

Industry Access Portal User Manual

Louisiana Department of Insurance

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Industry Access Overview

The Industry Access System is a password protected and encrypted portal which facilitates online filings by licensees to the Louisiana Department of Insurance. "Licensee" includes producers and adjusters and insurance companies. The various "modules" of the Industry Access System allow detailed control of permissions and authority of users to submit filings for their own licensing requirements or to make such filings on behalf of a licensee. Each Module allows for a specific type of filing.

Note: Industry Access supports all modern web browsers (ex: Google Chrome and Microsoft Edge). Old and deprecated browsers (ex: Internet Explorer) are not supported and will not run Industry Access correctly.

Register for Industry Access

The Login screen allows new users to register for Industry Access and returning users to log into the Industry Access Portal. Before you can log into the Industry Access Portal, you must first register your email address.

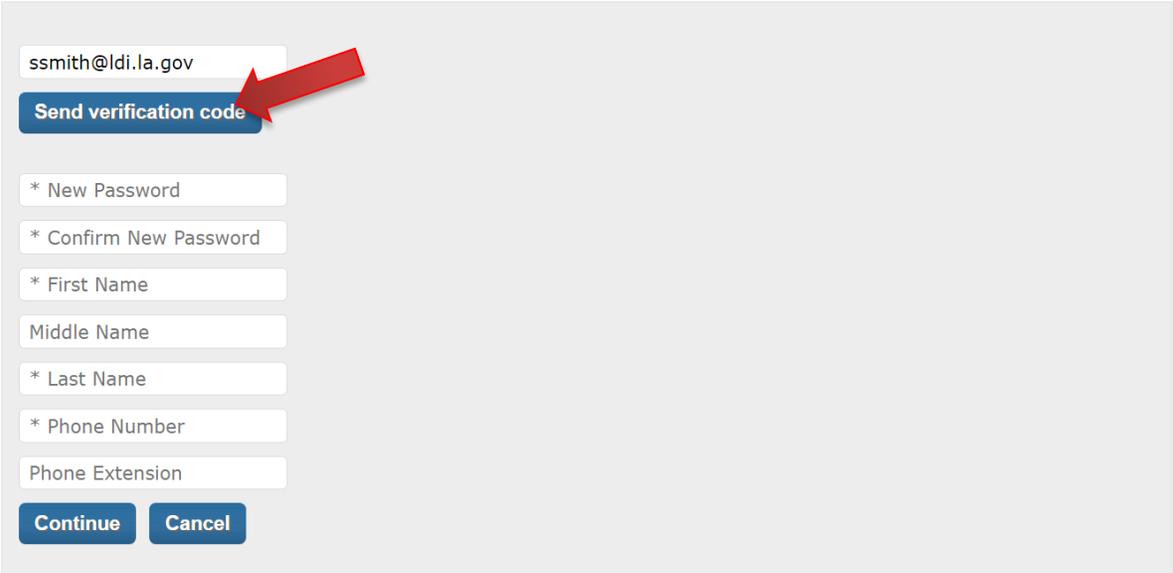
Click the “Register” button within the New to Industry Access section to open the Sign Up screen.

The screenshot shows the Industry Access Portal interface. At the top right is a "Help Manual" button. Below it is a "Login" tab. A yellow notification box states: "Our login process has changed, click [Learn More](#) to see detailed instructions on the new login process." The main content area is split into two columns. The left column is titled "Login" and contains the text: "Please enter your email address, and then click the 'Continue' button to proceed to the next Sign in step." Below this is an "Email:" label, a text input field with a red asterisk, and a blue "Continue" button. The right column is titled "New to Industry Access?" and contains the text: "Please click here to sign up." Below this is a blue "Register" button with a red arrow pointing to it, a blue link "What is Industry Access?", and a blue link "Watch webinars on using the Industry Access Portal" with a small video icon. Below these columns is a section titled "Account Administrator Search" with the text: "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." Below this text is a "Search for Licensee:" label and a text input field with the placeholder "Search For Licensee...". At the bottom of the page is a "Browser Compatibility Notice" in red text: "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."

Sign Up

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

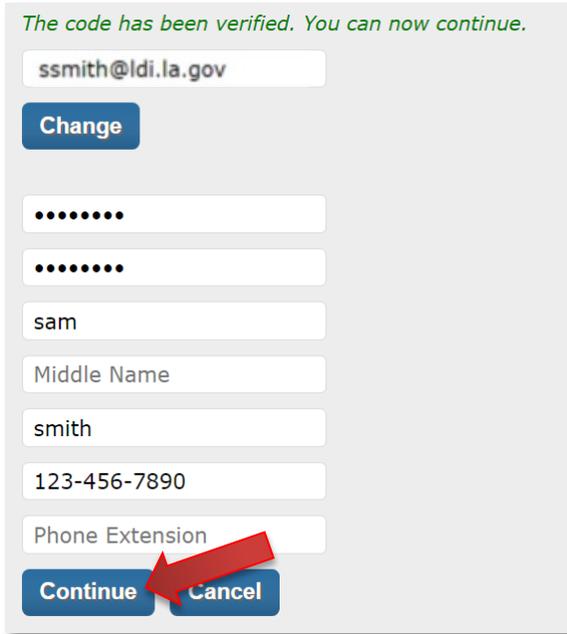
Middle Name

smith

123-456-7890

Phone Extension

Continue Cancel



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.

Search for an Industry Access Account Administrator

You can view the Industry Access Account Administrator for a licensee from the Login screen. 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. Click the desired licensee once it appears to view the IAAA data. The IAAA is responsible for approving requests for module access.

The screenshot shows the Industry Access Portal interface. At the top right is a "Help Manual" button. Below it is a "Login" tab. A yellow banner contains the text: "Our login process has changed, click [Learn More](#) to see detailed instructions on the new login process." Below this is a "Login" section with a text input field for "Email:" and a "Continue" button. To the right is a "New to Industry Access?" section with a "Register" button, a link for "What is Industry Access?", and a link for "Watch webinars on using the Industry Access Portal" with a video icon. Below these is an "Account Administrator Search" section with a text input field labeled "Search for Licensee:" and a red arrow pointing to it. At the bottom is a "Browser Compatibility Notice" in red text.

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?](#)

 [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:

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.

Log into Industry Access

To log into the Industry Access Portal, enter the email address you used to register. Then click the “Continue” button to open the Industry Access Home 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?](#)

 [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.

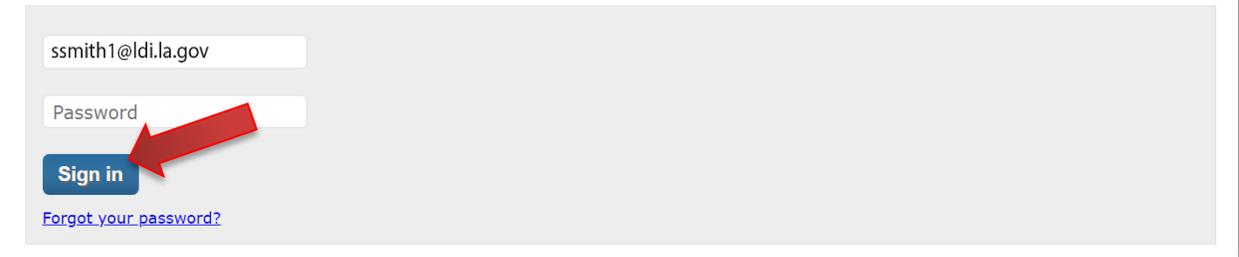
Search for Licensee:

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 In screen will open. Enter your password and then click the “Sign in” button.

Sign In

Enter your password, and then click the 'Sign in' button to enter the Industry Access Portal.



The screenshot shows a login form with the following elements:

- A text input field containing the email address "ssmith1@ldi.la.gov".
- A text input field labeled "Password".
- A blue button labeled "Sign in". A red arrow points to this button.
- A blue hyperlink labeled "Forgot your password?" located below the "Sign in" button.

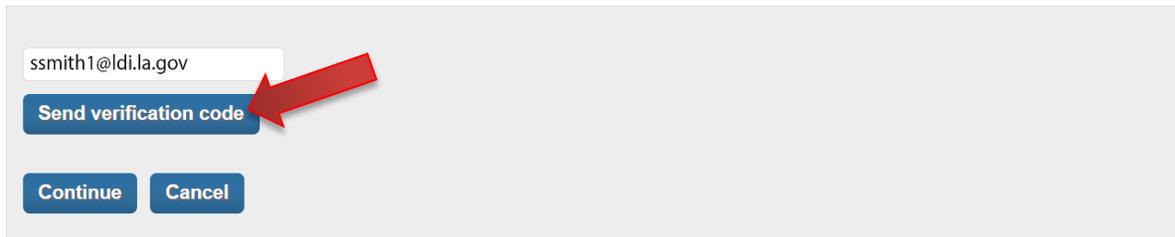
The Industry Access Home screen will open.

Forgot Your Password?

If you have forgotten your password, click the “Forgot Your Password?” link. This will open the Forgot Password screen. Click the “Send verification code” button.

Forgot Password

Validate your email address and reset your password to access the Industry Access Portal.



ssmith1@ldi.la.gov

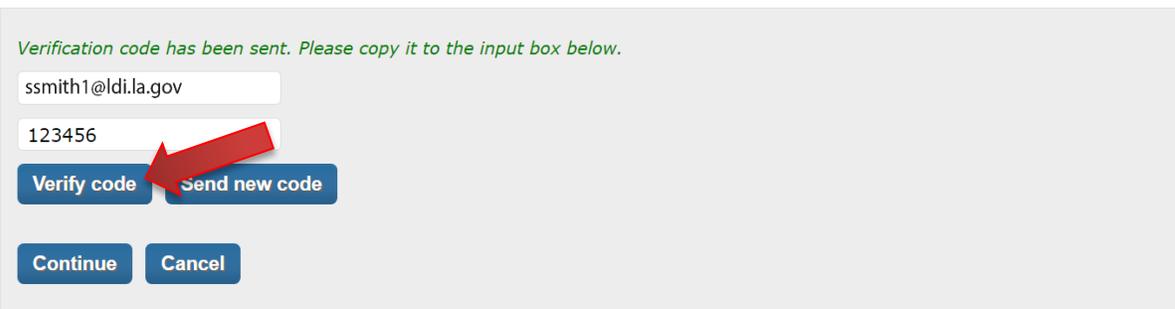
Send verification code

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.

Forgot Password

Validate your email address and reset your password to access the Industry Access Portal.



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

ssmith1@ldi.la.gov

123456

Verify code **Send new code**

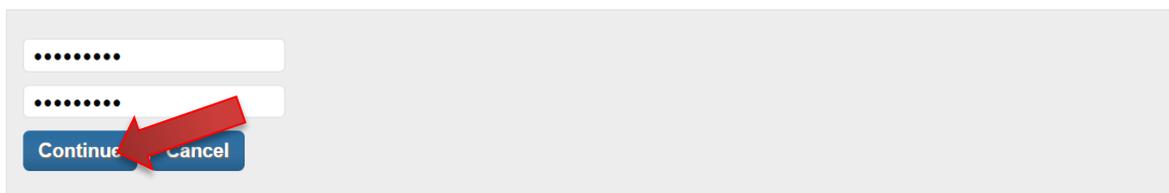
Continue **Cancel**

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, enter your new password and then click the “Continue” button.

Forgot Password

Validate your email address and reset your password to access the Industry Access Portal.



.....

.....

Continue **Cancel**

The Industry Access Home screen will open.

Navigate the Industry Access Portal

Once you have logged in, all options contained within the banner and navigation bar will be available on all subsequent pages of the Industry Access portal.

Industry Access Banner

The Industry Access banner contains interactive links to the Louisiana Department of Insurance. Users navigating the portal with a device capable of placing calls can click the phone number to place a call directly to the LDI. To access the LDI's Facebook or Twitter account, click the appropriate icons.

Navigation Bar

The navigation bar contains links to various functions associated with your account. The Home, Request Module Access, and Your Modules screens can be accessed at any time in the portal.

Note: If you are an Industry Access Account Administrator, the navigation bar will also contain a link to the Grant Module Access screen.



Your Account

The navigation bar displays the name of the user logged in. To access your user account information, click on the "Your Account" link.



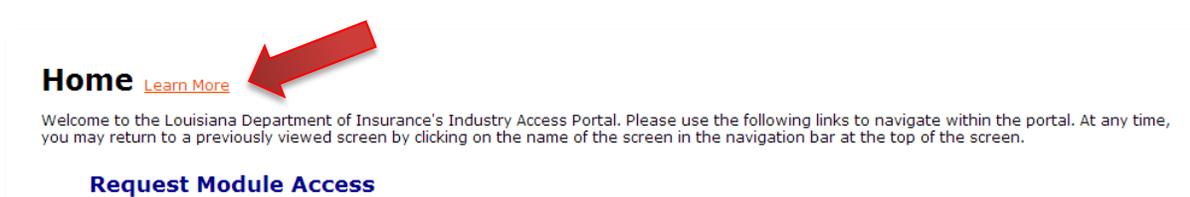
Log Out

To log out of Industry Access, click the "Log out" button in the navigation bar. You will be returned to the Log in screen.



Context-Sensitive Help

To view additional instructions for a screen, click the "Learn More" link beside the title text. This will automatically open the Help Manual to the applicable section.

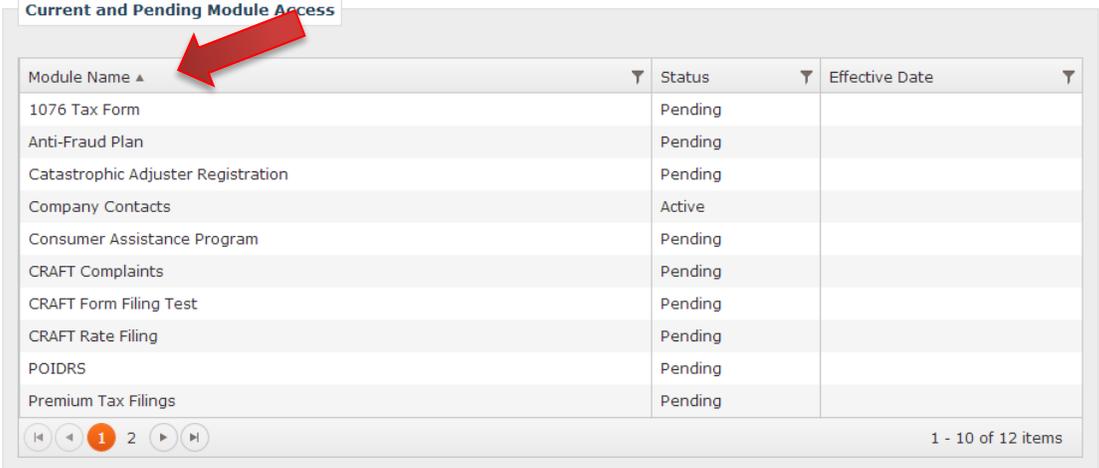


Grid Options

Many of the grids within the Industry Access Portal have sort, filter, and page options.

Sort

You can sort a grid by any column by clicking the column header. This will sort the grid in descending order. Click the column header again to sort by ascending order, and again to reset the sort.



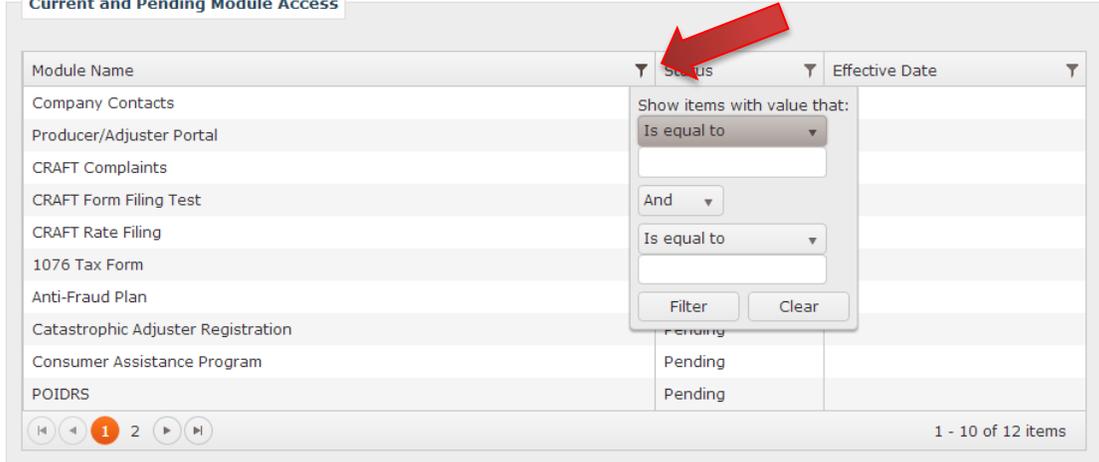
Current and Pending Module Access

Module Name ▾	Status ▾	Effective Date ▾
1076 Tax Form	Pending	
Anti-Fraud Plan	Pending	
Catastrophic Adjuster Registration	Pending	
Company Contacts	Active	
Consumer Assistance Program	Pending	
CRAFT Complaints	Pending	
CRAFT Form Filing Test	Pending	
CRAFT Rate Filing	Pending	
POIDRS	Pending	
Premium Tax Filings	Pending	

1 - 10 of 12 items

Filter

You can filter a grid by any column by clicking the filter icon for that column. In the filter menu, select the filter parameters, enter the filter criteria, and then click the “Filter” button. Click the “Clear” button to remove any filters you have added.



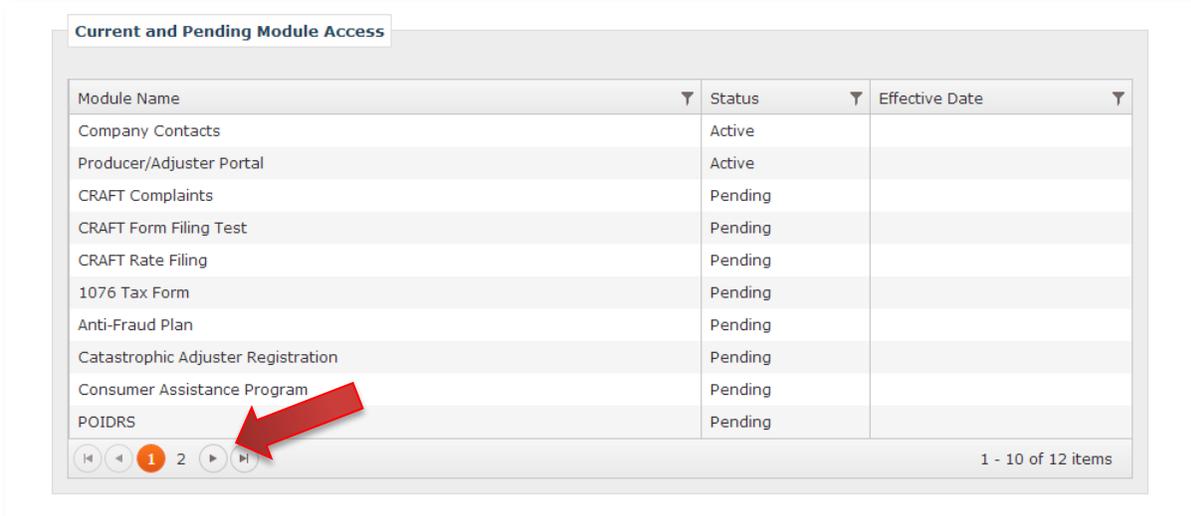
Current and Pending Module Access

Module Name	Status	Effective Date
Company Contacts		
Producer/Adjuster Portal		
CRAFT Complaints		
CRAFT Form Filing Test		
CRAFT Rate Filing		
1076 Tax Form		
Anti-Fraud Plan		
Catastrophic Adjuster Registration		
Consumer Assistance Program		
POIDRS		

1 - 10 of 12 items

Page

If a grid contains multiple pages of records, navigate these pages by clicking the page number, or the arrow icons at the bottom of the grid.



The screenshot shows a table with the following data:

Module Name	Status	Effective Date
Company Contacts	Active	
Producer/Adjuster Portal	Active	
CRAFT Complaints	Pending	
CRAFT Form Filing Test	Pending	
CRAFT Rate Filing	Pending	
1076 Tax Form	Pending	
Anti-Fraud Plan	Pending	
Catastrophic Adjuster Registration	Pending	
Consumer Assistance Program	Pending	
POIDRS	Pending	

At the bottom of the table, there are navigation controls: a left arrow, a page indicator '1' (highlighted with a red circle and a red arrow), a right arrow, and a double right arrow. To the right of these controls, it says '1 - 10 of 12 items'.

Edit Your Account

On the Your Account screen, you can edit your profile information or change the password or name for your account. Access this page by clicking the “Your Account” link in the navigation bar or on the Home screen.

Your Account [Learn More](#)

Edit Profile

Please completely fill out the form below to submit changes to the Industry Access System. Fields marked with a red asterisk (*) are required and must be filled out.

Login Information

Email:

[Change Password](#)

User Information

First Name:

Middle Name:

Last Name:

[Change Name](#)

Contact Information

Country:

Address: *

City: *

State: *

Zip Code: *

Phone Number: *

[Save](#)

[Cancel](#)

Change Password

To change your password click the “Change Password” button. Enter your current password in the “Current Password” field. Then enter a new password into both the “New Password” and “Verify New Password” fields. Click the “Update” button and your old password will be reset to the new password.

Change Password

Enter the information below to change your password, or click Cancel to return.

.....

.....

.....

Update Cancel

Change Name

To change your name, click the “Change Name” button. Then edit the name fields and click the “Update” button.

Edit Profile

Enter the information below to edit your profile information, or Cancel to return.

sam

Middle Name

smith

Update Cancel

Edit Profile

You may edit any of the fields in your profile, but all fields with a red asterisk must be filled out. Once you have finished editing, click the “Save” button to finalize your changes.

Your Account [Learn More](#)

Edit Profile

Please completely fill out the form below to submit changes to the Industry Access System. Fields marked with a red asterisk (*) are required and must be filled out.

Login Information

Email:

[Change Password](#)

User Information

First Name:

Middle Name:

Last Name:

[Change Name](#)

Contact Information

Country:

Address: *

City: *

State: *

Zip Code: *

Phone Number: *

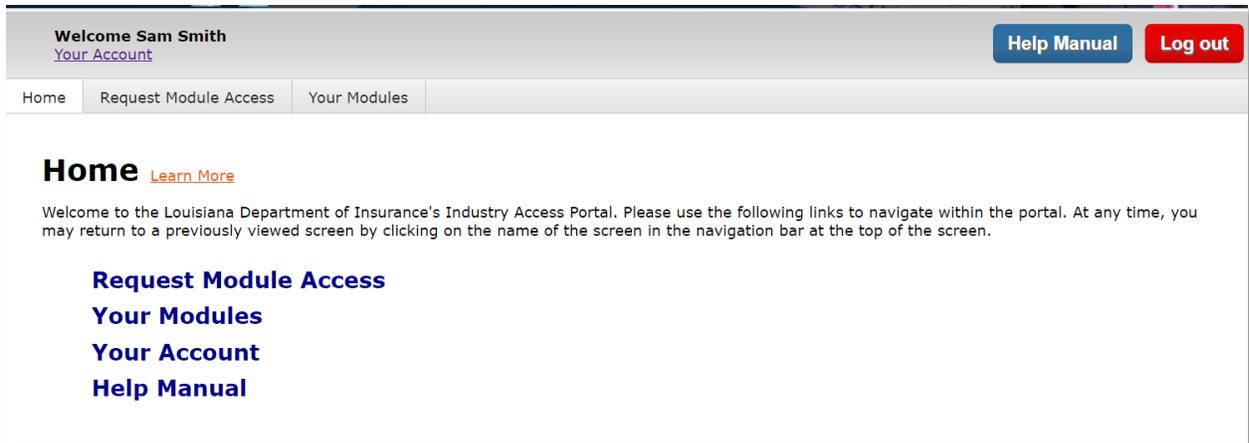
[Save](#) [Cancel](#)

Note: If you are an Industry Access Account Administrator, your licensee(s) will be listed at the bottom of this screen.

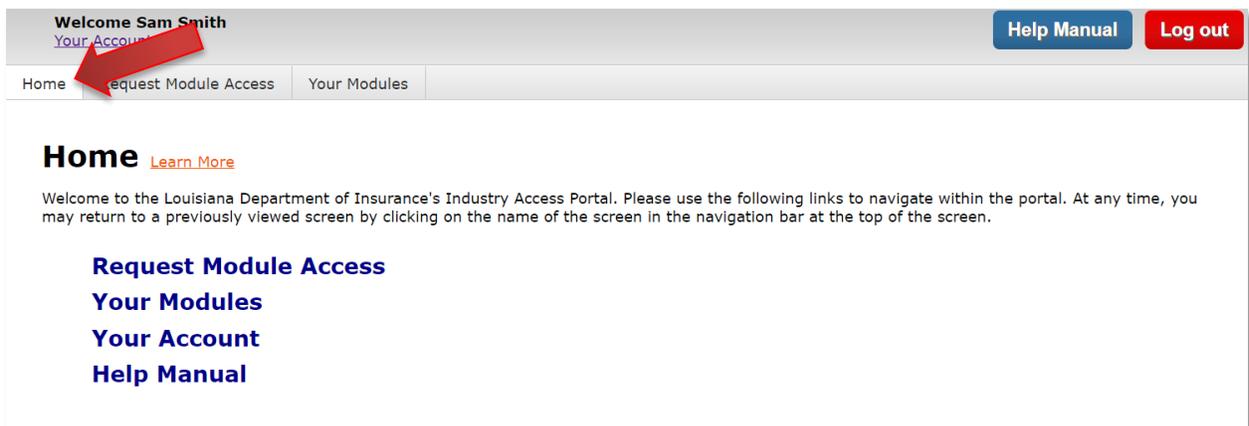
Home Screen

For regular industry users, the Home screen will contain the following links:

- Request Module Access
- Your Modules
- Your Account
- Help Manual



Note: You may return to the Home screen at any time by clicking the “Home” link in the navigation bar.



For Industry Access Account Administrators and Power Users, the Home screen will contain the following links:

- Request Module Access
- Your Modules
- Your Account
- Help Manual
- Grant Module Access
- User Management
- Permissions by Module

The screenshot shows the top navigation bar with the user name 'John Smith' and 'Your Account' link. On the right are 'Help Manual' and 'Log out' buttons. Below is a navigation bar with 'Home', 'Request Module Access', 'Your Modules', and 'Grant Module Access'. The main content area has a 'Home' heading with a 'Learn More' link. A welcome message follows, and then two sections of links: 'Request Module Access', 'Your Modules', 'Your Account', and 'Help Manual'; and 'Administrator/Power User Tasks' with 'Grant Module Access', 'User Management', and 'Permissions by Module'.

Note: Power Users will have access to all of the same screens and functions as the IAAA, with the exception of the User Management screen.

Associate your Account with a Licensee

On the Request Module Access screen, you can request Industry Access Account Administrator status, or request access to modules for licensees. Before you can perform these actions, you must first associate your account with a licensee.

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. Click the desired licensee once it appears to select it.

Welcome Sam Smith
Your Account [Help Manual](#) [Log out](#)

Home Request Module Access Your Modules

Request Module Access [Learn More](#)

Select a Licensee using the 'View' link to the left of each Licensee Name. If you do not see a Licensee listed, you can search for the Licensee by Name, NAIC number, National Producer Number or License number in the search box and click 'Add' to associate your account with the Licensee. If you are searching for an individual, please begin by typing the last name, a comma and then the first name. To request access to a module, select the module(s) and click 'Next'. Confirm and Submit your selection(s) in the next step. To request Administrative Access, click 'Submit Request' or 'Replace Current Administrator'. **Fields marked with a red asterisk are required and must be filled out.**

Related Licensees for: Sam Smith

this is a test [Add](#)

This is a Test Company

This is a Test Company Two

⏪ ⏩ 0 ⏪ ⏩

Status

No items to display

The selected licensee will populate the search field. Now click the “Add” button to add it to the Related Licensees grid. You may now request Administrator status or access to modules for that licensee.

Request Module Access [Learn More](#)

Select a Licensee using the 'View' link to the left of each Licensee Name. If you do not see a Licensee listed, you can search for the Licensee by Name, NAIC number, National Producer Number or License number in the search box and click 'Add' to associate your account with the Licensee. If you are searching for an individual, please begin by typing the last name, a comma and then the first name. To request access to a module, select the module(s) and click 'Next'. Confirm and Submit your selection(s) in the next step. To request Administrative Access, click 'Submit Request' or 'Replace Current Administrator'. **Fields marked with a red asterisk are required and must be filled out.**

Related Licensees for: Sam Smith

This is a Test Company [Add](#)

Licensee	Identifier	Status
No items to display		

⏪ ⏩ 0 ⏪ ⏩

Request Industry Access Account Administrator Status

To begin your request, click the “View” link in the Related Licensees grid.

Request Module Access

Select a Licensee using the 'View' link to the left of each Licensee Name. If you do not see a Licensee listed, you can search for the Licensee by Name, NAIC number, National Producer Number or License number in the search box and click 'Add' to associate your account with the Licensee. To request access to a module, select the module(s) and click 'Next'. Confirm and Submit your selection(s) in the next step. To request Administrative Access, click 'Submit Request' or 'Replace Current Administrator'. **Fields marked with a red asterisk are required and must be filled out.**

Related Licensees for: John Smith

Search for Licensee to add... Add

Licensee	NAIC Id	Status
View This is a Test Company	9999999	Active

1 - 1 of 1 items

The screen will display the current IAAA information for that licensee. If the licensee does not have an Industry Access Account Administrator, you will have the option to request to become the IAAA. Click the “Submit Request” button. You will receive an email confirming that your request.

Related Licensees for: John Smith

Search for Licensee to add... Add

Licensee	NAIC Id	Status
View This is a Test Company	9999999	Active

1 - 1 of 1 items

Administrator Information

Module Access Requests are not processed until an Administrator has been assigned to This is a Test Company. At this time, you may request Administrative Access by clicking the Submit Request button.

Submit Request

Note: It will typically take up to 24 hours for an administrator at the Louisiana Department of Insurance to grant or deny your request. You will receive an email notification once he or she has acted on your request.

While your IAAA request is pending, you will have the option to request access to modules. If/when your IAAA request is approved, you will automatically be granted access to the requested modules.

Related Licensees for: John Smith

Add

	Licensee	NAIC Id	Status
View	This is a Test Company	9999999	Active

⏪
⏩
1
⏪
⏩
1 - 1 of 1 items

Administrator Information

Industry Access Administrator: Licensee Name: Email: Phone Number:	John Smith This is a Test Company ssmith@tri-core.net (123) 456-7890 Administrator Request is Pending
---	---

Request Module Access

Step 1 of 2: Choose Your Modules

	Module Name
<input type="checkbox"/>	CRAFT Complaints
<input type="checkbox"/>	CRAFT Form Filing Test
<input type="checkbox"/>	CRAFT Rate Filing
<input type="checkbox"/>	POIDRS
<input type="checkbox"/>	Premium Tax Filings
<input type="checkbox"/>	Producer Tax Filing
<input checked="" type="checkbox"/>	Producer/Adjuster Portal

Next

Current and Pending Module Access

Module Name	Status	Effective Date
No items to display		

Replace Current Industry Access Account Administrator

To begin your request, click the “View” link in the Related Licensees grid.

Request Module Access

Select a Licensee using the 'View' link to the left of each Licensee Name. If you do not see a Licensee listed, you can search for the Licensee by Name, NAIC number, National Producer Number or License number in the search box and click 'Add' to associate your account with the Licensee. To request access to a module, select the module(s) and click 'Next'. Confirm and Submit your selection(s) in the next step. To request Administrative Access, click 'Submit Request' or 'Replace Current Administrator'. **Fields marked with a red asterisk are required and must be filled out.**

Related Licensees for: John Smith

Search for Licensee to add...

Licensee	NAIC Id	Status
View This is a Test Company	9999999	Active

1 - 1 of 1 items

The screen will display the current IAAA information for that licensee. Click the “Replace Current Administrator” button.

Related Licensees for: John Smith

Search for Licensee to add...

Licensee	NAIC Id	Status
View This is a Test Company	9999999	Active

1 - 1 of 1 items

Administrator Information

Industry Access Administrator: Serge Smith
Licensee Name: **This is a Test Company**
Email: smith1@ldi.la.gov
Phone Number: (225) 456-7890

Select the reason that you are requesting to replace the current IAAA from the dropdown box. If your reason does not appear in the dropdown box, select "Other," and then enter the reason into the Other Reason field. Enter your job title into the Job Title field. Click "Save" to submit your request.

Request Module Access

Select a Licensee using the 'View' link to the left of each Licensee Name. If you do not see a Licensee listed, you can search for the Licensee by Name, NAIC number, National Producer Number or License number in the search box and click 'Add' to associate your account with the Licensee. To request access to a module, select the module(s) and click 'Next'. Confirm and Submit your selection(s) in the next step. To request Administrative Access, click 'Submit Request' or 'Replace Current Administrator'. **Fields marked with a red asterisk are required and must be filled out.**

Related Licensees for: John Smith

Search for Licensee to add...

	Licensee	NAIC Id	Status
View	This is a Test Company	9999999	Active

1 - 1 of 1 items

Administrator Information

Reason to Replace Administrative Contact:

Other Reason:

Job Title:

Note: It will typically take up to 24 hours for an administrator at the Louisiana Department of Insurance to grant or deny your request. You will receive an email notification once he or she has acted on your request.

While your IAAA request is pending, you will have the option to request access to modules. If your IAAA request is approved, you will automatically be granted access to the requested modules.

Related Licensees for: John Smith

Search for Licensee to add... Add

	Licensee	NAIC Id	Status
View	This is a Test Company	9999999	Active

1 - 1 of 1 items

Administrator Information

Industry Access Administrator: Serge Smith
Licensee Name: **This is a Test Company**
Email: ssmith1@ldi.la.gov
Phone Number: (123) 456-7890

Request Module Access

Step 1 of 2: Choose Your Modules

Module Name
<input type="checkbox"/> Company Contacts
<input type="checkbox"/> Consumer Assistance Program
<input type="checkbox"/> CRAFT Complaints
<input type="checkbox"/> CRAFT Form Filing Test
<input type="checkbox"/> CRAFT Rate Filing
<input type="checkbox"/> POIDRS
<input type="checkbox"/> Premium Tax Filings

Next

Current and Pending Module Access

Module Name	Status	Effective Date
-------------	--------	----------------

No items to display

Request Module Access

To begin your request, click the “View” link in the Related Licensees grid.

Request Module Access

Select a Licensee using the 'View' link to the left of each Licensee Name. If you do not see a Licensee listed, you can search for the Licensee by Name, NAIC number, National Producer Number or License number in the search box and click 'Add' to associate your account with the Licensee. To request access to a module, select the module(s) and click 'Next'. Confirm and Submit your selection(s) in the next step. To request Administrative Access, click 'Submit Request' or 'Replace Current Administrator'. **Fields marked with a red asterisk are required and must be filled out.**

Related Licensees for: John Smith

Search for Licensee to add... Add

	Licensee	NAIC Id	Status
View	This is a Test Company	9999999	Active

1 - 1 of 1 items

The modules available for the selected licensee will be displayed in the Request Module Access wizard. Click the checkbox for the module(s) to which you would like to request access, and then click the "Next" button.

Request Module Access

Select a Licensee using the 'View' link to the left of each Licensee Name. If you do not see a Licensee listed, you can search for the Licensee by Name, NAIC number, National Producer Number or License number in the search box and click 'Add' to associate your account with the Licensee. To request access to a module, select the module(s) and click 'Next'. Confirm and Submit your selection(s) in the next step. To request Administrative Access, click 'Submit Request' or 'Replace Current Administrator'. Fields marked with a red asterisk are required and must be filled out.

Related Licensees for: John Smith

Search for Licensee to add...

	Licensee	NAIC Id	Status
View	This is a Test Company	9999999	Active

1 - 1 of 1 items

Administrator Information

Industry Access Administrator: Serge Smith
Licensee Name: **This is a Test Company**
Email: ssmith1@ldi.la.gov
Phone Number: (123) 456-7890

Request Module Access

Step 1 of 2: Choose Your Modules

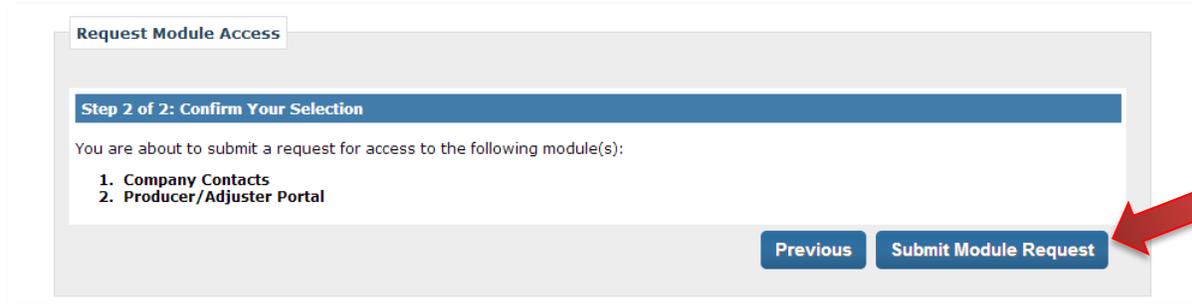
Module Name
<input type="checkbox"/> 1076 Tax Form
<input type="checkbox"/> Anti-Fraud Plan
<input type="checkbox"/> Catastrophic Adjuster Registration
<input checked="" type="checkbox"/> Company Contacts
<input type="checkbox"/> Consumer Assistance Program
<input type="checkbox"/> CRAFT Complaints
<input type="checkbox"/> CRAFT Form Filing Test

Current and Pending Module Access

Module Name	Status	Effective Date
No items to display		

Note: If the licensee is a producer or adjuster, the Producer/Adjuster Portal module will already be selected.

You will be prompted to verify your request. If you would like to complete the request, click the “Submit Module Request” button. If you would like to edit the selected modules, click the “Previous” button to return to the previous step.



Request Module Access

Step 2 of 2: Confirm Your Selection

You are about to submit a request for access to the following module(s):

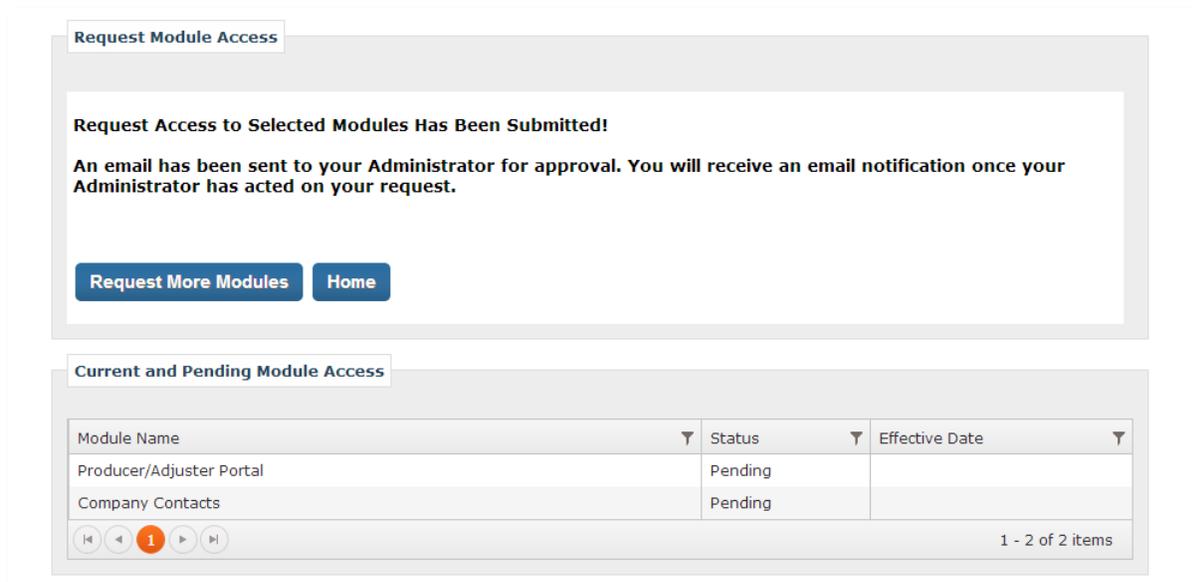
1. Company Contacts
2. Producer/Adjuster Portal

[Previous](#) [Submit Module Request](#)

Your request has now been submitted and will appear in Current and Pending Module Access grid at the bottom of this page. The system will generate an email to the IAAA, and you will receive an email notification once the IAAA has acted on your request.

Note: If you request access to modules for a licensee for which you are the IAAA, your requests will be automatically granted.

To begin a new request, click the “Request More Modules” button, or click the “Home” button to return to the Home screen.



Request Module Access

Request Access to Selected Modules Has Been Submitted!

An email has been sent to your Administrator for approval. You will receive an email notification once your Administrator has acted on your request.

[Request More Modules](#) [Home](#)

Current and Pending Module Access

Module Name	Status	Effective Date
Producer/Adjuster Portal	Pending	
Company Contacts	Pending	

1 - 2 of 2 items

Note: It is the responsibility of the IAAA to grant approval to modules. The Louisiana Department of Insurance does not grant this approval.

View Current and Pending Module Access

To view, click the "View" link in the Request Module Access grid.

Request Module Access

Select a Licensee using the 'View' link to the left of each Licensee Name. If you do not see a Licensee listed, you can search for the Licensee by Name, NAIC number, National Producer Number or License number in the search box and click 'Add' to associate your account with the Licensee. To request access to a module, select the module(s) and click 'Next'. Confirm and Submit your selection(s) in the next step. To request Administrative Access, click 'Submit Request' or 'Replace Current Administrator'. Fields marked with a red asterisk are required and must be filled out.

Related Licensees for: John Smith

Search for Licensee to add... [Add](#)

	Licensee	NAIC Id	Status
View	This is a Test Company	9999999	Active

1 - 1 of 1 items

You can view the status of your requests in the Current and Pending Module Access grid. Once your request has been granted or denied, the grid will display an Effective Date.

Current and Pending Module Access

Module Name	Status	Effective Date
Licensee Contacts	Active	06/06/2013
Producer/Adjuster	Active	06/06/2013
CRAFT Complaints	Denied	06/07/2013
CRAFT Form Filing Test	Active	06/07/2013
CRAFT Rate Filing	Denied	06/07/2013
1076 Tax Form	Active	06/07/2013
Anti-Fraud Plan	Active	06/07/2013
Catastrophic Adjuster Registration	Active	06/07/2013
Consumer Assistance Program	Active	06/07/2013
POIDRS	Active	06/07/2013

1 - 10 of 12 items

Access Your Modules

The Your Modules screen displays all modules to which you have access. If you have access to modules for multiple licensees, the modules will be grouped by licensee. To access a module, click the name of the module for that specific licensee.

Your Modules

Use the following links to access those modules for which you have been granted permission. If a desired module is not listed, you can [Request Access](#).

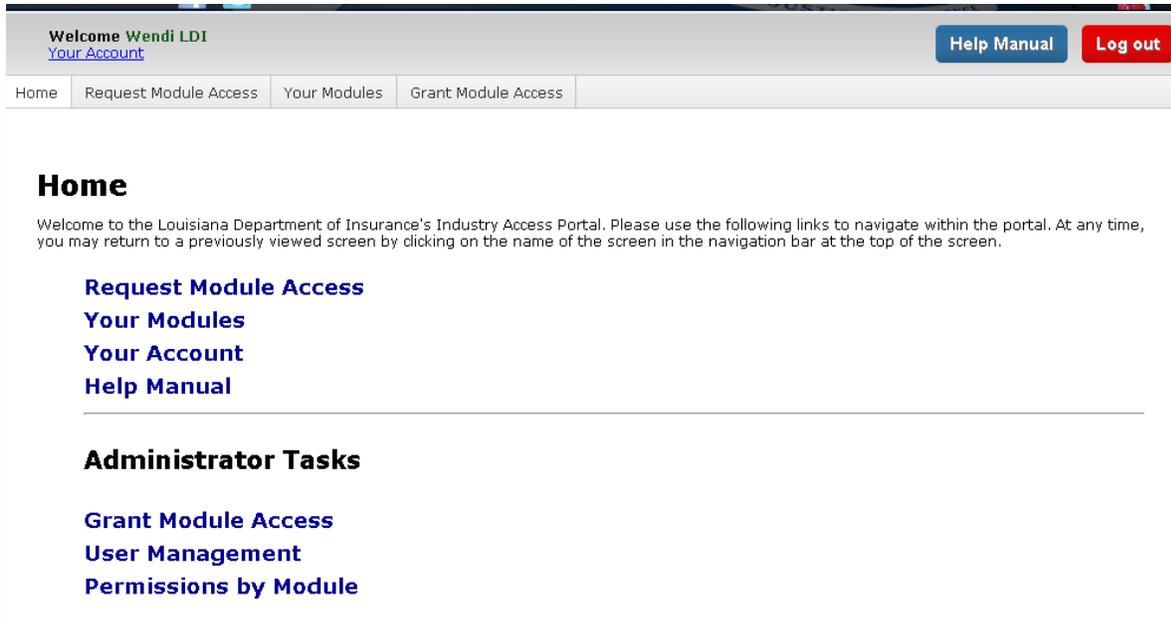
Licensee: IA Administrator: Administrator Email: Administrator Phone:	This is a Test Company Serge Smith ssmith1@ldi.la.gov (123) 456-7890
Module(s):	Company Contacts Producer/Adjuster Portal

Industry Access Account Administrator

This section of the manual is for Industry Access Account Administrators and Power Users.

Home Screen

The IAAA screen will give you access to the functions of the regular user and the ability to perform IAAA Tasks such as Grant Module Access, User Management, and manage Permissions by Module.



Note: Power Users will have access to all of the same screens and functions as the IAAA, with the exception of assigning another user as a Power User on the User Management screen.

Grant Module Access

The Grant Module Access screen displays all pending requests for module access. You can approve or deny these requests by clicking the appropriate button in the “Action” column of the grid. When you click “Grant” or “Deny,” an email notification is sent to the requesting user.

Requests that have been acted upon will be removed from this grid, but you can view all past requests on the Permissions by Module screen.

Welcome Wendi LDI
[Your Account](#) [Help Manual](#) [Log out](#)

Home Request Module Access Your Modules Grant Module Access

Grant Module Access

The grid below shows pending module requests submitted by users that you manage. Click 'Grant' or 'Deny' in the grid to grant or deny permission to a module for each user. Click 'View' to the left of each user to view their contact information at the bottom of the screen.

Pending Module Access Requests

	User Name	Licensee	Module Name	Action
View	Serge Smith	This is a Test Company Two	CRAFT Form Filing Test	Grant Deny
View	Serge Smith	This is a Test Company Two	CRAFT Rate Filing	Grant Deny
View	Serge Smith	This is a Test Company Two	POIDRS	Grant Deny

Click “View” to the left of each user to view additional details at the bottom of the screen.

Grant Module Access

The grid below shows pending module requests submitted by users that you manage. Click 'Grant' or 'Deny' in the grid to grant or deny permission to a module for each user. Click 'View' to the left of each user to view their contact information at the bottom of the screen.

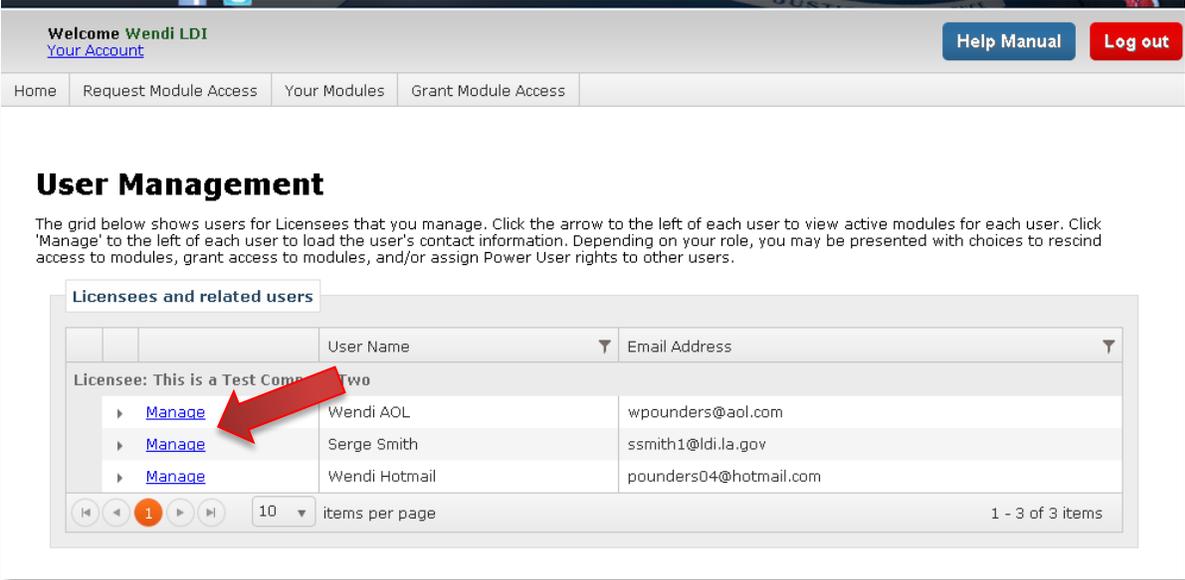
Pending Module Access Requests

	User Name	Licensee	Module Name	Action
View	Serge Smith	This is a Test Company Two	CRAFT Form Filing Test	Grant Deny
View	Serge Smith	This is a Test Company Two	CRAFT Rate Filing	Grant Deny
View	Serge Smith	This is a Test Company Two	POIDRS	Grant Deny
View	Serge Smith	This is a Test Company Two	Premium Tax Filings	Grant Deny
View	Serge Smith	This is a Test Company Two	Producer Tax Filing	Grant Deny
View	Serge Smith	This is a Test Company Two	Producer/Adjuster Portal	Grant Deny
View	Wendi Hotmail	This is a Test Company Two	CRAFT Form Filing Test	Grant Deny
View	Wendi Hotmail	This is a Test Company Two	CRAFT Rate Filing	Grant Deny
View	Wendi Hotmail	This is a Test Company Two	POIDRS	Grant Deny
View	Wendi Hotmail	This is a Test Company Two	Premium Tax Filings	Grant Deny

1 - 10 of 12 items

User Management

The User Management screen displays all licensees for which you have IAAA or Power User status. Users with access to modules for a licensee will be grouped by that licensee. Click the “Manage” link to the left of the User Name to view user information and options for user management. User management options include Rescind Access, Grant Access, or Assign as Power User.



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User Management

The grid below shows users for Licensees that you manage. Click the arrow to the left of each user to view active modules for each user. Click 'Manage' to the left of each user to load the user's contact information. Depending on your role, you may be presented with choices to rescind access to modules, grant access to modules, and/or assign Power User rights to other users.

Licensees and related users

	User Name	Email Address
Licensee: This is a Test Company Two		
▶ Manage	Wendi AOL	wpounders@aol.com
▶ Manage	Serge Smith	ssmith1@ldi.la.gov
▶ Manage	Wendi Hotmail	pounders04@hotmail.com

10 items per page 1 - 3 of 3 items

Rescind Access

Click the “Rescind Access” button to select the modules for which you would like to deny access.

User Management

The grid below shows users for Licensees that you manage. Click the arrow to the left of each user to view active modules for each user. Click 'Manage' to the left of each user to load the user's contact information. Depending on your role, you may be presented with choices to rescind access to modules, grant access to modules, and/or assign Power User rights to other users.

Licensees and related users

	User Name	Email Address
Licensee: This is a Test Company Two		
▶ Manage	Wendi AOL	wpounders@aol.com
▶ Manage	Serge Smith	ssmith1@ldi.la.gov
▶ Manage	Wendi Hotmail	pounders04@hotmail.com

10 items per page 1 - 3 of 3 items

Selected User

Licensee Name: This is a Test Company Two
Your Role: Administrator
Name: Wendi Hotmail
Phone: (225) 219-9899
Email: pounders04@hotmail.com

Use the buttons below to manage the selected user. You will be prompted for additional information before submitting.

[Rescind Access](#) [Grant Access](#) [Assign as Power User](#)

When the “Rescind Access” button is clicked, the list of modules is shown with check boxes for selection. Click the boxes next to the modules you wish to deny access for and click “Submit” to commit your choices. The “Close” button closes the Rescind Module Access section.

Licensee: This is a Test Company Two

▶ Manage	Wendi AOL	wpounders@aol.com
▶ Manage	Serge Smith	ssmith1@ldi.la.gov
▶ Manage	Wendi Hotmail	pounders04@hotmail.com

10 items per page 1 - 3 of 3 items

Selected User

Licensee Name: This is a Test Company Two
Your Role: Administrator
Name: Wendi Hotmail
Phone: (225) 219-9899
Email: pounders04@hotmail.com

Rescind Module Access

Select modules for which you would like to rescind access for this user/licensee relationship:

[Select All](#) [Clear All](#)

POIDRS

[Submit](#) [Close](#)

Grant Access

Click the “Grant Access” button to select the modules for which you would like to grant access.

Selected User

Licensee Name: This is a Test Company Two
 Your Role: Administrator
 Name: Wendi Hotmail
 Phone: (225) 219-9899
 Email: pounders04@hotmail.com

Use the buttons below to manage the selected user's access. You will be notified for additional information before submitting.

Rescind Access
Grant Access
Assign as Power User

When the “Grant Access” button is clicked, the list of modules is shown with check boxes for selection. Click the boxes next to the modules you wish to grant access for and click “Submit” to commit your choices. The “Close” button closes the Grant Module Access section.

	User Name	Email Address
Licensee: This is a Test Company Two		
▶ Manage	Wendi AOL	wpounders@aol.com
▶ Manage	Serge Smith	ssmith1@ldi.la.gov
▶ Manage	Wendi Hotmail	pounders04@hotmail.com

◀ ◁ 1 ▷ ▶ 10 items per page 1 - 3 of 3 items

Selected User

Licensee Name: This is a Test Company Two
 Your Role: Administrator
 Name: Wendi Hotmail
 Phone: (225) 219-9899
 Email: pounders04@hotmail.com

Grant Module Access

Select modules for which you would like to grant access for this user/licensee relationship:

Select All
Clear All

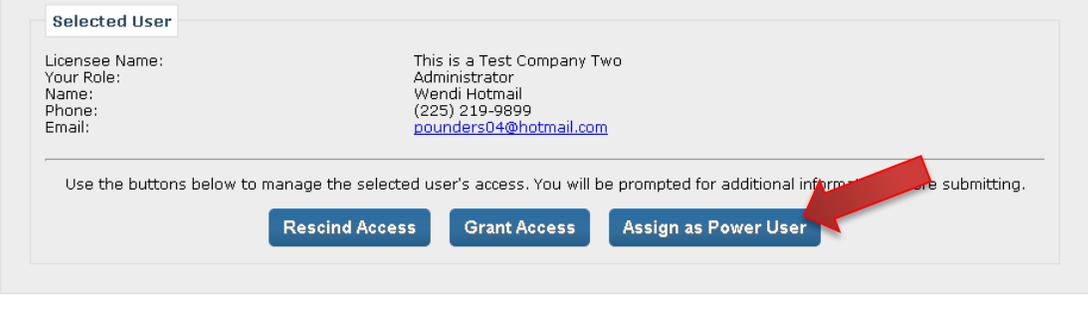
- 1076 Tax Form
- Anti-Fraud Plan
- Catastrophic Adjuster Registration
- Company Contacts
- Consumer Assistance Program
- CRAFT Complaints
- CRAFT Form Filing Test
- CRAFT Rate Filing
- Premium Tax Filings
- Producer Tax Filing
- Producer/Adjuster Portal

Submit
Close

Assign as Power User

A Power User receives all user requests for the modules to which they are assigned. It is his/her responsibility to grant or deny these requests.

To grant a user Power User status, click the “Assign as Power User” button.



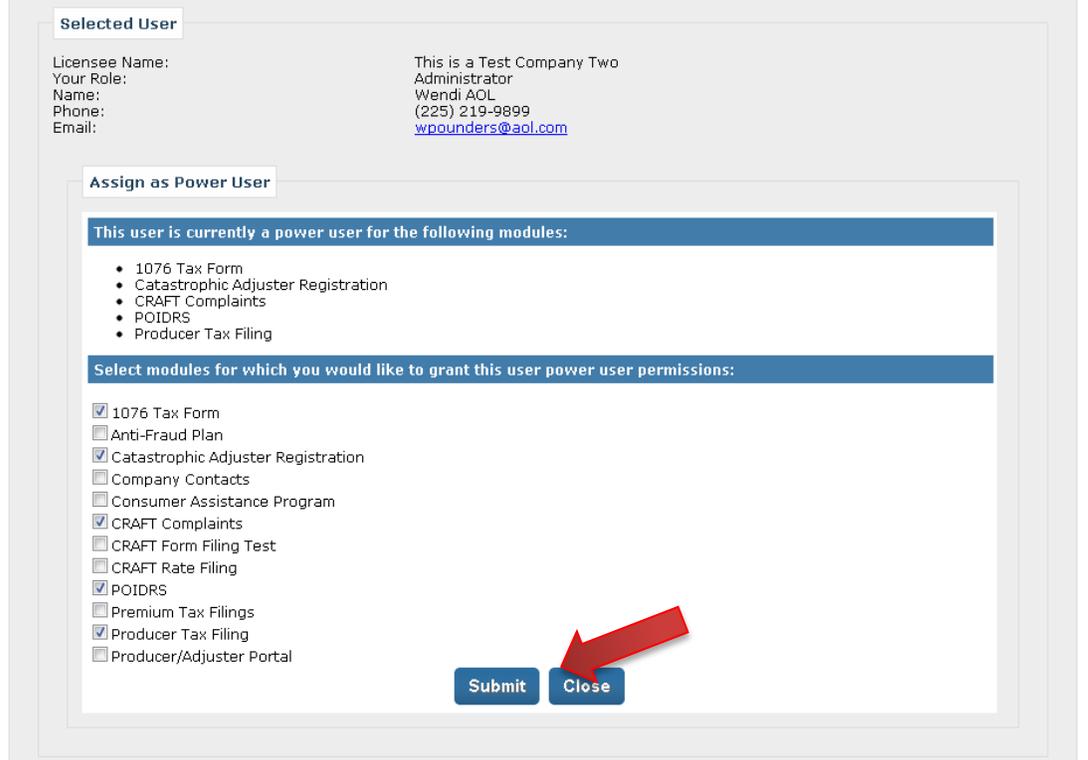
Selected User

Licensee Name: This is a Test Company Two
Your Role: Administrator
Name: Wendi Hotmail
Phone: (225) 219-9899
Email: pounders04@hotmail.com

Use the buttons below to manage the selected user's access. You will be prompted for additional information when submitting.

[Rescind Access](#) [Grant Access](#) [Assign as Power User](#)

You will now have the option to select the modules for which the user will be granted Power User status by clicking the appropriate checkboxes. Once you have selected the module(s), click the “Submit” button. The system will generate an email to the user to notify him/her of the new status assignment.



Selected User

Licensee Name: This is a Test Company Two
Your Role: Administrator
Name: Wendi AOL
Phone: (225) 219-9899
Email: wpounders@aol.com

Assign as Power User

This user is currently a power user for the following modules:

- 1076 Tax Form
- Catastrophic Adjuster Registration
- CRAFT Complaints
- POIDRS
- Producer Tax Filing

Select modules for which you would like to grant this user power user permissions:

- 1076 Tax Form
- Anti-Fraud Plan
- Catastrophic Adjuster Registration
- Company Contacts
- Consumer Assistance Program
- CRAFT Complaints
- CRAFT Form Filing Test
- CRAFT Rate Filing
- POIDRS
- Premium Tax Filings
- Producer Tax Filing
- Producer/Adjuster Portal

[Submit](#) [Close](#)

Note: If the user already has Power User status for any modules, they will be listed on this screen.

Permissions by Module

The Permissions by Module screen displays all granted, denied, and pending module access requests. You can approve or deny these requests by clicking the appropriate button in the "Action" column of the grid. When you click "Approve" or "Deny," an email notification is sent to the requesting user.

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[Your Account](#)

[Help Manual](#)
[Log out](#)

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Grant Module Access

Permissions by Module

The grid below shows all module requests submitted by users that you manage. Click 'Grant' or 'Deny' in the grid to grant or deny permission to a module for each user. Click 'View' to the left of each user to view their contact information at the bottom of the screen.

Current and Requests:

	User Name	Licensee	Module Name	Status	Action
View	Wendi LDI	This is a Test Company Two	Premium Tax Filings	Active	<input type="button" value="Grant"/> <input type="button" value="Deny"/>
View	Wendi Hotmail	This is a Test Company Two	POIDRS	Active	<input type="button" value="Grant"/> <input type="button" value="Deny"/>
View	Serge Smith	This is a Test Company Two	CRAFT Form Filing Test	Denied	<input type="button" value="Grant"/> <input type="button" value="Deny"/>
View	Serge Smith	This is a Test Company Two	CRAFT Rate Filing	Denied	<input type="button" value="Grant"/> <input type="button" value="Deny"/>
View	Serge Smith	This is a Test Company Two	POIDRS	Pending	<input type="button" value="Grant"/> <input type="button" value="Deny"/>
View	Serge Smith	This is a Test Company Two	Premium Tax Filings	Pending	<input type="button" value="Grant"/> <input type="button" value="Deny"/>
View	Serge Smith	This is a Test Company Two	Producer Tax Filing	Pending	<input type="button" value="Grant"/> <input type="button" value="Deny"/>
View	Serge Smith	This is a Test Company Two	Producer/Adjuster Portal	Pending	<input type="button" value="Grant"/> <input type="button" value="Deny"/>
View	Wendi Hotmail	This is a Test Company Two	CRAFT Form Filing Test	Pending	<input type="button" value="Grant"/> <input type="button" value="Deny"/>
View	Wendi Hotmail	This is a Test Company Two	CRAFT Rate Filing	Pending	<input type="button" value="Grant"/> <input type="button" value="Deny"/>

21 - 30 of 33 items

User Information:

Name:	Wendi Hotmail
Phone:	(225) 219-9899
Email:	pounders04@hotmail.com
Address:	445 East Boyd Baton Rouge, LA 70065

Click "View" to display additional details about the user at the bottom of the screen.

Permissions by Module

The grid below shows all module requests submitted by users that you manage. Click 'Grant' or 'Deny' in the grid to grant or deny permission to a module for each user. Click 'View' to the left of each user to view their contact information at the bottom of the screen.

Current and Requests:

	User Name	Licensee	Module Name	Status	Action
View	Wendi LDI	This is a Test Company Two	Premium Tax Filings	Active	<input type="button" value="Grant"/> <input type="button" value="Deny"/>
View	Wendi Hotmail	This is a Test Company Two	POIDRS	Active	<input type="button" value="Grant"/> <input type="button" value="Deny"/>
View	Serge Smith	This is a Test Company Two	CRAFT Form Filing Test	Pending	<input type="button" value="Grant"/> <input type="button" value="Deny"/>
View	Serge Smith	This is a Test Company Two	CRAFT Rate Filing	Pending	<input type="button" value="Grant"/> <input type="button" value="Deny"/>
View	Serge Smith	This is a Test Company Two	POIDRS	Pending	<input type="button" value="Grant"/> <input type="button" value="Deny"/>
View	Serge Smith	This is a Test Company Two	Premium Tax Filings	Pending	<input type="button" value="Grant"/> <input type="button" value="Deny"/>
View	Serge Smith	This is a Test Company Two	Producer Tax Filing	Pending	<input type="button" value="Grant"/> <input type="button" value="Deny"/>
View	Serge Smith	This is a Test Company Two	Producer/Adjuster Portal	Pending	<input type="button" value="Grant"/> <input type="button" value="Deny"/>
View	Wendi Hotmail	This is a Test Company Two	CRAFT Form Filing Test	Pending	<input type="button" value="Grant"/> <input type="button" value="Deny"/>
View	Wendi Hotmail	This is a Test Company Two	CRAFT Rate Filing	Pending	<input type="button" value="Grant"/> <input type="button" value="Deny"/>

1 2 3 4
21 - 30 of 33 items

User Information:

Name:	Wendi Hotmail
Phone:	(225) 219-9899
Email:	pounders04@hotmail.com
Address:	445 East Boyd Baton Rouge, LA 70065