

## Sending secure e-mail through the Leeds Building Society website.

**Leeds Building Society Intermediary Services**

This website is for use by authorised intermediaries only. If you are a customer please [click here to visit our customer website](#) »

### LATEST NEWS

**21/04/2011 - New Secure E-mail Service**

To further improve our on-line service, we have launched a new facility which allows you to contact us and send documents through our secure e-mail service. Full details and a link to send us a secure e-mail can be found on the 'Contact Us' page. Please use this new facility to obtain application updates and to send us any documents securely. This will help us to process enquiries and case updates as quickly as possible.

Please ensure that secure e-mail is always sent to [lbssecurecomms@leedsbuildingsociety.co.uk](mailto:lbssecurecomms@leedsbuildingsociety.co.uk). All e-mails relating to new or ongoing Leeds Building Society mortgage applications must be sent to this address and must always quote the mortgage application/account number in the Subject line.

**15/02/2011 - Changes To Log In Page For Intermediaries**

The log in page for intermediaries, headed 'Terms of Use', has been amended to reflect changes to the mortgage application process. Please familiarise yourself with the changes, which will affect all new mortgage applications received from Monday 21st February 2011 onwards.

**04/02/2011 - Product Withdrawals**

Please note the 3 and 5 year fixed rate mortgage products will be withdrawn at close of business today (04/02/2011) and the Society will not accept any applications made after this time. Replacement products will be announced shortly.

**31/01/2011 - Moneyfacts Awards 2011**

We hope you have been found our service to the high standard we always strive for. If so kindly click on the link below and show your support. The survey will close on Friday 4 March 2011.

**ADVISERS VOTE NOW**  
Moneyfacts Awards 2011

On the intermediary homepage click the [Contact Us](#) link.

You will then be given the below screen so click the [use our secure email service](#) link.

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### Contact Us

Got a query about our products or criteria? Select your nearest Intermediary Account Manager based on your postcode. Alternatively, you can email us at [lichfield@leedsbuildingsociety.co.uk](mailto:lichfield@leedsbuildingsociety.co.uk).

[View our criteria guides](#) > [View our latest products](#) >

[View our minimum documentation requirements](#) >

#### NEW SECURE EMAIL SERVICE

You can now contact us and send documents through our secure email service. Full details of the service (and answers to the most frequent questions) can be found by clicking on the link below: [Find out more](#) >

Click on the link below for direct access to send us a secure e-mail. Please ensure that secure e-mail is always sent to [lbssecurecomms@leedsbuildingsociety.co.uk](mailto:lbssecurecomms@leedsbuildingsociety.co.uk). All e-mails relating to new or ongoing Leeds Building Society mortgage applications must be sent to this address and must always quote the mortgage application/account number in the Subject line. This will help us to process your enquiry or case update as soon as possible. [Use our secure email service](#) >

Need a KFI? [Find out more](#) >

If you have any questions regarding our Online Service, please [visit our online support pages](#) >.

A new window will then appear with the above sign in screen so enter your e-mail address in the space provided and click sign in.

Leeds Building Society

Help

**Sign In**

Email Address:

Sign In

Secure Email provided by Leeds Building Society. [Learn More](#)

You will then see one of the below screens:

If you have used the service before you will be taken to this screen to enter your password.

Leeds Building Society

Help

**Sign In**

Email Address: lbsecurecomms@leedsbuildingsociety.co.uk

Password:

[Forgot your password or need to change it?](#)

Sign In

Secure Email provided by Leeds Building Society. [Learn More](#)

If you have not used the service before you will see this screen so you can register your details and password for future use.

Leeds Building Society

Help

**Create Your Voltage SecureMail ID**

Name:

Email Address: lbsecurecomms@leedsbuildingsociety.co.uk

New Password:

Verify Password:

Recovery Question: Please choose one

Answer:

Continue

We value your right to privacy.  
We will never use your email address to send you unsolicited mail, and we will never share it with or sell it to a third party.

Secure Email provided by Leeds Building Society. [Learn More](#)

Once you have successfully logged in to the secure mail system or created your account you will be taken to the below message template.

You will need to manually enter the address in the To: field as [lbssecurecomms@leedsbuildingsociety.co.uk](mailto:lbssecurecomms@leedsbuildingsociety.co.uk)

Leeds Building Society

lbssecurecomms@leedsbuildingsociety.co.uk Help Sign Out

Send Secure

**From:** lbssecurecomms@leedsbuildingsociety.co.uk (Authenticated by leedsbuildingsociety.co.uk)

**To:** lbssecurecomms@leedsbuildingsociety.co.uk Copy Me

**Cc:** Show Bcc

**Subject:** Enter customers mortgage account number here Plain Text

**Attach:** Choose File...

Secure Email provided by Leeds Building Society. [Learn More](#) Send Secure

If you need to attached documents please use the [choose file](#) button to attach any documents from your computer.

Once you have created your message make sure you have entered the mortgage account number in the subject field and then click send secure. Now you will see the below screen confirming that your message has been sent securely.

Leeds Building Society

lbssecurecomms@leedsbuildingsociety.co.uk Help Sign Out

You have successfully sent a secure message.

Send Another Secure Message

Secure Email provided by Leeds Building Society. [Learn More](#)