How do I add my agency codes?

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This article explains how to add your Agency Codes into Synaptic Research so that the link with Webline can be used.

As long as your Webline username and password are recorded in Synaptic Research, you will be able to use the link between the two applications for Life Assurance, Critical Illness and Income Protection research. This link enables quotes to be produced and shown within the piece of research that you are doing.

Also, if a product and quote is selected for recommendation, you will then get access to all the documentation that is required for recommending this product to the client.

Within Synaptic Research, click on your name in the Menu Bar:



Within here, select Agency Codes on the Menu Bar:



To add your Agency Codes into here, click on the Edit button, against the appropriate Provider:

CAPITA FINANCIAL SOFTWARE			Your agency codes	
View agency codes (read-only)				
	account are shown below ny proposal form created by Webline, an some use your FRN Number and postcode		quote requests they receive. Not all providers use agency	
Sagency Codes				
Provider	Indemnity Code	Nonindemnity Code	Action	
AEGON Scottish Equitable			Save Cancel	
AEGON Scottish Equitable			Edit	
Ageas Protect (formerly Portis)			Edit	
Aviva Health			Edit	
Astra			Edit	
Bright Grey			Eat	
Bupa Individual Protection			Edit	
Canada Life			Edit	
Eriende Life			E-6+	

Record your **Indemnity Code** or **Non-indemnity Code** (depending on the contract you have with each provider). Once the **Agency Code** has been entered, click **Save:**

Repeat this for the other providers in the list.