



In order to register your account please follow the seven-step process:

## Step 1 of 7

Copy the website link <https://webportal.jbrearley.co.uk/highwood/app/register> to your browser and register your details.

James Brearley & Sons  
Investment Managers & Stockbrokers  
Established 1919

01253 831 211  
Online Services Helpdesk

Home > Register

## Register

You can manage your online dealing and valuation account by completing the fields below before selecting the 'Submit' button.  
Once you have completed the registration process your username will be provided to you online and your password will be sent to you by email.

**Register**

Account number \*

Surname \*

Forename(s) \*

Postcode \*

**Security Questions**

Please enter answers to the security questions. You will be asked these questions when you first login and you must supply the correct answers. These answers will also be required should you forget your Username or Password.

Email address \*

Date of birth \*

Favourite object \*

Memorable place \*

\* Mandatory information

Account number - key in your current account number and add an extra 5 to the end e.g. 444444 becomes account number 4444445

Surname - insert your surname

Forename(s) - insert your forename(s)

Postcode - insert your postcode

Email address - insert your email address.

Date of birth - insert your date of birth

Favourite object - insert your favourite object. This should not contain any symbols or numbers and is not case sensitive

Memorable place - insert your memorable place. This should not contain any symbols or numbers and is not case sensitive

Click submit



## Step 2 of 7

The screen shown below will appear confirming that online access has been enabled

The screenshot shows the James Brearley & Sons website interface. At the top left is the company logo and name. At the top right, it displays the phone number 01253 831 211 and 'Online Services Helpdesk'. Below the header, there is a navigation breadcrumb 'Home > Online access enabled' and a 'Print' icon. The main content area features a large heading 'Online access enabled' followed by a thank you message: 'Thank you for taking the time to register with us. Your online access was successfully enabled.' Below this, it shows 'Your username is:' followed by a redacted box. Further instructions include: 'Please keep a record of this as you will need it each time you login.', 'For security reasons, we will send your password to your register email address.', and 'When you receive your password, please use this together with the username shown above to access this service.' A 'Back to Login' button is located at the bottom of the main content area. The footer contains a disclaimer, company registration information, and links for 'Disclaimer' and 'Cookie Policy'.

Please make a note of your username

Your username is unique to yourself and this will be the only time this information will be provided.

Once you have noted your username which is case sensitive please click the button labelled "Back to Login" which will return you to the login screen




## Step 3 of 7

You will receive two emails with the subject "Registration Details". These emails will be sent to the email address we hold on file for you

- Email 1 contains your temporary password

From: "Registration" <[do-not-reply@jbrearley.co.uk](mailto:do-not-reply@jbrearley.co.uk)>  
Date: 4 Jan 2018 14:22  
Subject: Registration Details  
To:  
Cc:



### Registration Details

Welcome to the new web dealing service!

Here is your temporary password:

You will receive your passphrase in a separate email.


You can log in to the site by clicking [here](#) and entering your username and the password above.

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- Email 2 contains your temporary passphrase

From: "Registration" <[do-not-reply@jbrearley.co.uk](mailto:do-not-reply@jbrearley.co.uk)>  
Date: 4 Jan 2018 14:22  
Subject: Registration Details  
To:  
Cc:



### Registration Details

Please find your temporary passphrase below:

You will receive your password in a separate email.

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## Step 4 of 7

### Key in your details

The screenshot shows the 'Client login' page for James Brearley & Sons. The page has a dark blue header with the company logo and name on the left, and the phone number '01253 831 211' and 'Online Services Helpdesk' on the right. Below the header, there is a navigation bar with 'Home > Client login'. The main content area is white and contains the 'Client login' heading. There are two input fields: 'Username' and 'Password'. Below these fields is a blue 'Login' button. To the right of the input fields is a box titled 'James Brearley & Sons Online Valuation And Dealing Service' containing a welcome message and instructions. Below the input fields, there are links for 'Register', 'Forgotten username', 'Forgotten password', and 'Forgotten passphrase'. At the bottom of the page, there is a dark blue footer with a disclaimer and links for 'Disclaimer' and 'Cookie Policy'.

Username - insert your username which was provided to you as part of step 2

Password - insert the temporary password provided to you by email

Once you have inserted your username and temporary password please click the button labelled "Login" upon which you will be asked to change your temporary password



Step 5 of 7

Change your password

The screenshot shows the 'Change password' page on the James Brearley & Sons website. The page has a dark blue header with the company logo and name on the left, and contact information (01253 831 211) and a 'Post' button on the right. Below the header, the page title is 'Change password'. The main content area contains a form with the following fields: 'Username' (text input), 'Current password' (password input), 'New password' (password input), and 'Confirm new password' (password input). There are two buttons: a 'Cancel' button on the left and a 'Change password' button on the right. At the bottom of the page, there is a dark blue footer with small text providing a disclaimer and contact information.

Username - this will be displayed.

Current password - insert your temporary password provided by email

New password - insert a new password. The password needs to contain at least three of the following character classes: upper case, lower case, number and special characters

Confirm new password - insert the new password again to confirm.

Once you have inserted your current password, new password and confirm new password please click the button labelled "Change password" upon which you will be asked to change your temporary passphrase



## Step 6 of 7

### Change your passphrase

The screenshot shows the 'Change passphrase' page on the James Brearley & Sons website. The page has a dark blue header with the company logo and name on the left, and contact information (01253 831 211, Online Services Helpdesk) on the right. Below the header, there is a breadcrumb trail 'Home > Change passphrase' and a 'Print' icon. The main content area is titled 'Change passphrase' and contains a form with the following fields: 'Username' (text input), 'Current passphrase' (password input), 'New passphrase' (password input), and 'Confirm new passphrase' (password input). There are two buttons: 'Cancel' on the left and 'Change passphrase' on the right. Below the form, a message box states 'Password was updated'. At the bottom of the page, there is a dark blue footer containing a disclaimer and a 'Cookie Policy' link.

Username - this will be displayed

Current passphrase - insert your temporary passphrase provided to you by email

New passphrase - insert a new passphrase. The new passphrase should be a minimum of 8 characters and is case sensitive

Confirm new passphrase - insert the new passphrase again to confirm

Once you have inserted your current passphrase, new passphrase and confirm new passphrase please click the button labelled "Change passphrase" upon which you will be asked to login for the first time



Step 7 of 7

First login

Home > First login

## First login

Username

Password \*

Date of birth\*

Favourite object \*

Memorable place \*

[Login](#)

Passphrase was updated

Please remember that past performance is not a guide to future performance. The value of an investment and the income from it can fall as well as rise as a result of currency and market fluctuations and you may not get back the amount originally invested.  
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[Disclaimer](#) | [Cookie Policy](#)

Username - this will be displayed

Password - insert your password

Date of birth - insert your date of birth

Favourite object - insert your favourite object which is not case sensitive

Memorable place - insert your memorable place which is not case sensitive

Once you have inserted your password, date of birth, favourite object and favourite place please click the button labelled “Login” upon which you will access your account.

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