

Registering for Natwest Bankline



Please follow the below instructions to register to Bankline via the internet:-

Website address - www.natwest.com/bankline

Register

Register for Bankline

Online Registration

Register Online Now



Screen 1 – Enter your account details and address. We would recommend that you have dual administration off at this stage. This means while you are setting the system up one administrator can manage the users on the system.

[? Help](#)

Enter your Company Details

*indicates a mandatory field	
* Company Name	<input type="text"/>
* Sort Code	<input type="text"/>
* Account Number	<input type="text"/>
Dual Administration	<input checked="" type="radio"/> On <input type="radio"/> Off (If selected, two administrators will always be required to authorise all changes within the system).
Company Address Look-up (UK Addresses only)	
Building Number/Building Name	<input type="text"/> Post Code <input type="text"/> Address look-up
* First Line	<input type="text"/>
* Second Line	<input type="text"/>
Third Line	<input type="text"/>
Fourth Line	<input type="text"/> Post Code <input type="text"/>
Country	<input type="text" value="United Kingdom"/>



Screen 2 - Enter users onto the system, you can only add a maximum of 3 users initially.

Enter User(s) Details

- Enter your administrator's details. If Dual Administration was selected, you will be required to enter two users' details.

* indicates a mandatory field

Title	<input type="text"/>	
* Forename	<input type="text"/>	
* Surname	<input type="text"/>	
* User ID	<input type="text"/>	(Upto 10 characters - letters and numbers only)
* E-mail Address	<input type="text"/>	
* Confirm E-mail Address	<input type="text"/>	
* Phone Number	<input type="text"/>	(Please supply local dialling code and phone number)
Fax Number	<input type="text"/>	
Mobile Number	<input type="text"/>	
Pager	<input type="text"/>	

User Address (Only specify a different address if 'No' is selected)

* Use the Customer Address entered during Stage 1 of Registration for this User. Yes No

Building Number/Building Name Post Code [Address look-up](#)

First Line	<input type="text"/>	
Second Line	<input type="text"/>	
Third Line	<input type="text"/>	
Fourth Line	<input type="text"/>	Post Code <input type="text"/>
Country	United Kingdom <input type="button" value="v"/>	

Screen 3 – This is where you can add any additional accounts you want registered to the Bankline system.

Add More Accounts (optional)

- Input more accounts
- Exclude accounts - accounts you want to prevent from being registered for Bankline.
- Or continue the registration with the one account already provided.

Registration billing and main account for [customer name]			
Sort Code	10-23-12	Account Number	23659854

Manage Additional Account Registration	
▶ <u>Input Sterling Account(s)</u>	▶ <u>Exclude Sterling Account(s)</u>
▶ <u>Input International Account(s)</u>	▶ <u>Exclude International Account(s)</u>

Back Cancel

Save and Exit Continue

ID: ands/Html/Registration/CustRegister/RegStg3.html



Screen 4 – If the accounts are all under the same name you do not need to tick third party

Add Sterling Accounts

Please enter the sterling accounts you wish to be able to access via Bankline.

Third party accounts

These are accounts held by subsidiaries or associate companies that are regarded as separate legal entities from the company holding the main account you register e.g. if the main company is ABC Ltd then ABC South Ltd would be a third party.

Account Details		Account Options within Bankline		
Sort Code	Account Number	Third Party	Main	Billing
10-23-12	23659854	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>

[Add More Accounts](#)

Screen 5 - This is the confirmation of the data keyed into the system

Confirm Registration

Please confirm the details below are correct before submitting your registration. You can edit any of the information provided by clicking on the relevant link.

Registration Details	
Customer Name	<u>Mundy Electronics</u>
Billing Account	10-23-12 23659854
Dual Administration	<input type="radio"/> On <input checked="" type="radio"/> Off
Users	<u>Stuart Bradbrook</u> <u>Emma Jones</u> <u>Input Third User</u>
Main Account	10-23-12 23659854
Sterling Accounts	<u>5 Included</u> <u>2 Excluded</u>
International Accounts	<u>1 Included</u> <u>1 Excluded</u>

[◀ Back](#) [◀ Cancel](#)


[▶ Save and Exit](#) [▶ Confirm Details](#)

Screen 6 – You will then need to print the forms and they will need to be signed in accordance with your bank mandate.

Registration Submitted

Thank you for taking the time to complete your registration for Bankline.

You are now required to Print and sign an application form and mandate.

 [Print Forms](#)

Please send your signed forms to:

To the following address:

Bank Address Line 1

Bank Address Line 2

Bank Address Line 3

Postcode

Your application will be processed on receipt of all the relevant information.

I confirm I have printed the application form and Mandate(s).

 [Continue](#)



Screen 7 – You will be given a tracker ID. When you have sent the forms off you will receive an email from Bankline once it is set-up. You will then be sent an activation code, PIN, Card and Smartcard reader in the post.

Registration Submitted

Thank you for registering for Bankline. Your registration has been received by the bank.

Should you wish to track the status of your registration, please follow the same link provided to you by your relationship manager that you used to begin your registration and click on the link track the progress of your registration.

Your Tracking ID is **1234567890**. Please make a note of this number. Should you wish to track the status of your registration you will be required to enter this number.

Please tick the box below to confirm that you have recorded your tracking ID, then hit Continue.

<input type="checkbox"/> I have made a record of the Tracking ID.	▶ Continue
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What will it cost?

As you are connected to the Council the cost of Bankline has been heavily reduced, therefore you would be charged £5.00 per month to view up to 3 accounts on the system, rather than the standard cost of £25.00. Please send all completed application forms to the address below so the correct tariff can be applied to your account:-

Glenn Hockings
Royal Bank of Scotland
2nd Floor
152 Silbury Boulevard
Milton Keynes
Buckinghamshire
MK9 1LT



Contact Details

Bankline helpdesk number - 0845 300 2952

Sarah Pumffrey - Relationship Manager

Telephone - 01908 355333

Email - Sarah.Pumffrey@RBS.co.uk

Glenn Hockings - Associate Relationship Director

Telephone: 01908 244960

Email: Glenn.Hockings@RBS.co.uk



Jessica Armstrong - Service Delivery Manager
Telephone: 07786 125 144
Email: Jessica.Armstrong@RBS.co.uk