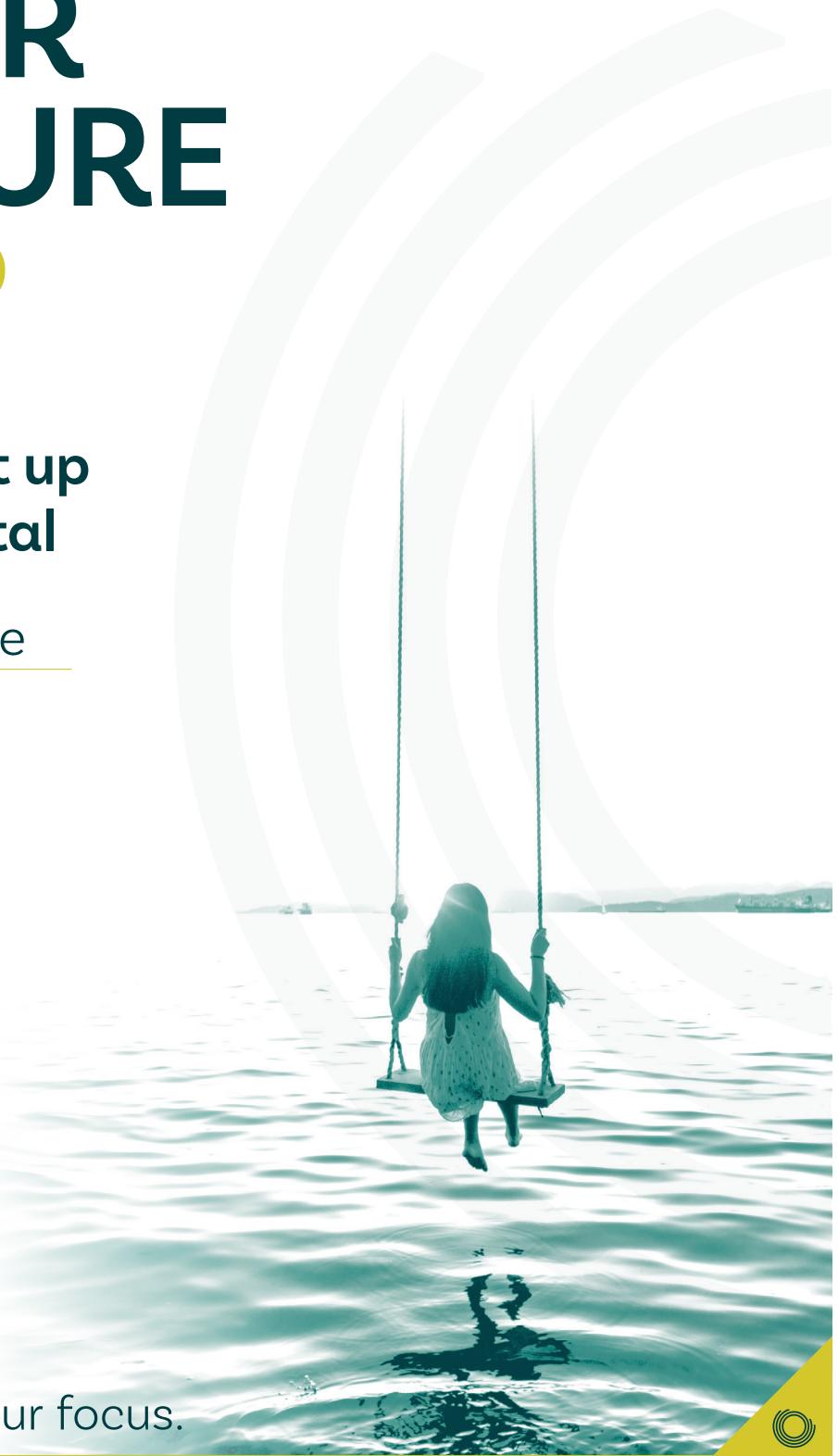


YOUR FUTURE SIPP

**Getting set up
on the portal**

How to guide



Your future, our focus.



Getting set up on the Your Future SIPP portal

Registering

To register for the Your Future SIPP portal, you will need to visit www.curtisbanks.co.uk and click the secure portal log in button, located in the top right corner.



You will then need to click the log in button below the Your Future SIPP option as shown in the example below and then select adviser registration. This will allow you to begin the registration process by filling in the necessary information as required.

OUR SECURE PORTAL

YOUR FUTURE SIPP CURTIS BANKS SUFFOLK LIFE

LOG IN LOG IN LOG IN

- Please note: When creating a User ID, please do not use your email address as your User ID as this must be limited to 30 characters maximum.
- Please note: New registrations for portal access for Advisers will take up to 1 working day to process and you will receive confirmation once your account has been activated. Please do not try and log in before your confirmation is received.
- Advisers and Clients with previous Suffolk Life portal access should now log in to the Your Future SIPP or Suffolk Life portal. If this is the first time you have logged in to Your Future SIPP portal, simply login with your Suffolk Life details and for security reasons you will be prompted to change your password for future access.
- Clients with no portal access please contact SIPP Support via phone 01473 296 969 or email sippsupportteam@suffolklife.co.uk to request an account.
- Curtis Banks users who have Curtis Banks SIPP or SSAS should continue to log in via the Curtis Banks portal. For any questions regarding Curtis Banks portal access please click [here](#) to contact the relevant team.

Registering (continued)



CURTIS BANKS

HOME

USER REGISTRATION

ABOUT YOU

Please check your firm details. If incorrect, please contact SIPP Support on 01473 296969.

Username * <input type="text" value="Please enter your username"/>	Address Line 1 * <input type="text"/>
Firm Name * <input type="text"/>	Address Line 2 <input type="text"/>
Firm FCA No. * <input type="text"/>	Town * <input type="text"/>
Individual FCA No. <input type="text"/>	County * <input type="text"/>
Title * <input type="text"/>	Post Code * <input type="text"/>
First name * <input type="text"/>	Phone * <input type="text"/>
Surname * <input type="text"/>	Email * <input type="text"/>

NEXT

Once you have entered your details, create a username* and enter a personal email address, for example: firstname.surname@companyname.com.

*Your username must contain fewer than 30 characters - if your email address contains more than 30 characters please do not use this as your username.

Please note: You must enter a personal email address rather than a shared inbox address (such as info@companyname.com) to access the Your Future SIPP portal. Two users cannot share the same email address - your registration details are personal to you and should not be shared.

Verifying your account

You will then receive a verification email to the email address you entered on the Your Future SIPP portal registration page. This email will contain a link which you will need to click in order to verify the email address you have registered with.

Hello Miss Test Adviser

Thank you for registering at Curtis Banks. Your account is created and must be activated before you can use it.

To activate the account click on the following link or copy it and paste it in your browser:
https://portal.curtsibanks.co.uk/Wizard/Index/CB_USRREG?VERIFYSTATUS=76eeda7b-2580-454f-b3c4-252518ea1ddc#/Enter/Wizard/40

Thank you,

Curtis Banks
www.curtsibanks.co.uk

Once you have verified your account, you will receive an email from our Sales Support team to confirm your email address has been verified. Please note this can take up to 1 working day to action.

Once you have received notification of your account being ready to use, you will then be able to log in to the Your Future SIPP portal's login page: portal.curtsibanks.co.uk.

If you have any queries regarding how to get set up on the Your Future SIPP portal, please contact our Sales Support team on 01473 296 975 or email salessupport@suffolklife.co.uk.

Curtis Banks Pensions,
153 Princes Street,
Ipswich, IP1 1QJ

T 0370 414 7000
F 0370 414 8000
curtisbanks.co.uk

Call charges will vary. We may record and monitor calls.

If you're contacting us by email, please remember not to send any personal, financial or banking information because email is not a secure method of communication.

Curtis Banks Pensions is a trading name of Suffolk Life Pensions Limited.

Suffolk Life Pensions Limited is a company registered in England & Wales (registered number 1180742) and is authorised and regulated by the Financial Conduct Authority (number 116298). Suffolk Life Annuities Limited is a company registered in England & Wales (registered number 1011674) and is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (number 110468). The registered address of both companies is 153 Princes Street, Ipswich, Suffolk IP1 1QJ. SL140.202305 May 2023

