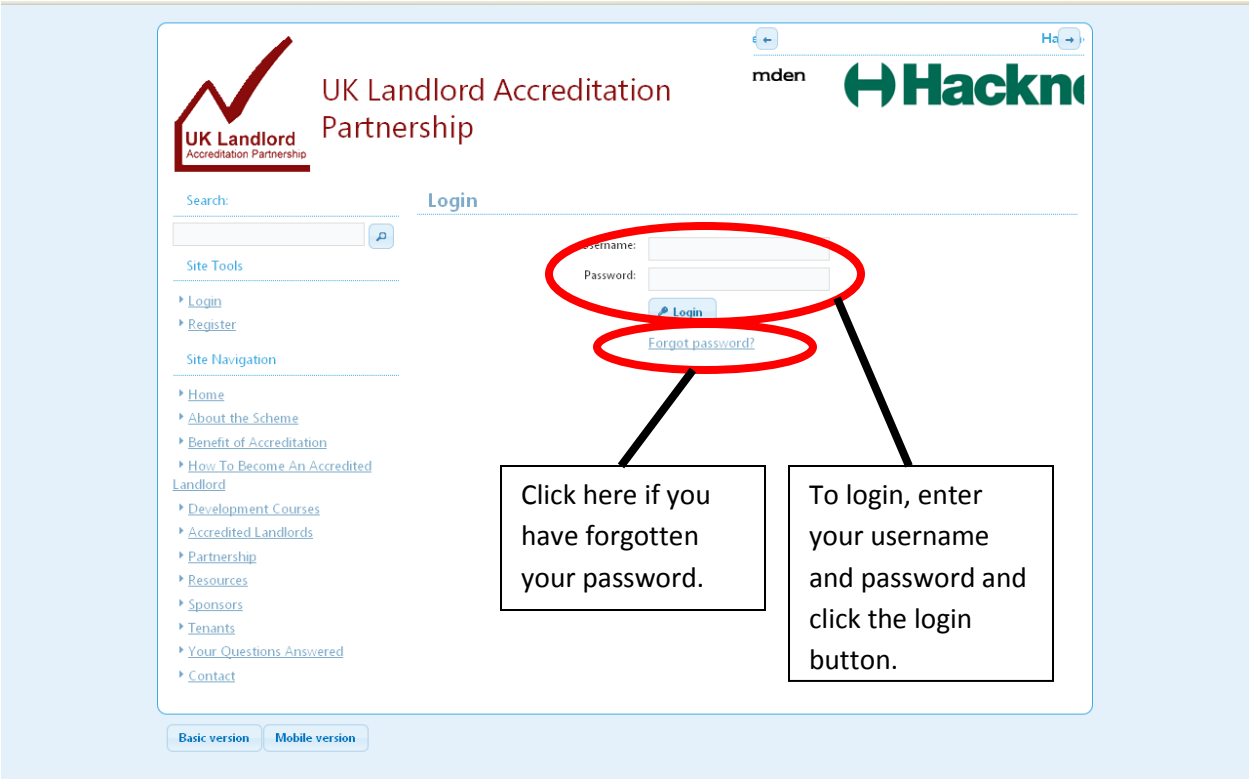
November 2010

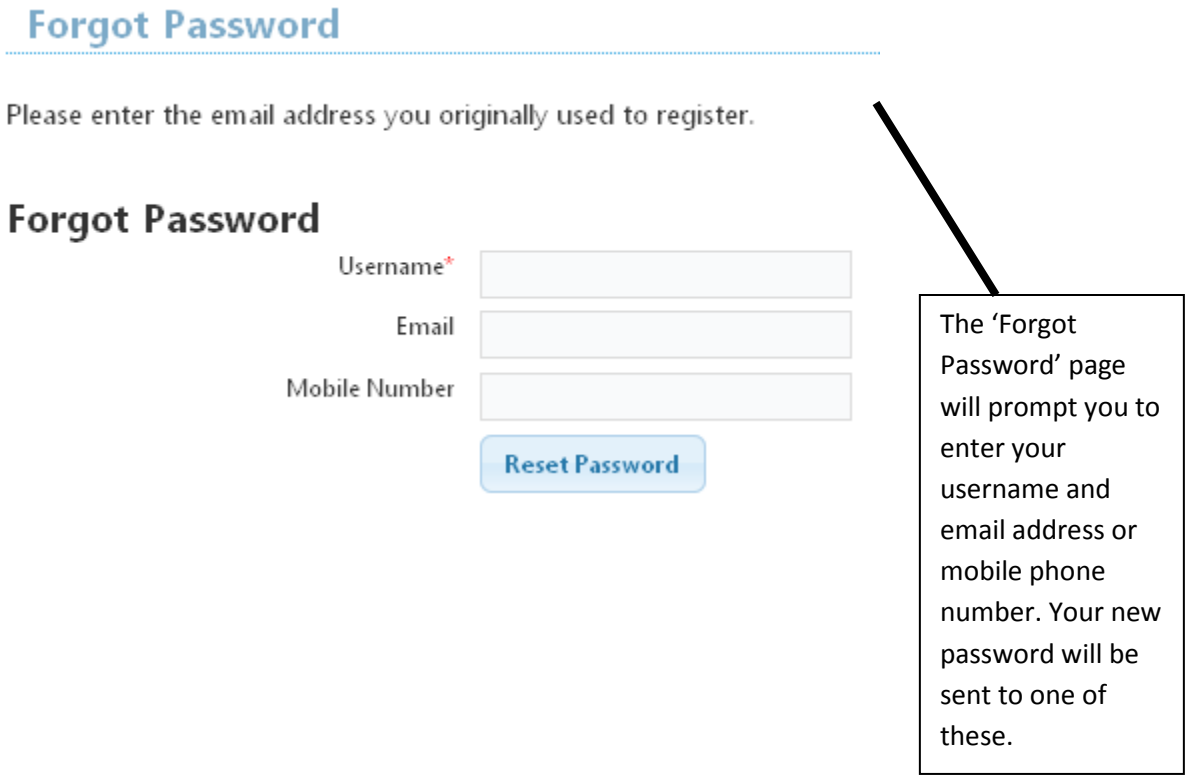
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Company Details

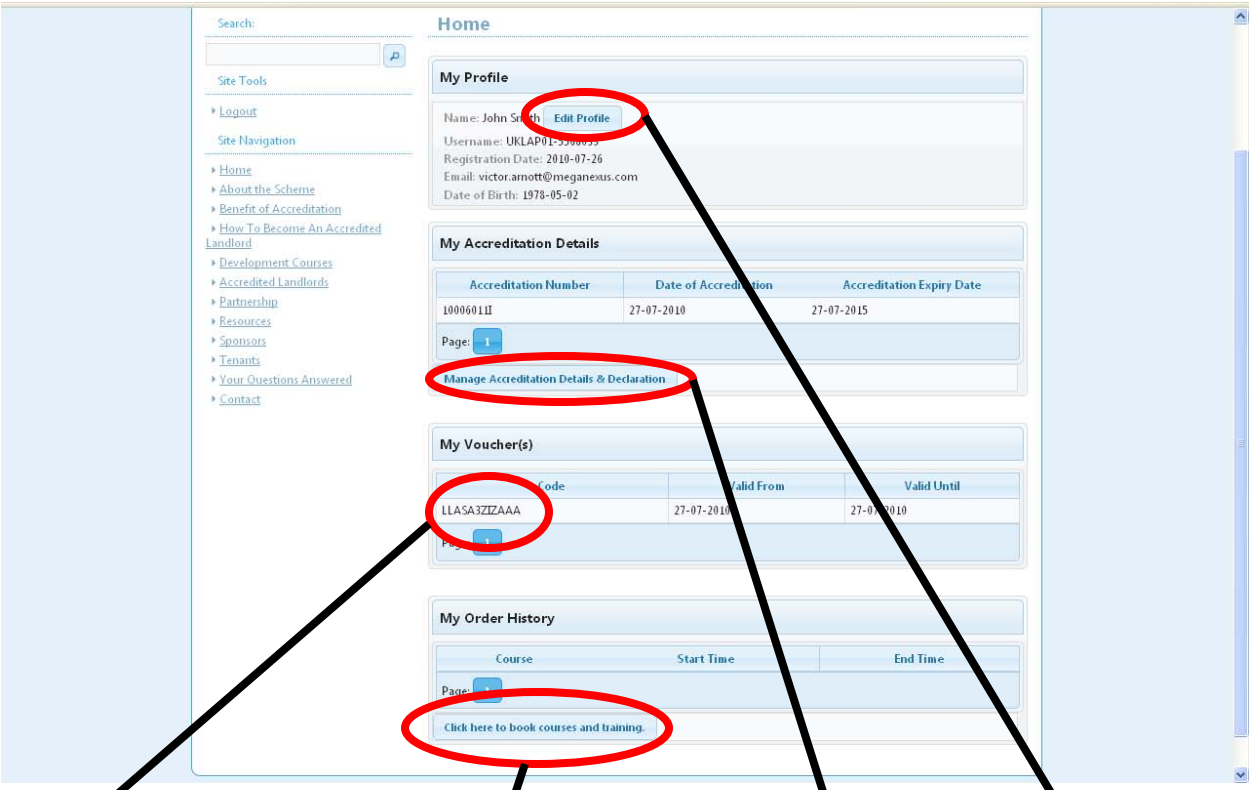
Company Name * :
Address 1 * :
Address 2 :
Address 3 :
Town * :
County :
Country * :
Postcode * :
Phone Number :
Fax Number :
Number of Permanent Employees * :
Nature of Business :
Email :
Business Website Address :
Profile :

Once you are registered you will now be able to login to the UKLAP system. The image below shows the login page. You can also retrieve your password if you forget it.





Once you are logged on you will be greeted with your personal home page containing various sections and useful links for you. The difference between a company and landlord home page is the display of staff members for a company, with a link to assign a landlord to your company.



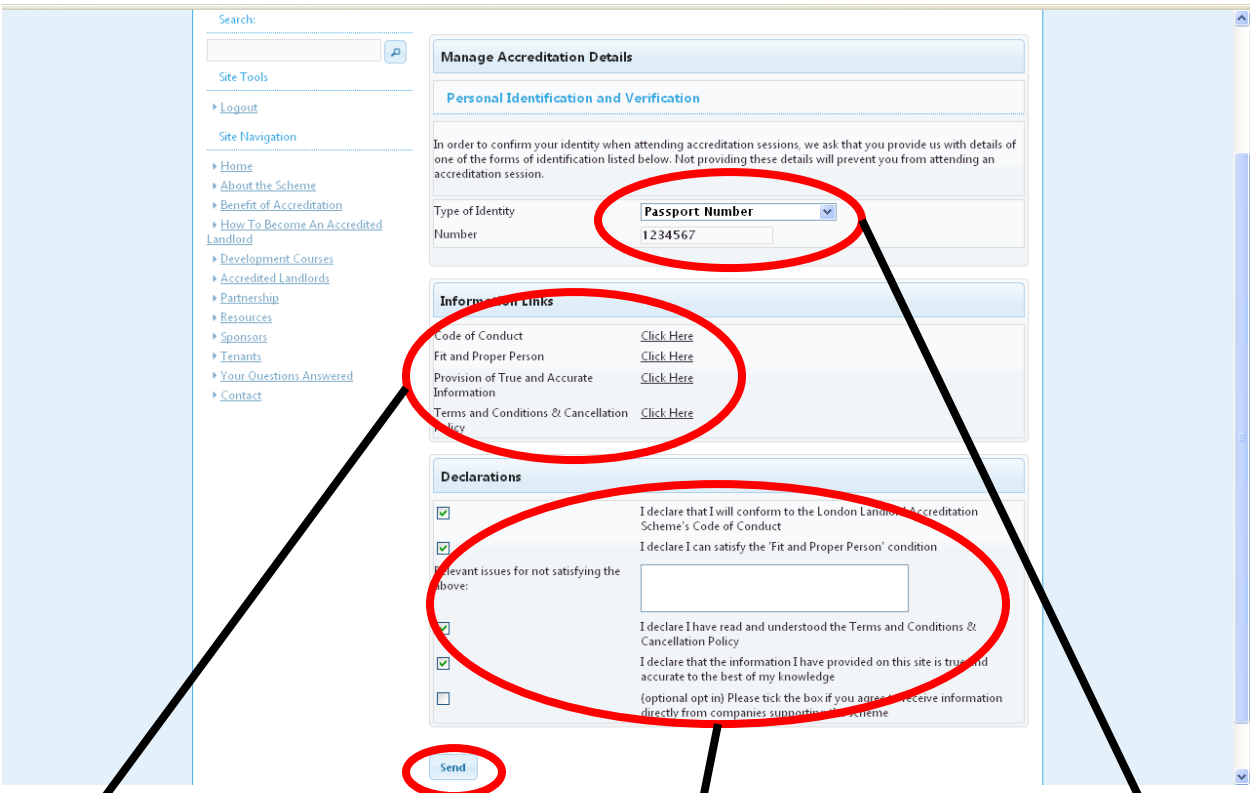
This section displays any vouchers which you currently have associated with your account. You may have a voucher for a variety of reasons. Perhaps you have been a member for a certain period of time or some other promotion.

Click this button to book courses and training. This section is covered on page four of this guide.

Click this button to manage your accreditation details and declarations. This section is covered on page five of this guide.

Click this button to view and edit your profile. This is the form you filled out when registering. It appears in the same way, with submit and reset buttons at the bottom of the page.

The image below shows the manage accreditation details page. Here you can manage the aspects of your accreditation which you have control over such as your form of identification and declarations.



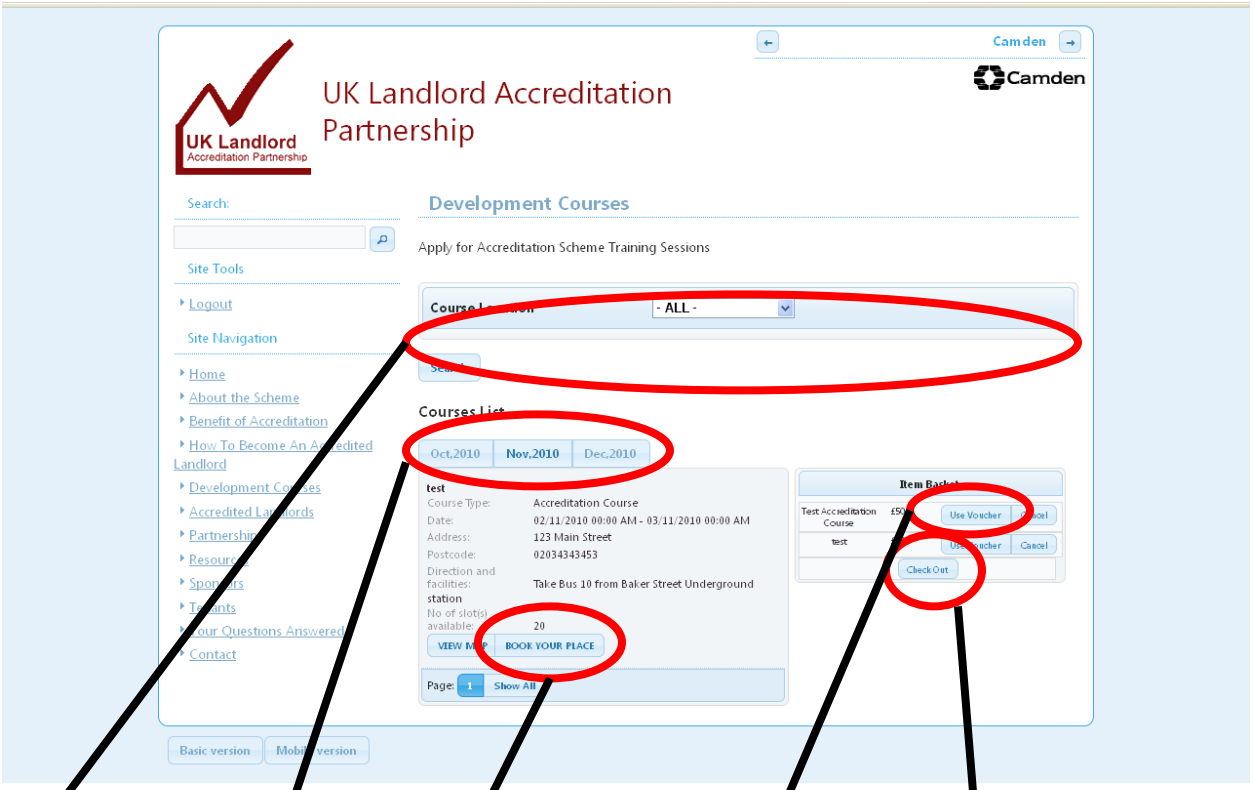
You can click on these links to view the declaration conditions and information related to them.

Click this save button to commit the information you have changed and/or return to the home page.

Use these tick boxes and text box to specify whether you declare that you meet the various conditions of accreditation.

Select your form of identification and enter its number, if you have not already done this during registration or wish to change the type and number.

The image below shows the development course booking page. This can be used to book yourself onto an accreditation course or book your staff onto courses if you are registered and logged in as a company.



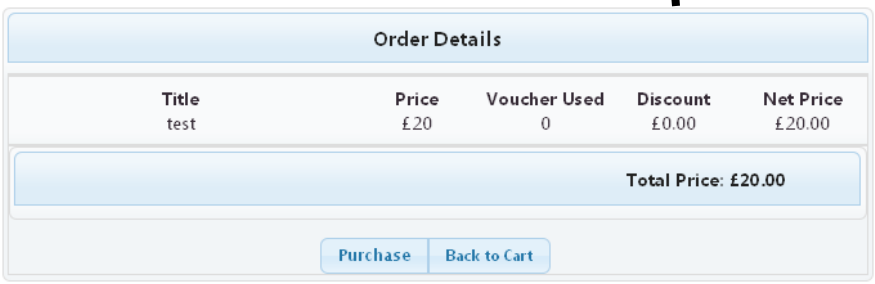
Use this area to filter courses by location. Select the location and click search.

Use this area to move through the months that courses are occurring.

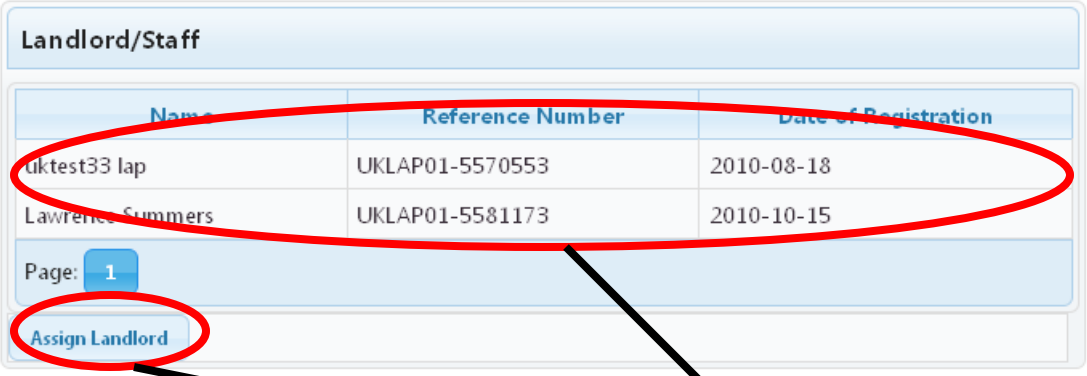
Click here add a course into your basket ready for payment.

Click here to apply a discount voucher to an order in your basket.

Click here to move to the checkout, review your order and continue with payment.

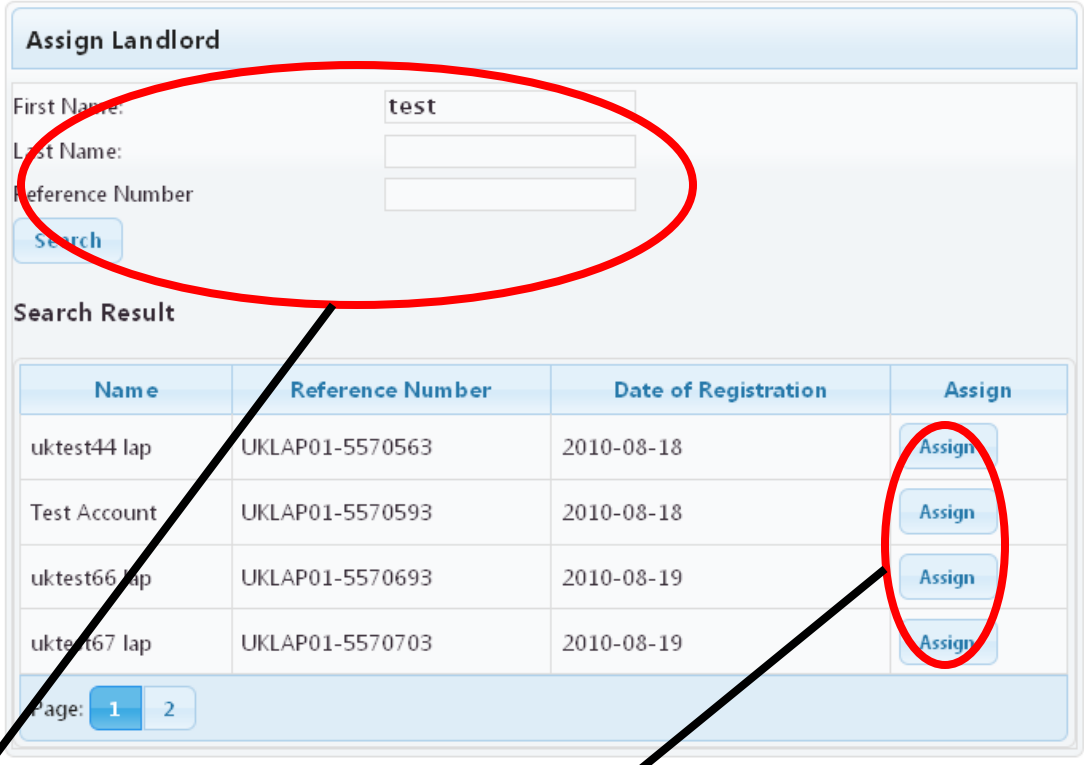


The image below shows the staff listing section of a company home page and the assign landlord page.

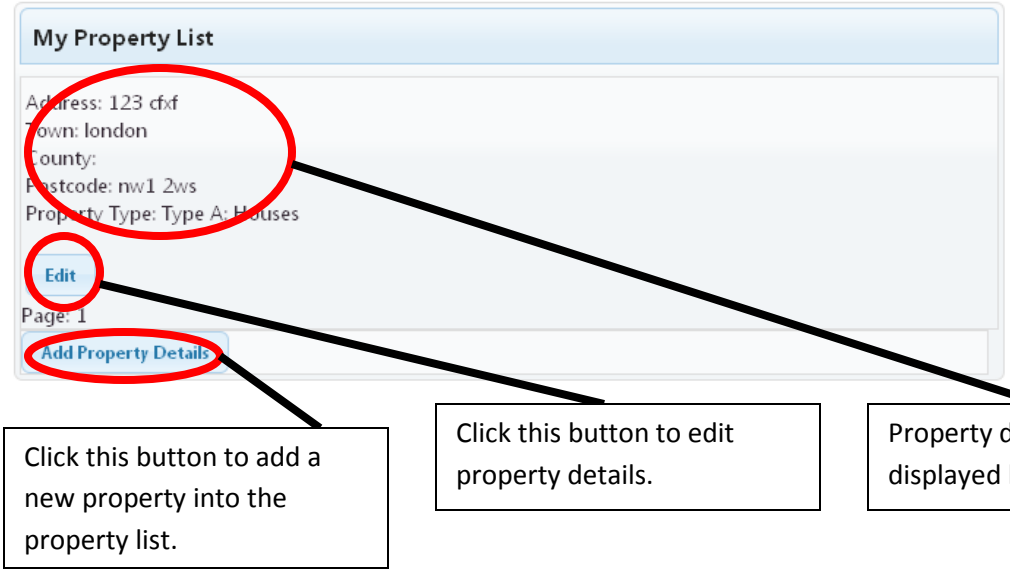
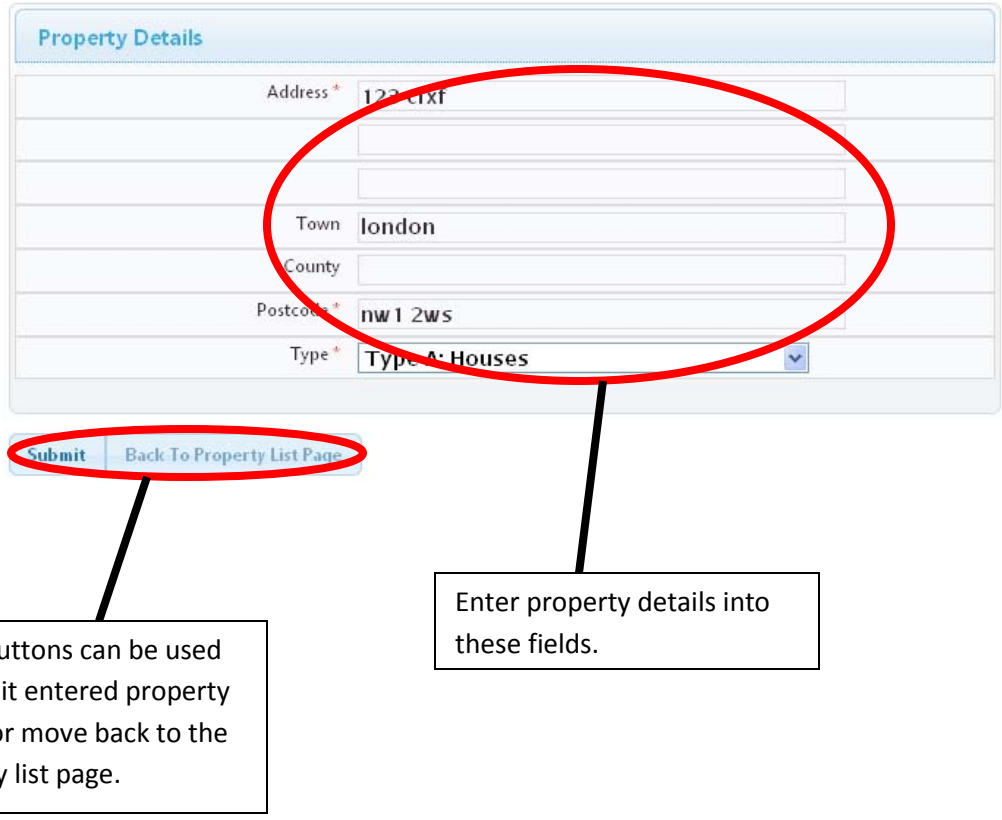


Click this button to move to the screen where you can assign a landlord to a company.

Here you can view all the landlords currently associated with your company.



To search for a landlord, enter their reference number in the search field and click the search button.

Once a result appears, simply click the assign button to associate that landlord with the company.

The image below shows the property listing section of a home page and the add property details page.