

How to register as a new user

If you haven't used the LV= adviser website before, you'll need to set up a new account so that you can submit business online.

1. Please enter your details including your name, company name, contact details, FSA number, and if you know it, your LV= agency number.

Your LV= protection agency number will be 3-5 numbers followed by a capital letter, e.g. - 12345F

2. When filling in your details please don't use any abbreviations. For example, please replace '&' with 'and'.

3. Please make sure you enter your email address correctly as we'll be sending emails to this address later. Email addresses need to be in lower case, without spaces and in the correct format i.e. abc@xyz.com

4. Please enter a password. This must be 6-8 characters long and include both letters and numbers.

5. Once you've completed your details please click the 'Register' button. You'll receive a message saying 'Success' and your details will go through the authentication process. You'll receive an activation email within 2 days.

6. You'll need to check your mailbox for the activation email from LV=.

To 'activate' your account please open the email and click on the link. You will then be asked to enter your password.

Once you have done this you'll receive a message saying 'Activation Success'. At this point you will be logged into the website and be able to submit business online.

If you do not receive the activation email, please check your junk/spam files.

If you have any problems doing this please contact Sales Support on 0845 60 20 690 or email ifasupport@LV.com