SWANSEA BUILDING SOCIETY

Established 1923

Swansea Online How to register

SBS Online: 3.2.1 Document Version: v1.0 Effective: October 2021

Before you begin

This document will guide you through the process of registering to use Swansea Building Society's Online Service.

Before you begin, you will need to check following:

- You need to be an existing member of Swansea Building Society.
- You will need to have at hand one or more of your Swansea Building Society Account Numbers.



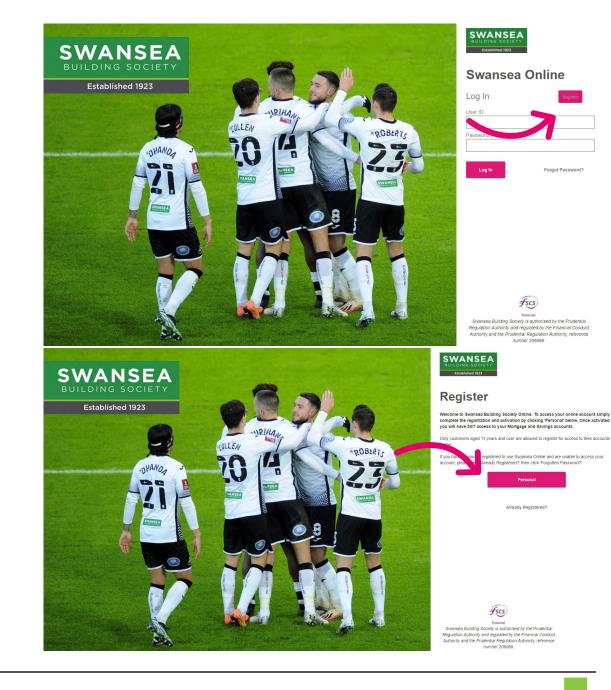
Visit Swansea Building Society Online at:

https://online.swansea-bs.co.uk

Click 'Register'

Read the introduction to ensure you are eligible to register to use Swansea Building Society Online.

Click 'Personal' to continue.

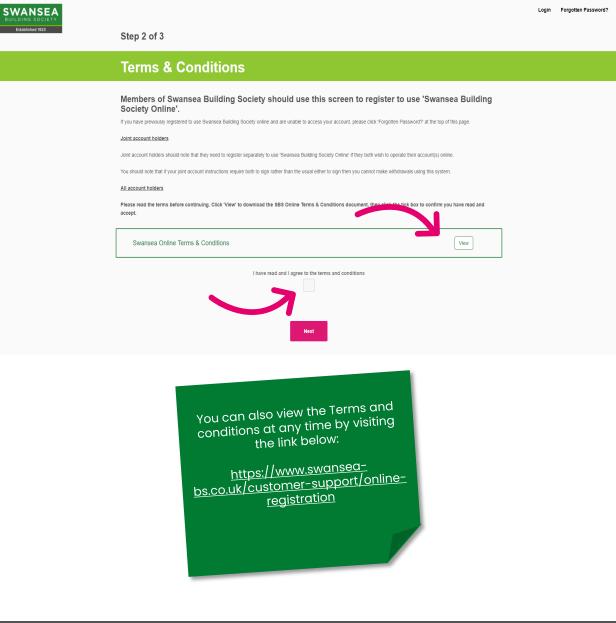


Read the introductory paragraphs relating to joint account holders.

To view the terms and conditions, click 'View'.

To proceed, check the 'I have read and I agree to the terms and conditions' checkbox.

Click 'Next' to proceed to the next page of the application form.



Complete your personal details, these must match what we already hold on file for you.

You must be aged 11 or over to register to use our online services.

Click 'Next' to proceed to the next page of the application form.

Complete your contact details, these must match what we already hold on file for you.

Click 'Next' to proceed to the next page of the application form.

If the details you supply do not match the details we hold on file, we may contact you to make sure the details are correct. It may be necessary for you to provide proof before we can approve your online access.



Step 2 of 3

Terms & Conditions

Contact Details

Personal Details	
Please provide your personal You must provide an answer If any of your personal details are different to those currently held in our recor identification	to questions marked with a *. ds, we may ask for your signed confirmation of the changes, or for up to date
* Title * First name(s) * Surname * Date of birth	
N	xt

Please enter your address and contact details. One of your telephone numbers will be used to send a one-time code, each time you access Swansea Building Society Online. If you would prefer this to be sent to your mobile phone, please ensure your mobile telephone number is provided below.				
	* Postcode			Find Enter Manually?
	* Email address * Confirm Email address		example@emailadd	You will be sent a one-time code
	* Please provide at least one contact number Home Number			by text or by voice call each time you sign into Swansea Building Society Online.
	Work Number			It's therefore important we have at least one telephone number
	Mobile Number	Previous	Next	at least one telephone will have for a phone that you will have access to. A mobile number is preferable.

Enter your Swansea Building Society Account number(s) which you wish to access online.

Account numbers are 11 digits long and can be found on your welcome letter and/or your passbook.

To add another account, click:



If you have multiple accounts with Swansea Building Society, you only need to add those accounts you wish to view online.

If you don't add them all now, or if you open a new account later, you can add these after registration.

Click 'Next' to proceed to the next page of the application form.

Account Details

Please enter the account numbers you wish to view in 'Swansea Building Society Online'.				
You can register as many accounts as you have with Swansea Building Society. Simply enter your account number in the field below. If you would like to register more than one account then click 'Add Account'.				
When you have entered the account numbers of the accounts you wish to be able to view, click 'Next'. Once you are registered, you can always add more accounts at any time.				
Please note the account number format is eleven digits with no spaces or dots.				
Account number				
Add Another Account				
Previous Next				

Read the introductory paragraphs relating to setting up a nominated bank or building society account.

You will be able to use this nominated account to withdraw funds from your Swansea Building Society account(s).

If you have previously registered a nominated account with us, you will still need to complete these details again here to enable electronic withdrawals through the online system.

If you have completed the form, click 'Next' to proceed to the next page of the application form.

If you do not wish to set up this facility now, click 'Skip' to proceed to the next page of the application form.

Transferring Money

To enable you to withdraw funds and send them electronically to your bank account, you must first nominate a bank account in your name

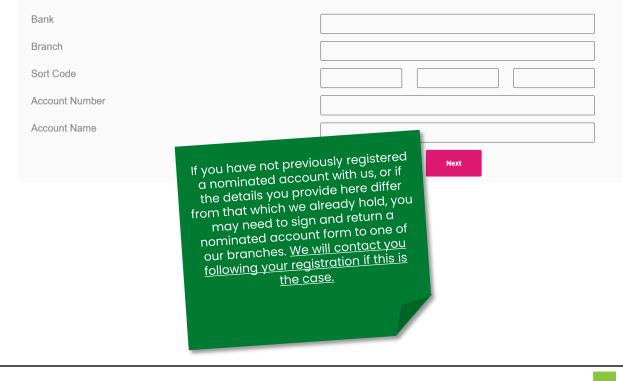
If you think that you will need to withdraw from your account using this service, you will first need to provide details of your bank account.

Please note, we only permit withdrawals to UK bank and building society accounts that include your name; no third party withdrawals can be made.

If you have already registered a nominated account with us in branch: you will still need to complete your nominated bank details below to withdraw to your nominated bank / building society account using Swansea Building Society Online. However, if these details are already held with us, no further action will be required (that is, you do not need to provide a copy of the bank or building society statement relating to the nominated account) and the nominated bank / building society account will be enabled by a member of the online team when your account is activated.

If this is a new nominated account, or if you have not previously registered a nominated bank / building society account with us: you can if you wish have this service set up as part of your registration to use Swansea Building Society Online by completing the form below. Upon activation of your Swansea Building Society Online account, we will send you a 'Nominated Bank Account Form' to sign and return to us along with a recent bank or building society statement detailing the Account you wish to have as the nominated bank account. Upon receipt of this form and bank / building society statement, we will then enable your nominated bank / building society account for use online and in branch.

If you do not wish to register for this service, please click 'Skip' to continue. You can set up a nominated bank / building society account at any time in the future, online or in branch.



To access Swansea Building Society Online, you will need to provide items of security information that only you know.

Here you will need to set what your password and piece of memorable information will be.

Your password must be at least 8 characters, and contain:

- one upper case letter,
- one lower case letter,
- one number,
- one special character (e.g. !£\$%^&*-#)

Your memorable information must be at least 8 characters.

Click 'Next' to proceed to the next page of the application form.

Security Details

You will need to enter your security details to access Swansea Building Society Online.

Please enter your new password and memorable information below. Your password and memorable information should be different and are *both* used when you log in to Swansea Building Society Online.

Your password must be at least 8 characters long and have at least:

one upper case letter,	
one lower case letter,	
one number,	
one special character (e.g. !£\$%^&*#)	

Password			
Confirm Password			
Your memorable information			
Confirm your memorable information			
	Previous	Next	
	and memoral time you log in Society Online, something)	both your password le information every to Swansea Building so be sure to choose you will remember. <u>e these details with</u> anyone.	

Select your marketing preferences.

You can choose whether you wish to be contacted by email, post or telephone.

Marketing preferences can be updated at any time through your Swansea Building Society Online account, or by contacting one of our branch offices.

Click 'Next' to proceed to the next page of the application form.

Finally, you can review your details.

Click 'Edit' to return to any of the previous sections.

Once you have reviewed the details provided, click 'Register' to submit your registration.

Marketing

Swansea Building Society may from time to time wish to send you details of products and services which may be of interest to you.

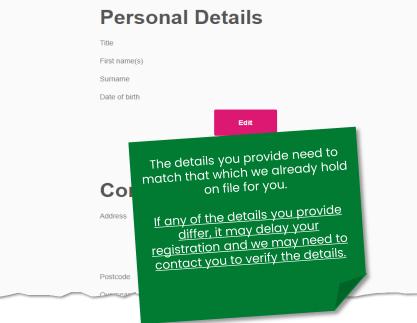
Please indicate below by which means you would like to receive this information.

* l'm happy to receive information from you by email	~
* I'm happy to receive information from you by post	
* l'm happy to receive information from you by telephone	
Previous	Next
Review Details	

Please take a moment to review the details you have provided

Click Edit against any section that you would like to amend.

To complete your registration application, click Register.

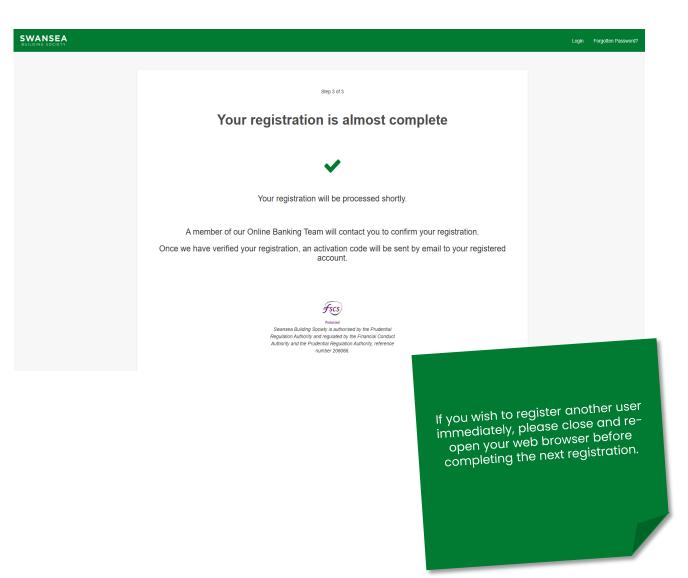


That's it for now!

Our dedicated online team will now review your application and once verified, will contact you via email with the next steps to activate your account.



swansed building Society of be sure not to forget these details, or it may delay your access to Swansed Building Society Online.



Head Office

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Carmarthen 13-14 Lammas Street, Carmarthen SA31 3AQ 01267 611950 carmarthen@swansea-bs.co.uk

Cowbridge

75 High Street, Cowbridge CF71 7ÅF 01446 506000 cowbridge@swansea-bs.co.uk

Mumbles

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Swansea

1-4 Portland Street, Swansea SA1 3DH 01792 739100 | swansea@swansea-bs.co.uk

If you require any further support or guidance using Swansea Building Society Online, you can contact our dedicated online team at the email address below.

online@swansea-bs.co.uk