

Log into the MGAA Website ([www.mgaa.co.uk](http://www.mgaa.co.uk))



The screenshot shows the MGAA website homepage. The top navigation bar includes 'Your Dashboard', 'Useful Links', 'UK', and 'Logout'. The main content area features a large banner with a person holding a megaphone and the text 'Calling all members, please don't forget to complete the survey. Have your say'. Below the banner is a call to action button 'Complete the survey today!'. The footer section is titled 'Annual Sponsors' and displays a row of sponsor categories: Silver, Bronze, Bronze, Bronze, and Bronze. The Windows taskbar at the bottom shows the system tray with weather information (16°C Rain showers), time (14:43), and date (29/06/2021).

Once signed in, click on Your Dashboard



The screenshot shows the MGA website dashboard. At the top left is the MGA logo and the text 'Managing General Agents' Association'. The top navigation bar includes links for 'Your Dashboard', 'Useful Links', 'UK', and 'Logout'. Below this is a secondary navigation bar with links for 'About Us', 'Membership', 'Events', 'Broker Services', 'Chartered Title', 'MGA Assess', 'News', and 'Contact Us'. The main content area features a large banner with a man holding a megaphone. The banner text reads: 'Calling all members, please don't forget to complete the survey. Have your say'. Below the banner is a paragraph of text explaining the survey and a button that says 'Complete the survey today!'. At the bottom of the banner area, there is a green bar with the text 'Call Teresa, Julia or Helen on 0207 617 4443.'. Below the banner is a section titled 'Annual Sponsors' which contains a row of five sponsor boxes: one labeled 'Silver' and four labeled 'Bronze'. The bottom of the image shows a Windows taskbar with various application icons, a system tray showing the temperature (16°C), weather (Rain showers), time (14:43), and date (29/06/2021).

You will then be taken to Your Dashboard

The screenshot shows the MGA Association member dashboard. At the top left, the logo for the Managing General Agents' Association (MGA) is displayed. The top navigation bar includes links for 'Your Dashboard', 'Useful Links', 'UK', and 'Logout'. A secondary navigation bar contains links for 'About Us', 'Membership', 'Events', 'Broker Services', 'Chartered Title', 'MGA Assess', 'News', and 'Contact Us'. The main content area features a large header with the text 'Teresa, welcome to our private area for members only.' Below this, a sub-header explains that this is the MGA dashboard for managing user accounts, signing up for events, and accessing member benefits. A prominent orange banner reads 'Welcome to our new dashboard!'. The dashboard is divided into two main sections: 'My Upcoming Events', which currently shows 'No upcoming Events' and a 'View All Events' button, and 'Settings', which includes a gear icon and the text 'Keep your personal settings up to date.' The bottom of the image shows a Windows taskbar with various application icons, the system tray showing a temperature of 16°C, rain showers, and the date 29/06/2021 at 14:47.

Managing General Agents' Association

MGA

Your Dashboard Useful Links UK Logout

About Us Membership Events Broker Services Chartered Title MGA Assess News Contact Us

# Teresa, welcome to our private area for members only.

This is your MGA dashboard where you can manage your user account details, sign up to events, listen to podcasts and access all the exclusive benefits of being a member

Welcome to our new dashboard!

## My Upcoming Events

View All Events

No upcoming Events

View All Events

## Settings

Keep your personal settings up to date.

16°C Rain showers 14:47 29/06/2021

To update your Billing details, scroll down to the Billing box and click on go to Billing

The screenshot displays the MGA Association dashboard. At the top left, the logo for the Managing General Agents' Association (MGA) is visible. The top navigation bar includes links for 'Your Dashboard', 'Useful Links', 'UK', and 'Logout'. Below this, a secondary navigation bar contains links for 'About Us', 'Membership', 'Events', 'Broker Services', 'Chartered Title', 'MGA Assess', 'News', and 'Contact Us'. The main content area is divided into three sections: 'My Upcoming Events', 'Settings', and 'Billing'. The 'My Upcoming Events' section shows 'No upcoming Events' with a 'View All Events' button. The 'Settings' section includes a gear icon and two buttons: 'Change Personal Settings' and 'Change Company Settings'. The 'Billing' section, which is highlighted by a red arrow, contains the text 'Please click here to pay your membership fee by either Direct Debit or Annual payment.' and a 'Go to Billing' button. The bottom of the image shows a Windows taskbar with various application icons, the system tray showing '16°C Rain showers', and the date '29/06/2021'.

Managing General Agents' Association

MGA

Your Dashboard Useful Links UK Logout

About Us Membership Events Broker Services Chartered Title MGA Assess News Contact Us

### My Upcoming Events

View All Events

No upcoming Events

View All Events

### Settings

Keep your personal and company settings up to date.

Change Personal Settings

Change Company Settings

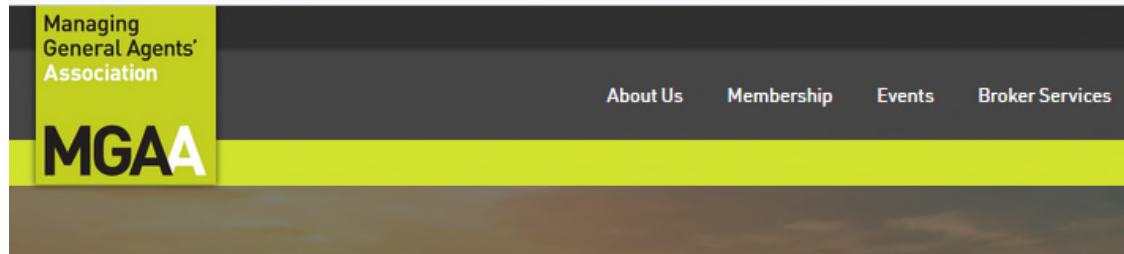
### Billing

Please click here to pay your membership fee by either Direct Debit or Annual payment.

Go to Billing

16°C Rain showers 14:54 29/06/2021

If you are paying by BACs, choose the option Annual – BACs and Submit. An invoice will be sent to you on renewal.



## Billing

Here you can change or update your desired payment method, Invoices will be sent out on the 1st of September for renewals

### Payment Method

Annually - BAC's

Our bank details have been provided below, these will also be found on your invoice

Account Name: Managing General Agents' Association Limited

Sort Code: 180002

Account Number: 04254554

IBAN: GB32COUT180002

BIC: COUTGB22

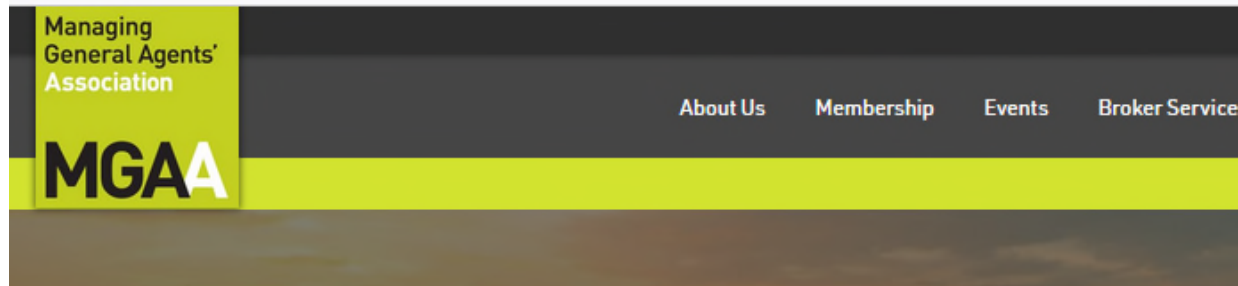
Is your billing address different to your company address?

Yes  No

Please ensure you click the below submit button to ensure your preferences are updated and saved.

Submit

If you would like to pay by Credit Card, please note that full payment is required. Choose the option for Annually – Card and Submit. A link to pay will be supplied with your invoice on renewal.



## Billing

Here you can change or update your desired payment method, Invoices will be sent out on the 1st of September for renewals

### Payment Method

Annually - Card

A link to pay will be supplied with your invoice

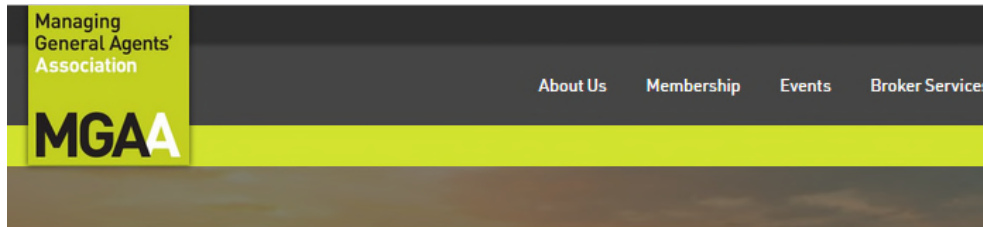
Is your billing address different to your company address?

Yes  No

Please ensure you click the below submit button to ensure your preferences are updated and saved.

Submit

If you would like to pay by Direct Debit, please choose the option for Monthly – Direct Debit. You will need to provide your Sort Code and Account Number.



## Billing

Here you can change or update your desired payment method, Invoices will be sent out on the 1st of September for renewals

### Payment Method

Monthly - Direct Debit

Please enter your sort code and account number below

### Sort Code

0

### Account Number

0

Is your billing address different to your company address?

Yes  No

Please ensure you click the below submit button to ensure your preferences are updated and saved.

Submit

Once completed, click Submit.

For one signatory, your mandate will be received by GoCardless. You will receive your renewal invoice and confirmation from GoCardless that your direct debit has been set up and details for your payment plan will be provided.

For two signatories, you will receive a bank mandate for completion and return. This must be actioned before GoCardless can advise you of your payment plan.

Dear Member,

Please find attached invoice MGAA-6226 for GBP 2,200.27, which is due on 12 August 2021.

If you have any questions, please let us know.

<https://in.xero.com/1sv8T8wNXFTsZjtz1al3RSx4EDcZZHBfGU87UIEB>

Thanks,  
Managing General Agents' Association Limited



Dear Isabella Park,

**Important:** confirmation of the setup of your Direct Debit Instruction to GoCardless Ltd.

**MGAA can now collect payment(s) from you by Direct Debit.**

We will notify you 3 working days before any new payments, subscriptions or changes to subscriptions.

Payments will be debited from your bank account 20-00-00, \*\*\*\*\*11 (BARCLAYS BANK PLC) via Direct Debit, and will appear on your bank statement as **GoCardless Ltd, ref: MGAA-SEJBGXHVFJKDE**.

Please check the details above - if they are incorrect or there are any other issues with this Direct Debit, please contact MGAA at [teresa.atouguia@mgaa.co.uk](mailto:teresa.atouguia@mgaa.co.uk).





## GoCardless Ltd

Sutton Yard, 65 Goswell Road, London,  
EC1V 7EN, GB

### Instruction to your bank or building society to pay by Direct Debit

Customer Name or Company name

Isabella Park

Service User Number

2 7 5 0 6 9

Name(s) of account holder(s)

I PARK

Reference

MGAA-SEJBGXHVFJKDE

Bank/Building Society account number

\*\*\*\*\*1

Instruction to your Bank or Building Society

Please pay GoCardless Ltd Direct Debits from the account  
detailed in this instruction subject to the safeguards assured  
by the Direct Debit Guarantee. I understand that this  
instruction may remain with GoCardless Ltd and, if so, details  
will be passed electronically to my bank/building society.

Branch sort code

\*\*\_\*\*\_\*\*

Name and full postal address of your  
Bank/Building Society

BARCLAYS BANK PLC, 1 CHURCHILL  
PLACE, Leicester, Leicestershire, LE87 2BB

Date

2021-06-21

Banks and building societies may not accept Direct Debit Instructions for some types of account

### The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit GoCardless Ltd will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request GoCardless Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by GoCardless Ltd or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
  - If you receive a refund you are not entitled to, you must pay it back when GoCardless Ltd asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

Dear Isabella Park,

A subscription has been set up to MGAA.

MGAA Subscription

**£733.42 monthly (3 payments, ending  
August 26, 2021)**

Starting on June 25, 2021

The last payment will be taken on **August 25, 2021**.

The first payment for this subscription will be debited from your bank account \*\*\*\*\*11 (BARCLAYS BANK PLC) via Direct Debit on or shortly after June 25, 2021. The last payment will be taken on **August 25, 2021**.

Payments for this subscription will appear on your bank statement as **GoCardless Ltd, ref: MGAA-SEJBGXHVFJKDE**.