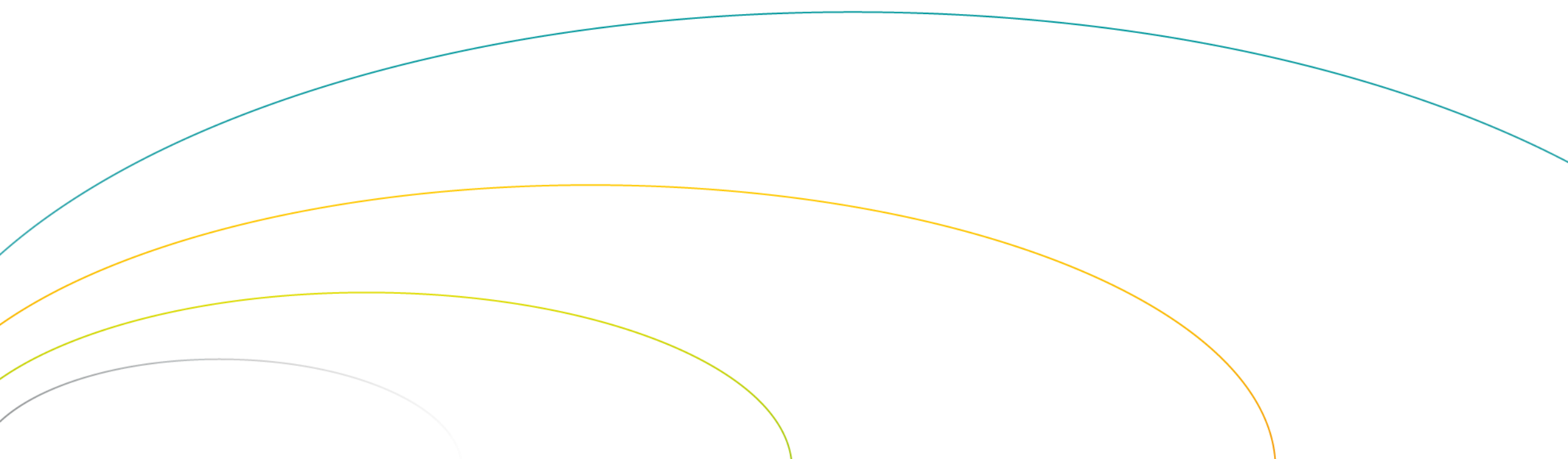
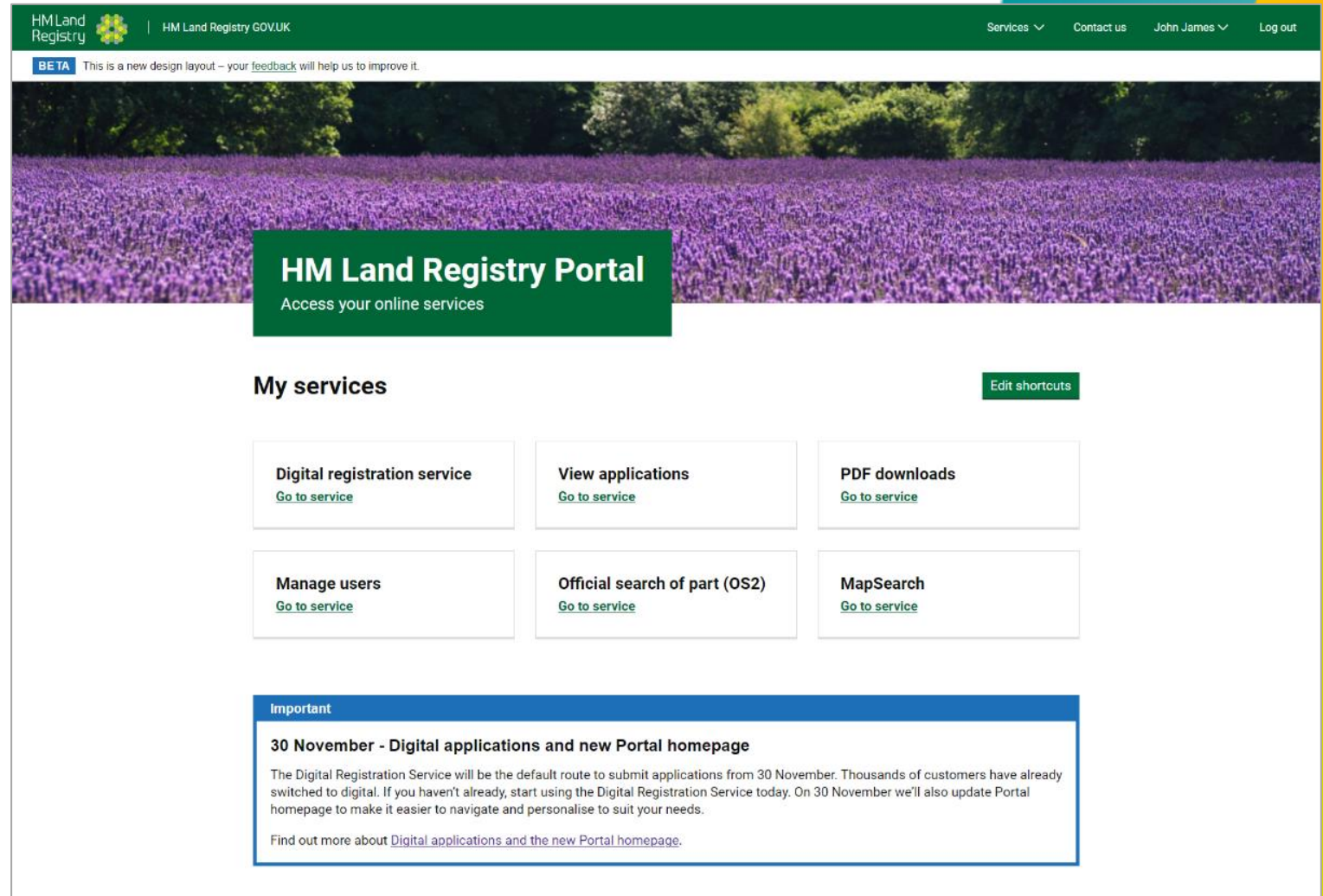


# HM Land Registry Portal

## Getting Started Step-by-step Guide V1 – November 2022





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**BETA** This is a new design layout – your [feedback](#) will help us to improve it.

## HM Land Registry Portal

Access your online services

### My services [Edit shortcuts](#)

- Digital registration service**  
[Go to service](#)
- View applications**  
[Go to service](#)
- PDF downloads**  
[Go to service](#)
- Manage users**  
[Go to service](#)
- Official search of part (OS2)**  
[Go to service](#)
- MapSearch**  
[Go to service](#)

**Important**

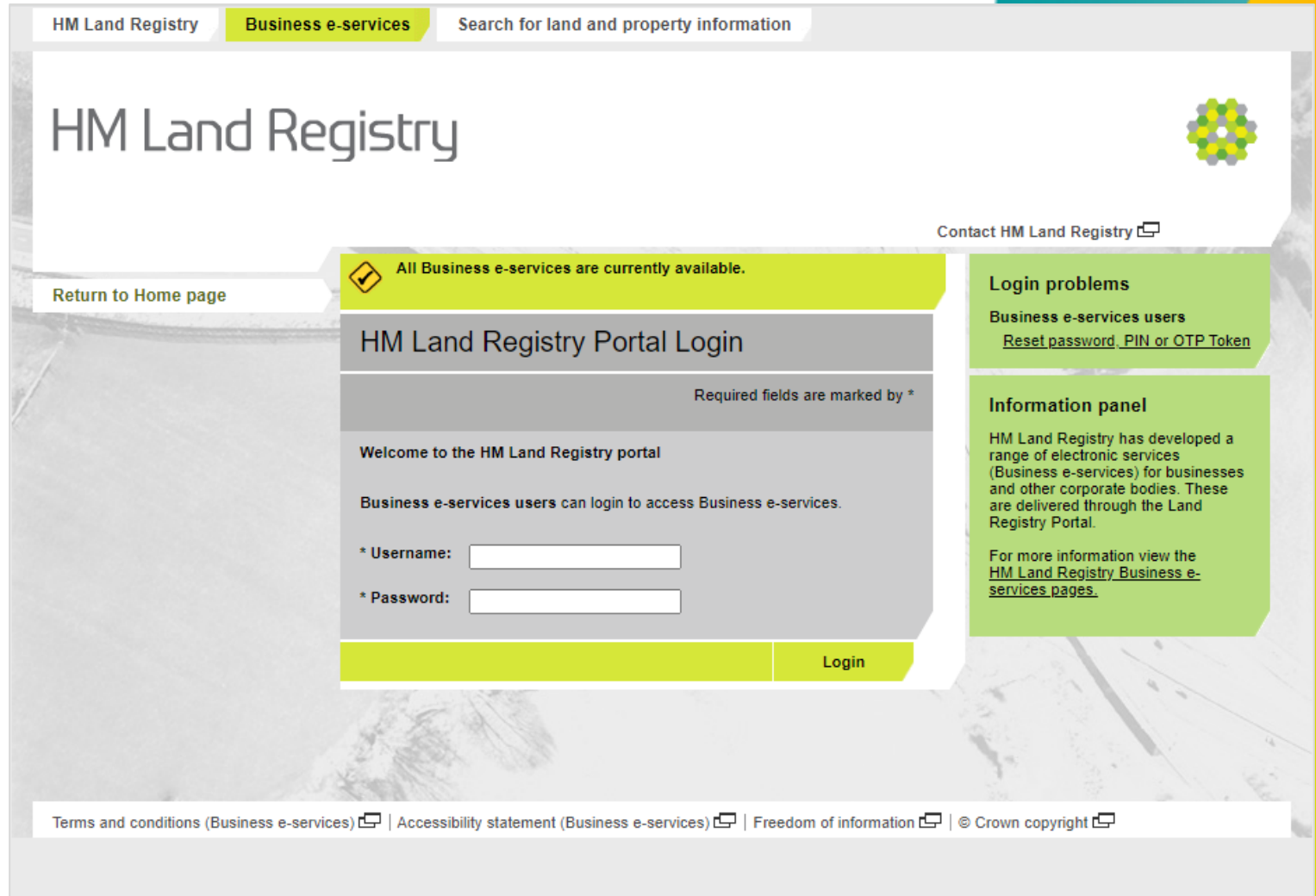
**30 November - Digital applications and new Portal homepage**

The Digital Registration Service will be the default route to submit applications from 30 November. Thousands of customers have already switched to digital. If you haven't already, start using the Digital Registration Service today. On 30 November we'll also update Portal homepage to make it easier to navigate and personalise to suit your needs.

Find out more about [Digital applications and the new Portal homepage](#).

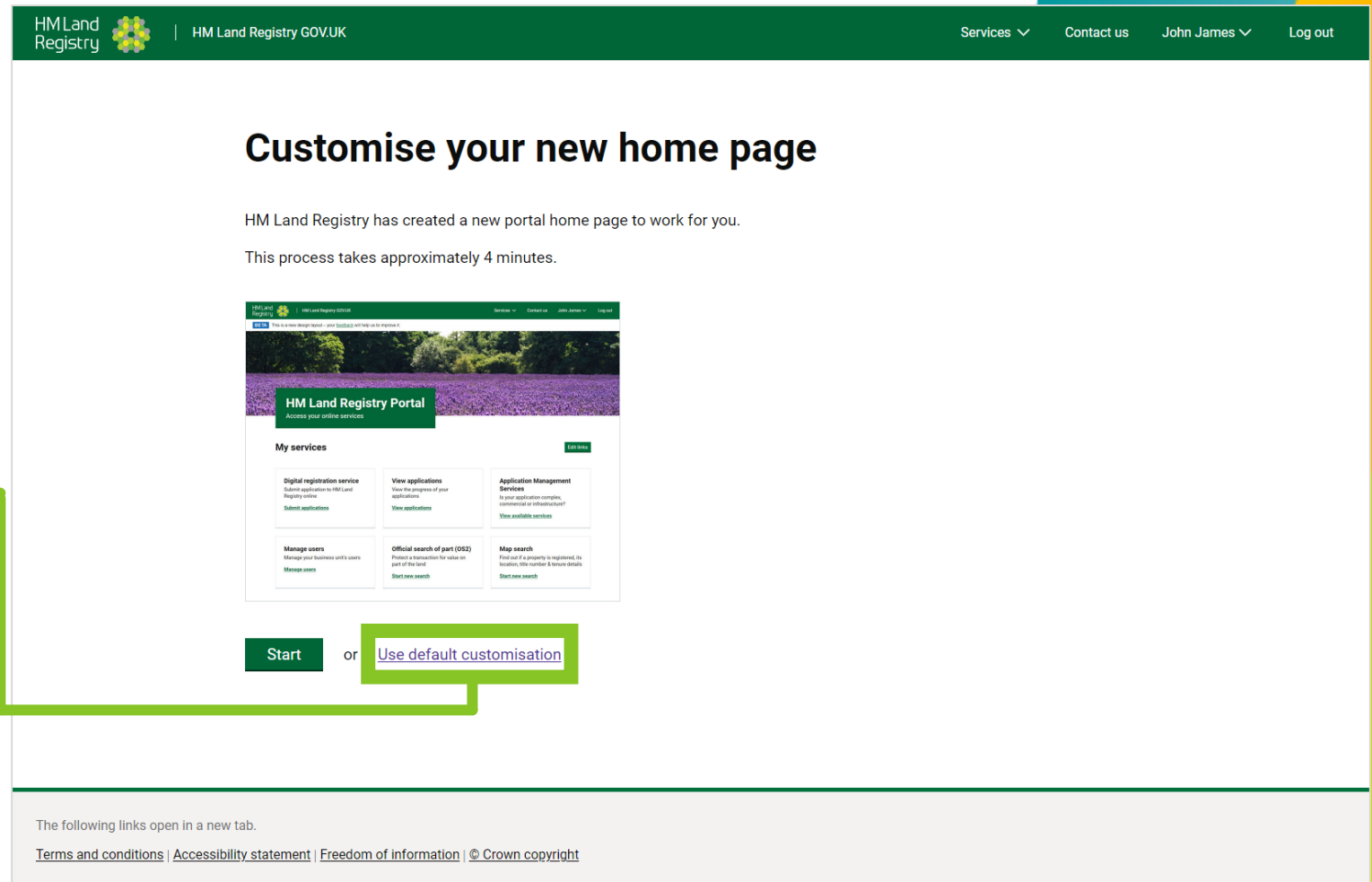
- This guide has been written to assist you in setting up your personalised homepage on the HM Land Registry portal for the first time

- Log in to the HM Land Registry portal homepage



The screenshot shows the HM Land Registry Business e-services portal homepage. At the top, there is a navigation bar with 'HM Land Registry', 'Business e-services', and a search bar. The main header features the HM Land Registry logo and a 'Contact HM Land Registry' link. A green banner indicates that all Business e-services are currently available. Below this is a 'Return to Home page' link and the main heading 'HM Land Registry Portal Login'. A note states that required fields are marked with an asterisk. The login section includes a welcome message, a note for Business e-services users, and input fields for Username and Password. A green 'Login' button is positioned at the bottom right of the login form. To the right of the login form is a 'Login problems' section with a link to 'Reset password, PIN or OTP Token' and an 'Information panel' providing details about the portal's services. The footer contains links for Terms and conditions, Accessibility statement, and Freedom of information, along with a copyright notice.

- Select Start to choose the shortcuts you want on your homepage
- To skip this step, click “Use default customisation”



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## Customise your new home page

HM Land Registry has created a new portal home page to work for you.  
This process takes approximately 4 minutes.

**HM Land Registry Portal**  
Access your online services

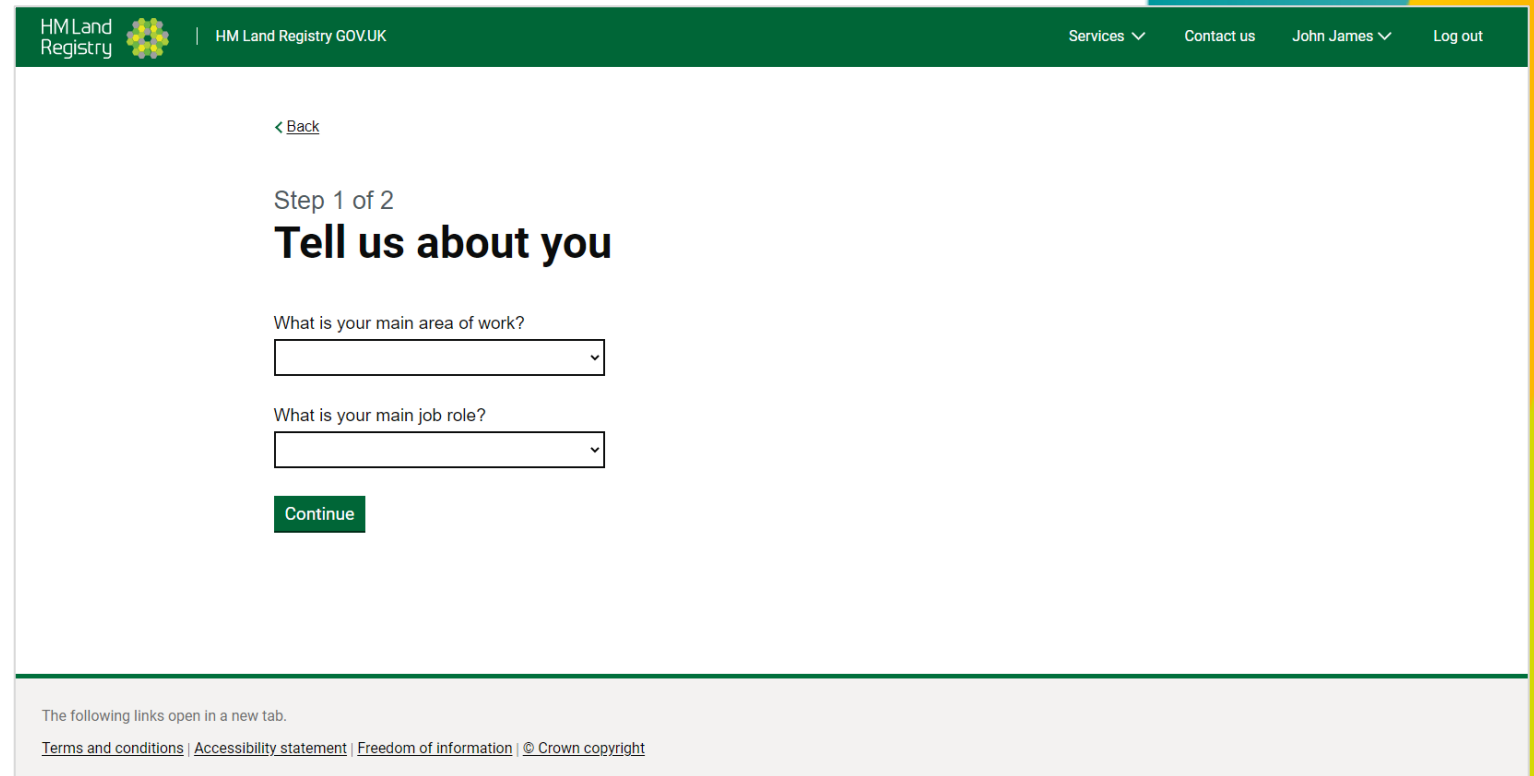
**My services** [Edit](#)

<b>Digital registration service</b> Submit applications to HM Land Registry online <a href="#">Submit applications</a>	<b>View applications</b> View the progress of your applications <a href="#">View applications</a>	<b>Application Management Services</b> Is your application complete, corrected or withdrawn? <a href="#">View available services</a>
<b>Manage users</b> Manage your business unit's users <a href="#">Manage users</a>	<b>Official search of part (OS2)</b> Perform a transaction for value on part of the land <a href="#">Start new search</a>	<b>Map search</b> Find out if a property is registered, its location, size, number & tenure details <a href="#">Start new search</a>

[Start](#) or [Use default customisation](#)

The following links open in a new tab.  
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- Select the correct information from the two drop down boxes



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Step 1 of 2

## Tell us about you


What is your main area of work?

What is your main job role?

[Continue](#)

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Step 2 of 2

## Choose your services

Add shortcuts to your preferred portal services. The shortcuts will appear on the home page in the position you have selected them.

---

Position 1	Position 2	Position 3
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position 4	Position 5	Position 6
<input type="text"/>	<input type="text"/>	<input type="text"/>

---

The shortcuts you select can be updated at any time by clicking the 'Edit shortcuts' button on the homepage.

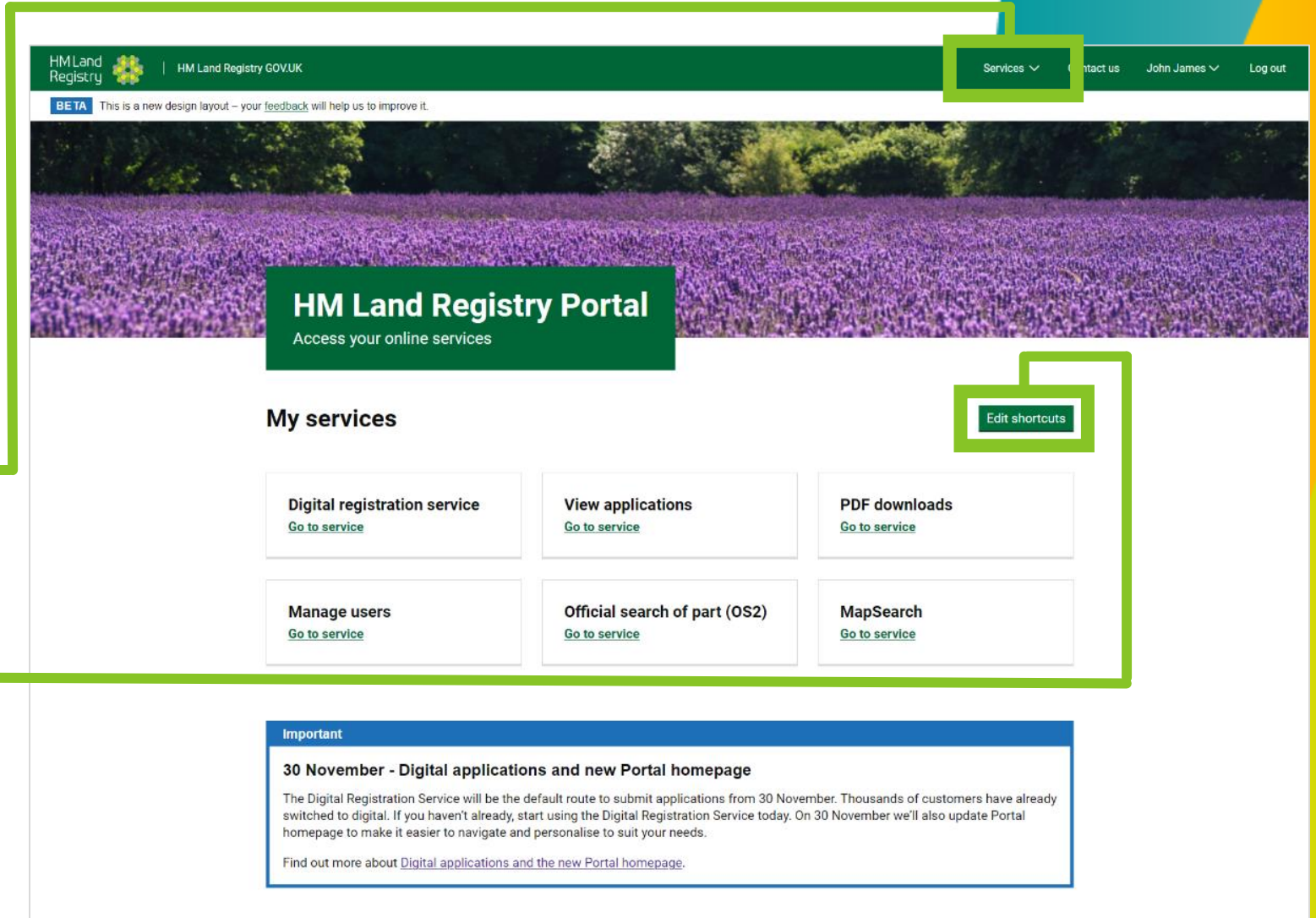
Finish

The following links open in a new tab.

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- Select 6 services from the drop down boxes and click finish
- These will appear as the shortcuts on your homepage

- Your homepage will now display your selected services
- You can find all other services in the 'Services' menu along the top of the page
- To edit your homepage, use the 'Edit Shortcuts' button



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