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 Manua
in	
Our login process has changed, click <u>Learn More</u> to see detailed instructions on the new login process.	
Login	New to Industry Access?
Please enter your email address, and then click the 'Continue' button to proceed to the next Sign in step.	Please click here to sign up Register
Email:	What is Industry Access?
Continue	Watch webinars on using the Industry Access Portal
Account Administrator Search	
To search for a licensee, begin typing into the search bar. The search bar w a search by typing the licensee's name, NAIC ID, NPN, or License Number. name, a comma and then the first name. Click the desired licensee once it IAAA is responsible for approving requests for module access.	ill automatically fill in possible results for your search. You can perform If you are searching for an individual, please begin by typing the last appears to view the Industry Access Account Administrator (IAAA). The
Search for Licensee: Search For Licensee	
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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		
ssmith@ldi.la.gov		
Send verification code		
* New Password		
* Confirm New Password		
* First Name		
Middle Name		
* Last Name		
* Phone Number		
Phone Extension		
Continue		

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

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.

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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.

		Help Manual			
Login					
	Our login process has changed, click <u>Learn More</u> 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: <u>Continue</u>	New to Industry Access? Please click here to sign up. Register What is Industry Access? Watch webinars on using the Industry Access Portal			
	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: Search For Licensee				
Bro ver	weser Compatibility Notice: In order to provide the highest level of fun sions, in the default configuration. Other Internet browsers may function,	ctionality, the LDI currently supports only Internet Explorer 8 and newer but are not supported.			

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.
ssmith1@ldi.la.gov Send verification code
* New Password
* Confirm New Password
* First Name
Middle Name
* Last Name
* Phone Number
Phone Extension
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.

ik for you using muustry Access.	As part of our system maintenance we need to update your account information.
se confirm your email address, re	set your password, and re-submit your user information to continue.
Verification code has been ser	t. Please conv.it to the input hax below.
ssmith1@ldi la gov	
ssiniti reidi.ia.gov	
12345	
Verify code Send new	code
* New Password	
* Confirm New Password	
* First Name	
Middle Name	
* Last Name	
* Phone Number	
Phone Extension	

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, re	set your password, and re-submit your user information to continue.
The code has been verified. Yo	u can now continue.
ssmith1@ldi.la.gov	
•••••	
•••••	
John	
Middle Name	
Smith	
123-456-7890	
Phone Extension	
Continue Cancel	

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