

# New Industry Access Login Process

The Industry Access Portal now features a new, more secure login process. This document details the process for registering a new account, and for converting an existing account to the new process.

## Instructions for Registering a New User Account

Before you can log into the Industry Access Portal, you must first register your email address. Click the “Register” button within the “New to Industry Access” section to open the Sign Up screen.

[Help Manual](#)

Login

*Our login process has changed, click [Learn More](#) to see detailed instructions on the new login process.*

### Login

Please enter your email address, and then click the 'Continue' button to proceed to the next Sign in step.

Email:

[Continue](#)

### New to Industry Access?

Please click here to sign up

[Register](#)

[What is Industry Access?](#)

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### Account Administrator Search

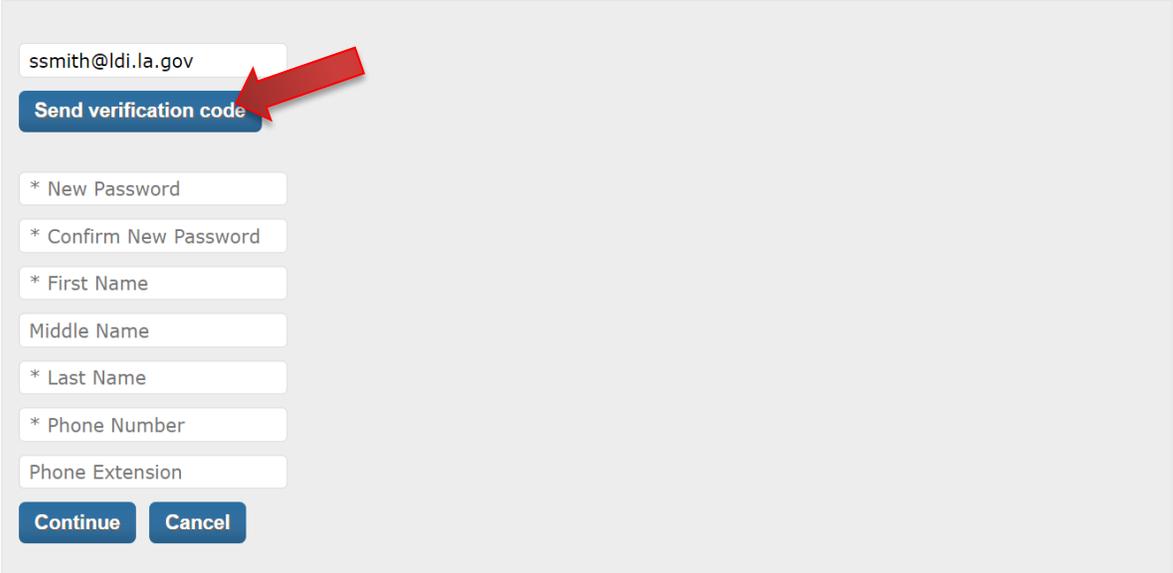
To search for a licensee, begin typing into the search bar. The search bar will automatically fill in possible results for your search. You can perform a search by typing the licensee's name, NAIC ID, NPN, or License Number. If you are searching for an individual, please begin by typing the last name, a comma and then the first name. Click the desired licensee once it appears to view the Industry Access Account Administrator (IAAA). The IAAA is responsible for approving requests for module access.

**Search for Licensee:**

**Browser Compatibility Notice:** In order to provide the highest level of functionality, the LDI currently supports only Internet Explorer 8 and newer versions, in the default configuration. Other Internet browsers may function, but are not supported.

The Sign Up screen contains fields for contact and password information. Enter your email address in the field and then click the “Send verification code” button.

**Note:** The email address and password entered on this screen will later be used to log into the portal.



**Sign Up** [Learn More](#)

Please completely fill out the form to request access to the Industry Access System.

ssmith@ldi.la.gov

**Send verification code**

\* New Password

\* Confirm New Password

\* First Name

Middle Name

\* Last Name

\* Phone Number

Phone Extension

**Continue** **Cancel**

The verification code will be sent to the email address you entered. Copy the verification code from the email and enter it into the field. Then click the “Verify code” button.



*Verification code has been sent. Please copy it to the input box below.*

ssmith@ldi.la.gov

123456

**Verify code** **Send new code**

**Note:** the verification code will expire after 20 minutes. If you do not use it before it expires, click the “Send new code” button to be sent a new code.

Once the verification code is accepted, you can continue the sign up process.

Fill out the form and then click the "Continue" button. Required fields are marked with an asterisk.

**Note:** Passwords must be 8-16 characters and contain 3 of the following: lowercase, uppercase, number, or symbol.

*The code has been verified. You can now continue.*

ssmith@ldi.la.gov

Change

.....

.....

sam

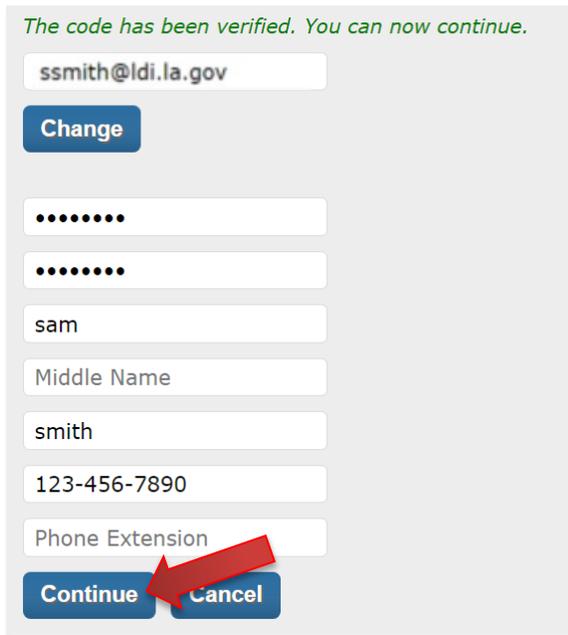
Middle Name

smith

123-456-7890

Phone Extension

Continue Cancel

A screenshot of a sign-up form. At the top, a green message reads "The code has been verified. You can now continue." Below this is a text input field containing the email address "ssmith@ldi.la.gov". Underneath the email field is a blue button labeled "Change". Following the "Change" button are two password input fields, each containing seven black dots. Below the password fields are several other input fields: one containing "sam", one labeled "Middle Name", one containing "smith", and one containing "123-456-7890". Below these fields is another input field labeled "Phone Extension". At the bottom of the form are two blue buttons: "Continue" and "Cancel". A red arrow points from the right side towards the "Continue" button.

If your sign up was successful, the Sign Up (continued) screen will display.

Fill out the form and then click the “Register” button to complete your registration. Required fields are marked with a red asterisk. If your sign up does not succeed, please review the form to ensure that you did not leave any required fields blank and try again.

## Sign Up (continued) [Learn More](#)

Please completely fill out the form to request access to the Industry Access System.  
Fields marked with an asterisk (\*) are required and must be filled out.

### User Information

Email:

First Name:

Middle Name:

Last Name:

*You will be able to edit your user information after completing sign up.*

### Contact Information

Country:

Address: \*

City: \*

State: \*

Zip Code: \*

Phone Number: \*

### Municipality Access

Do you represent a Municipality?

Yes

Your registration is now complete. You will be redirected to the Industry Access Home screen.

## Instructions for Converting an Existing User Account

Before you can log into the Industry Access Portal, you must convert your account to the new login process. To do this, enter your email on the Login screen, then click the “Continue” button. Enter your password and click the “Continue” button again.

The Account Update screen will open. Click the “Send verification code” button. The verification code will be sent to the email address you entered.

## Account Update

Thank for you using Industry Access. As part of our system maintenance we need to update your account information.

Please confirm your email address, reset your password, and re-submit your user information to continue.

**Send verification code**

**Continue**

**Cancel**

Copy the verification code from the email and enter it into the field. Then click the “Verify code” button.

**Note:** the verification code will expire after 20 minutes. If you do not use it before it expires, click the “Send new code” button to be sent a new code.

## Account Update

Thank for you using Industry Access. As part of our system maintenance we need to update your account information.

Please confirm your email address, reset your password, and re-submit your user information to continue.

*Verification code has been sent. Please copy it to the input box below.*

Once the code has been verified, you can enter your new password and contact information. Required fields are marked with an asterisk. Fill out the fields and then click the "Continue" button.

**Note:** Passwords must be 8-16 characters and contain 3 of the following: lowercase, uppercase, number, or symbol.

## Account Update

Thank for you using Industry Access. As part of our system maintenance we need to update your account information.

Please confirm your email address, reset your password, and re-submit your user information to continue.

*The code has been verified. You can now continue.*

Your user account is now converted to the new process. You will be redirected to the Industry Access Home screen.