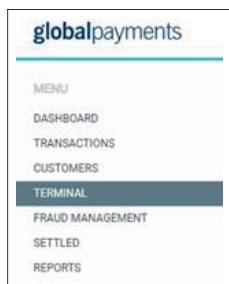
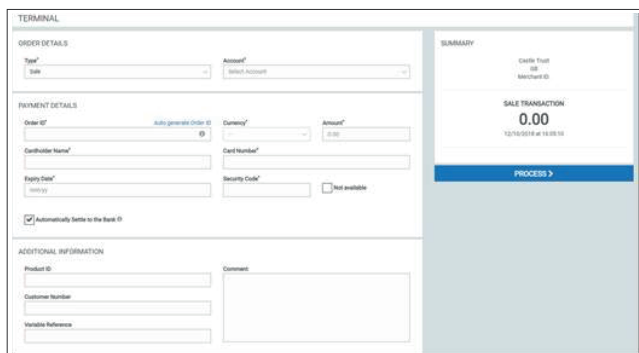


Paying Fees Through Global Iris

1. Go to <https://reporting.globaliris.com/login>
2. Input your log-in details: Client ID: CastleTrust
 - Username:
 - Password:
3. Select 'Terminal' at the top left-hand side of the page.



4. This will bring up the terminal page with three sections titled: Order details, payment details and Additional information. You will only need to complete the fields marked with an asterisk.



5. Updating the first section 'Order details':
 - Type - Use the drop-down list to select 'Sale'
 - Account - Use the drop-down list to select 'Internet'
6. Updating the next section 'Payment details' - Please note you will need the client's card details to update this section.
 - Order ID - This is the client's six digit mortgage account number
 - Currency - Use the drop-down list to select 'GBP'
 - Amount - Please enter the value that you are paying. Please note the amount input will automatically move to two decimal places. In order to input the correct amount, you will need to add two additional zeros to the end without the decimal points (you will see the correct value showing with the decimal place on the right hand side).
 - Cardholder Name - Name as it appears on the card
 - Card Number - This is the 16-digit number on the front of the card
 - Expiry Date - The expiry date on the front of the card
 - Security Code - The 3-digit code on the back of the card

The remaining fields in the next section can be left blank (Product ID, Variable Ref and Customer Number).
7. Once the above details have been updated and you are happy that they are correct click on the 'Process' button.

PROCESS >

Please note the fees will be checked each morning and fees paid the day before will be credited to the mortgage application on the following day. Should there be any failed payments, we will contact you to advise of the same.

For any queries, please contact the Processing Team on 0345 2413079, option 2 where a member of staff will be happy to help.

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