

Doing it the right way.



# How to Register at **My Ipm**

0333 240 8325  
enquiries@lpmonline.co.uk  
[www.lpmonline.co.uk](http://www.lpmonline.co.uk)


## How to Register at My lpm

Follow this step by step guide to manage your account online at **My lpm**.

### Registering your Account

- Visit the Life Property Management website homepage at [www.lpmonline.co.uk](http://www.lpmonline.co.uk).
- Click '**My lpm** – Payment Online and much more' which will take you to the **My lpm** login page.
- Click 'Register' and complete the following registration details:
  - Choose Username – create your own username. This must be at least 6 characters long.
  - Email Address – this is the email address to which all future correspondence will be sent.
  - Choose Password – create your own password. This must be at least 6 characters long.
  - Confirm Password – enter your password again.
  - Surname – this is the surname of the legal homeowner(s) of the property.
  - Account Number – this is your unique eight digit property reference number.
  - Address – this is your development property address.
  - Postcode – this is your development property postcode.
  - Telephone Number – please provide a telephone number where we can contact you.

### Security Check

- 'I'm not a Robot' – this is a security question; tick the box to confirm.
- If a pop up box appears with pictures, follow the instructions and select the relevant pictures.
- If a picture is unclear, click  to receive a new challenge.
- Click 'Verify' followed by 'Register'.

**Glasgow Office:**  
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**T:** 0333 240 8325 | **F:** 0141 333 1116  
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## Registration Confirmation

The next screen confirms your registration details have been sent to Life Property Management to be verified by a member of our team. You will also receive an automated email confirming your registration details have been sent for authorisation and that your account will be authorised within 48 hours. Once the account has been authorised, you will receive a further automated email confirming your details have been authorised and that you are now able to access your account online.

In the unlikely event that you experience any difficulty with the **My lpm** registration process, please contact [clientservices@lpmonline.co.uk](mailto:clientservices@lpmonline.co.uk).

**lpm** are committed to continued investment in Client Communication

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