

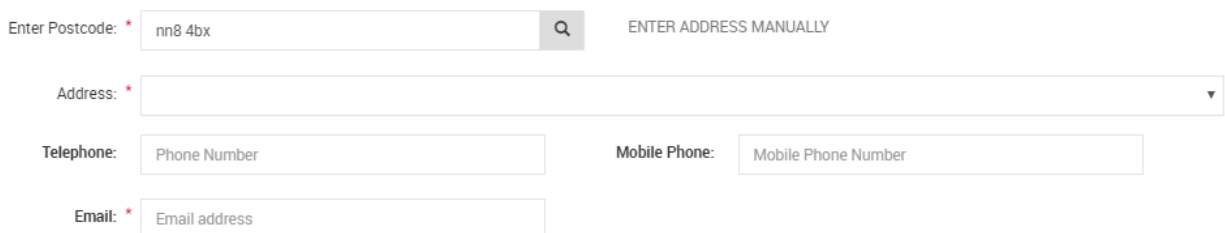
Add Stable Employee Update

It has come to our attention that the process for adding a new Stable Employee does not in some cases retain the address of the employee as part of the application. This occurs if an address is not physically selected from the drop down list of options following a postcode search.

We are working to correct this problem but in the interim, to ensure we can process your application in as timely a fashion as possible, please ensure you follow the steps outlined below:

Register Stable Employee - Completing Employee Details – Enter Postcode

- Enter the postcode into the into the field as normal



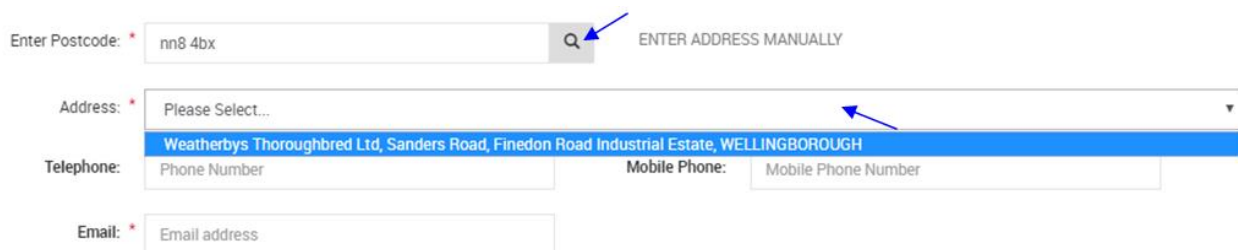
Enter Postcode: * nn8 4bx [Search Icon] ENTER ADDRESS MANUALLY

Address: * [Empty Dropdown Menu]

Telephone: [Phone Number] Mobile Phone: [Mobile Phone Number]

Email: * [Email address]

- **Select the magnifying glass to search for the address.** This will then provide a drop down list of options.
- **Select an address from this list**



Enter Postcode: * nn8 4bx [Search Icon] ENTER ADDRESS MANUALLY

Address: * [Please Select...]
Weatherbys Thoroughbred Ltd, Sanders Road, Finedon Road Industrial Estate, WELLINGBOROUGH

Telephone: [Phone Number] Mobile Phone: [Mobile Phone Number]

Email: * [Email address]