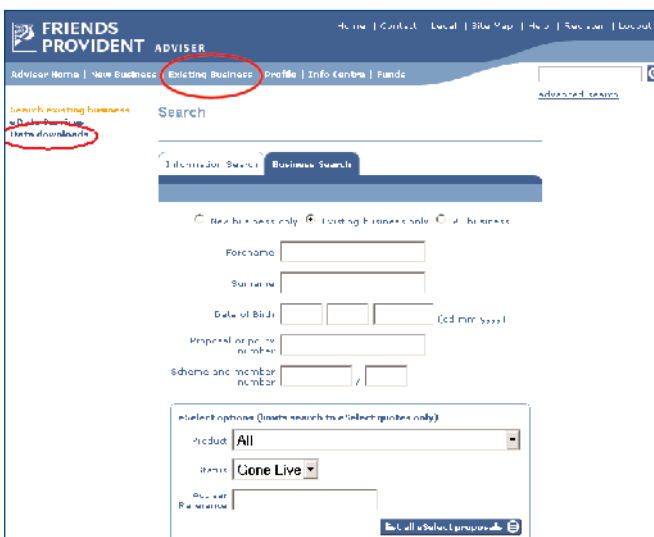


**Step 1 – Login to the Adviser Extranet at <https://www15.friendsprovident.co.uk>**

### Need to Register?

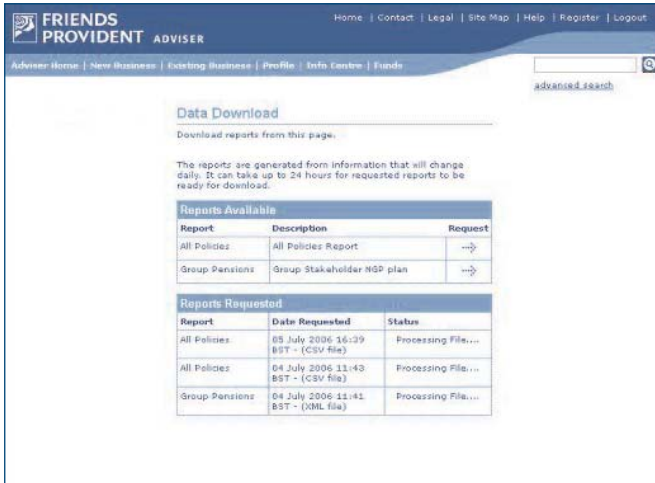
If you haven't already registered for the Adviser Extranet then simply follow these easy steps:

- Select the Register link from the right hand side of the page
- Follow the online instructions.



**Step 2 – Select Existing Business from the top navigation, then select Data Downloads from the left-hand margin**

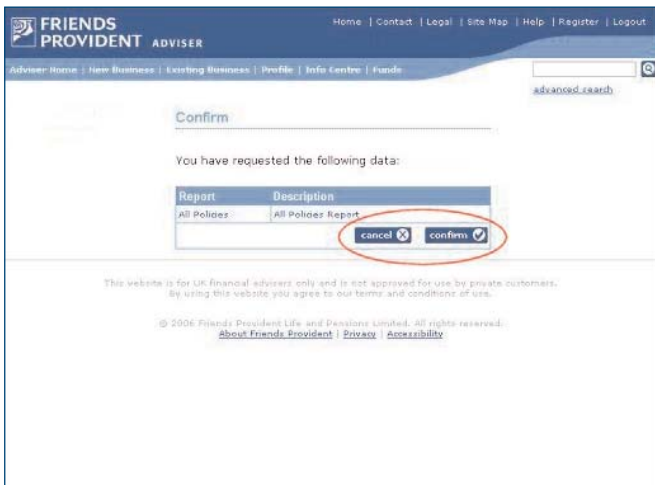




### Step 3 – Request a data file

To request a file 'click' the request button

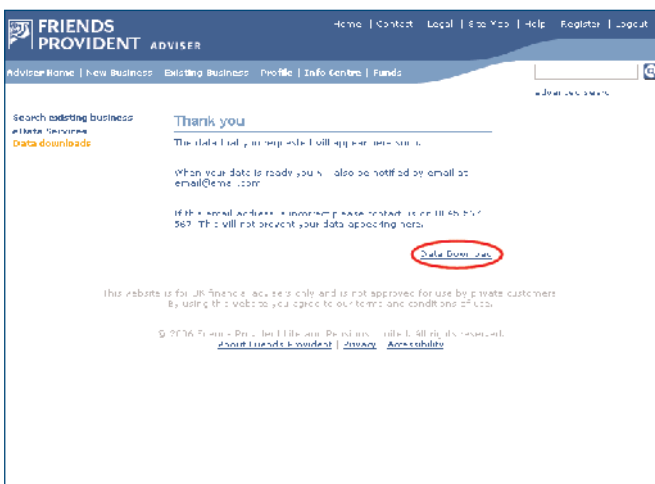
NB. These files are processed overnight so you will only be able to request the file once a day.



### Step 4 – Confirm request

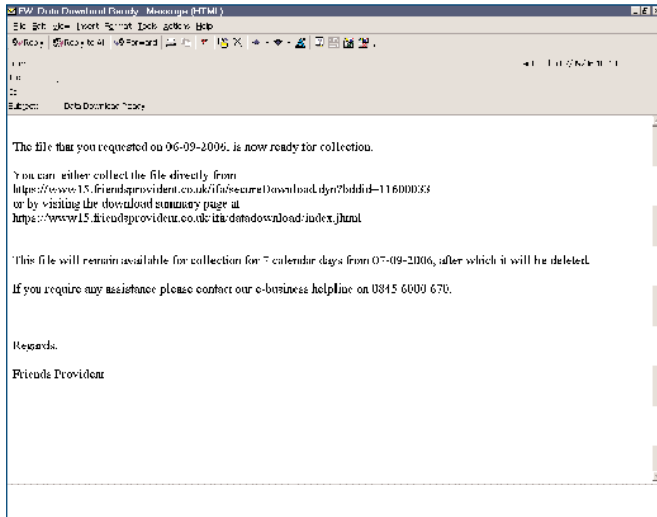
Cancel will return you to the previous page and cancel the request

Confirm will process the request



### Step 5 – Confirmation of request

The file has now been successfully requested.



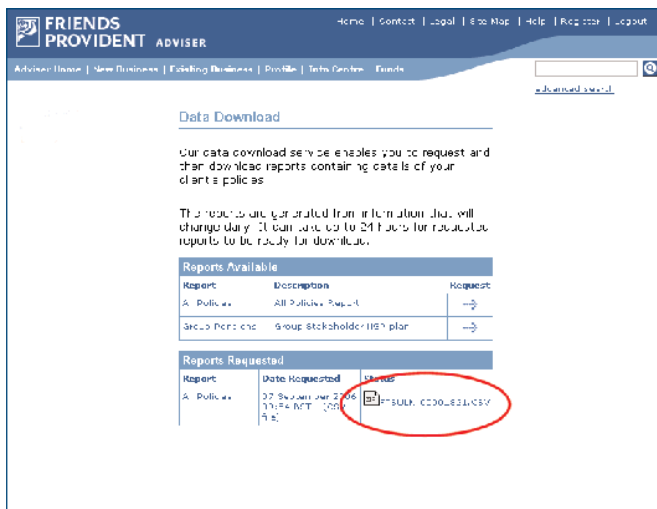
### Step 6 – Notification

Notification that the file is ready for collection will be sent to the email address quoted on the confirmation page.

Select the second option to collect the file from the download summary page.

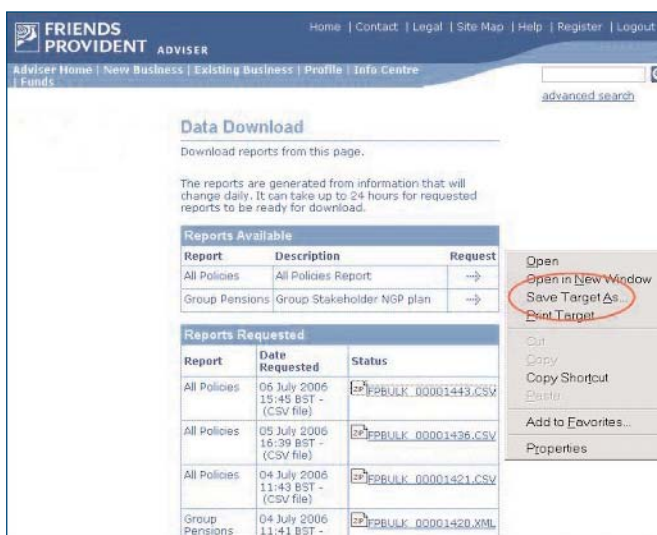
As the file is held securely on the Extranet you will need to login before you are able to collect the file.

NB. If your email address has change you will still be able to collect the file by logging on to the Extranet and selecting Data Download.



### Step 7 – Collect the data file from the Data Download page

Right 'click' on the file link, this will open an options box.



### Step 8 – Save the file

Select the Save Target As .... option

Select an appropriate place to save the file and 'click' the save button.



Once the download is complete 'click' the close button. The data file will now be saved and ready for you to use.

If you require help with the registration process or you have queries with regard to the data file please contact your Friends Provident IFA Consultant or our helpdesk on 0845 6000 670.



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