

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.

	Help Manual
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 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 i IAAA is responsible for approving requests for module access.	will automatically fill in possible results for your search. You can perform : If you are searching for an individual, please begin by typing the last t appears to view the Industry Access Account Administrator (IAAA). The
Search for Licensee: Search For Licensee	
Browser Compatibility Notice: In order to provide the highest level of func ersions, in the default configuration. Other Internet browsers may function, l	tionality, the LDI currently supports only Internet Explorer 8 and newer out 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.



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.

User Informatio	on		
Email:	ssmith1@ldi.la.gov		
First Name:	Sam		
Middle Name:			
Last Name:	Smith		
You will be able to e	dit your user information after c	mpleting sign up.	
Contact Informa	ation		
Country:	United States		
Address:	12345 Address Street	*	
City:	Baton Rouge	*	
State:	LA V*		
Zip Code:	12345	*	
Phone Number:	(123) 456-7890	*	
Municipality Aco	cess		
Do you represent a	Municipality?		

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.

	Неір Ма
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	Please click here to sign up.
Email:	Register
	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 v 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 license once it IAAA is responsible for approving requests for module accessed.	vill 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	

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 Man
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?
1	Please enter your email address, and then click the 'Continue' buttor to proceed to the next Sign in step.	Please click here to sign up. Register
	Continue	What is Industry Access?
	Account Administrator Search	
-	To search for a licensee, begin typing into the search bar. The search a search by typing the licensee's name, NAIC ID, NPN, or License Nu name, a comma and then the first name. Click the desired licensee o IAAA is responsible for approving requests for module access.	bar will automatically fill in possible results for your search. You can perform mber. If you are searching for an individual, please begin by typing the last ince it appears to view the Industry Access Account Administrator (IAAA). The

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.				
ssmith1@ldi.la.gov				
Password				
Forgot your password?				

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				
/alidate 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.				
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.

We You	elcome John		Help Manual	Log out
Home	Request Module Access	Your Modules		

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.

Module Name 🔺	T Status T Effective Date	1
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	

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.

Module Name	T Status T Effective Date T
Company Contacts	Show items with value that:
Producer/Adjuster Portal	Is equal to 👻
CRAFT Complaints	
CRAFT Form Filing Test	And 💌
CRAFT Rate Filing	Is equal to
1076 Tax Form	
Anti-Fraud Plan	Filter
Catastrophic Adjuster Registration	
Consumer Assistance Program	Pending
POIDRS	Pendina

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.

Module Name	T Status T	Effective Date	T
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		

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 Accoun	t Learn More
Edit Profile	
Please completely fill out the filled out.	e form below to submit changes to the Industry Access System. Fields marked with a red asterisk (*) are required and must be
Login Information	
Email:	ssmith1@ldi.la.gov
Change Password	
User Information	
First Name:	Sam
Middle Name:	
Last Name:	Smith
Change Name	
Contact Informatio	ก
Country:	United States ~
Address:	12345 Address Street
City:	Baton Rouge *
State:	
Zip Code:	12345 *
Phone Number:	(123) 456-7890 *
	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 ye	our profile information, or Cancel to retu	rn.	
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 Accoun	t Learn More
Edit Profile	
Please completely fill out the filled out.	e form below to submit changes to the Industry Access System. Fields marked with a red asterisk (*) are required and must be
Login Information	
Email:	ssmith1@ldi.la.gov
Change Password	
User Information	
First Name:	Sam
Middle Name:	
Last Name:	Smith
Change Name	
Contact Informatio	on
Country:	United States
Address:	12345 Address Street *
City:	Baton Rouge *
State:	LA v*
Zip Code:	12345 *
Phone Number:	(123) 456-7890 *
	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

We You	Icome Sam Smith r Account		Help Manual	Log out
Home	Request Module Access	Your Modules		
HC Welco may	The Learn More by the Louisiana Depart: return to a previously viewer	ment of Insurance's d screen by clicking	Industry Access Portal. Please use the following links to navigate within the portal. At any t on the name of the screen in the navigation bar at the top of the screen.	ime, you
	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.

ome request Module Access	Your Modules	
Home Learn More Welcome to the Louisiana Departm may return to a previously viewed s	ent of Insurance's Ind screen by clicking on t	stry Access Portal. Please use the following links to navigate within the portal. At any time, you ie name of the screen in the navigation bar at the top of the screen.
Your Modules	ACCESS	
Your Account		

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

We You	lcome John Smith ir Account			Help Manual Log out
Home	Request Module Access	Your Modules	Grant Module Access	
Hc Welc you r	ome Learn More ome to the Louisiana Depa may return to a previously	artment of Insurar viewed screen by	nce's Industry Access Po clicking on the name of	rtal. Please use the following links to navigate within the portal. At any time, the screen in the navigation bar at the top of the screen.
	Request Module	Access		
	Your Modules			
	Your Account			
	Help Manual			
	Administrator	r/Power l	Jser Tasks	
	Grant Module A	ccess		
	User Manageme	ent		
	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.

/our	r Account								Help Ma	anual	Log
e	Request Module Access	Your Mo	dules								
e	quest modul	e ac	cess L	<u>earn More</u>							
1 4	to Licensee using the "View	' link to th	e left of eac	ch Licensee Name	e. If you do not	ot see a Licer	nsee listed, y	ou can searc	h for the Licer	nsee by I	Name,
NECT	number. National Producer	Number o	License nu	umber in the sear	ch box and clic	lick 'Add' to a	ssociate you	r account wit	h the Licensee	. If you	are
IECT \IC arch	number, National Producer hing for an individual, pleas	Number o e begin by	License nu typing the	imber in the sear last name, a com	ch box and clic nma and then	lick 'Add' to a n the first nan	ssociate you ne. To reque	r account wit st access to a	h the Licensee module, sele	e. If you ct the m	are nodule(s
AIC AIC arch d cl min	number, National Producer hing for an individual, pleas lick 'Next'. Confirm and Sub histrator'. Fields marked wit	Number o se begin by omit your s th a red as	License nu typing the election(s) erisk are re	Imber in the seard last name, a com in the next step. equired and must	ch box and clic nma and then t To request Adu t be filled out.	lick 'Add' to a n the first nan dministrative	ssociate you ne. To reques Access, click	r account wit st access to a ‹ 'Submit Rec	h the Licensee a module, sele quest' or 'Repla	e. If you oct the m ace Curr	are nodule(s rent
AIC arch d cl lmin	number, National Producer hing for an individual, pleas lick 'Next'. Confirm and Sub histrator'. Fields marked wit	Number o e begin by omit your s th a red as	License nu typing the election(s) erisk are re	Imber in the seam last name, a com in the next step. equired and must	ch box and clic nma and then t To request Add be filled out.	lick 'Add' to a n the first nan dministrative	ssociate you ne. To reques Access, click	r account wit st access to a ‹ 'Submit Rec	h the Licensee a module, sele quest' or 'Repla	e. If you let the m ace Curr	are nodule(s rent
arch arch d cl lmin	number, National Producer hing for an individual, pleas lick 'Next'. Confirm and Sub histrator'. Fields marked wit Related Licensees for:	Number o se begin by omit your s th a red as Sam Sm	License nu typing the election(s) cerisk are re th	Imber in the sear last name, a com in the next step. equired and must	rch box and clic nma and then t To request Add t be filled out.	lick 'Add' to a n the first nan dministrative	ssociate you ne. To reques Access, click	r account wit st access to a < 'Submit Rec	h the Licensee a module, sele quest' or 'Repla	e. If you oct the m ace Curr	are nodule(s rent
AIC arch d cl lmir	this is a test	Number o se begin by omit your s sh a red as Sam Sm	License nu typing the election(s) terisk are re th	imber in the seam last name, a corr in the next step. equired and must	rch box and clic nma and then t To request Adr t be filled out.	lick 'Add' to a n the first nan dministrative	ssociate you ne. To reques Access, click	r account wit st access to a c 'Submit Rec Add	h the Licensee a module, sele juest' or 'Repla	e. If you oct the m ace Curr	are nodule(s rent
AIC arch d cl lmir	number, National Producer hing for an individual, pleas lick 'Next'. Confirm and Sut nistrator'. Fields marked wit Related Licensees for: this is a test This is a Test Company	Number o se begin by omit your s ch a red as Sam Sm	License nu typing the election(s) erisk are re th	Imber in the seam last name, a com in the next step. equired and must	ch box and clic nma and then i To request Adi : be filled out.	lick 'Add' to a n the first nan dministrative	ssociate you ne. To reque Access, click	r account wit st access to a c 'Submit Rec Add	h the Licensee a module, sele quest' or 'Repla	e. If you act the m ace Curr	are nodule(s rent
AIC arch Id cl Imir	number, National Producer hing for an individual, pleas lick 'Next'. Confirm and Sut nistrator'. Flelds marked wit Related Licensees for: this is a test This is a Test Company Two This is a Test Company Two	Number o se begin by omit your s ch a red as Sam Sm	License nu typing the election(s) erisk are re th	Imber in the seam last name, a com in the next step. equired and must	ch box and clic nma and then i To request Ad t be filled out.	lick 'Add' to a 1 the first nar dministrative	ssociate yoʻu ne. To reque: Access, click	r account wit st access to a c 'Submit Rec Add	h the Licensee a module, sele quest' or 'Repla Status	e. If you let the m ace Curr	are nodule(s rent

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.



Request Industry Access Account Administrator Status

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

t a Licensee L e, NAIC numbe est access to a ss, click 'Subm	using the 'View' link to the left of each Licensee Nam er, National Producer Number or License number in tl a module, select the module(s) and click 'Next'. Confi it Request' or 'Replace Current Administrator'. Fields	e. If you do not see a Licensee he search box and click 'Add' to rm and Submit your selection(s marked with a red asterisk are	listed, you can associate you) in the next st required and i	search r accour tep. To r must be	for the Licen It with the Lic equest Admi filled out.	see by censee nistrat
Related Lice	ensees for: John Smith					
Search for Lice	ensee to add			1		
Search for Lice	ensee to add	Ŧ	NAIC Id	Ţ	Status	1

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.

	Licensee	▼ NAIC Id ▼ Status	7
<u>View</u>	This is a Test Company	9999999 Active	
Administra	tor Information		
Automisuo			

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.

Searc	ch for Licensee to add				luu		
	Licensee		Ŧ	NAIC Id	Ŧ	Status	Ŧ
View	This is a Test Compar	у		9999999		Active	
•						1 - 1 of 1	1 items
4dm	inistrator Information						
idust cens mail: hone	try Access Administrator: ee Name: : Number:	John Smith This is a Test Company ssmith@tri-core.net (123) 456-7890 Administrator Request is Pending					
lequ	iest Module Access						
Step) 1 of 2: Choose Your Modules						
Step	1 of 2: Choose Your Modules						
Step	1 of 2: Choose Your Modules Module Name CRAFT Complaints						
Step	1 of 2: Choose Your Modules Module Name CRAFT Complaints CRAFT Form Filing Test						
Step	D 1 of 2: Choose Your Modules Module Name CRAFT Complaints CRAFT Form Filing Test CRAFT Rate Filing						•
Step	1 of 2: Choose Your Modules Module Name CRAFT Complaints CRAFT Form Filing Test CRAFT Rate Filing POIDRS						•
Step	1 of 2: Choose Your Modules Module Name CRAFT Complaints CRAFT Form Filing Test CRAFT Rate Filing POIDRS Premium Tax Filings						
Step	Module Name CRAFT Complaints CRAFT Form Filing Test CRAFT Rate Filing POIDRS Premium Tax Filings Producer Tax Filing						•
Step	I of 2: Choose Your Modules Module Name CRAFT Complaints CRAFT Form Filing Test CRAFT Rate Filing POIDRS Premium Tax Filings Producer Tax Filing Producer/Adjuster Portal						
Step	I of 2: Choose Your Modules Module Name CRAFT Complaints CRAFT Form Filing Test CRAFT Rate Filing POIDRS Premium Tax Filings Producer Tax Filing Producer/Adjuster Portal						
Step	Module Name CRAFT Complaints CRAFT Form Filing Test CRAFT Rate Filing POIDRS Premium Tax Filings Producer Tax Filing Producer Portal					Ν	E E
Step	1 of 2: Choose Your Modules Module Name CRAFT Complaints CRAFT Form Filing Test CRAFT Rate Filing POIDRS Premium Tax Filings Producer Tax Filing Producer/Adjuster Portal					N	E
Step Curre	Module Name CRAFT Complaints CRAFT Complaints CRAFT Form Filing Test CRAFT Rate Filing POIDRS Premium Tax Filings Producer Tax Filing Producer Tax Filing Producer Vadjuster Portal					N	E E

Replace Current Industry Access Account Administrator

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

t a Licensee u e, NAIC numbe est access to a ss, click 'Submi	sing the 'View' link to the left of each Licensee Name. If you do not see r, National Producer Number or License number in the search box and o a module, select the module(s) and click 'Next'. Confirm and Submit your t Request' or 'Replace Current Administrator'. Fields marked with a red .	a Licensee click 'Add' to selection(s asterisk are	listed, you can associate your) in the next st required and r	search accoun ep. To r nust be	for the Licen: t with the Lic equest Admir filled out.	see by ensee. histrati
Related Lice	nsees for: John Smith					
			Add			
Search for Lice	nsee to add					
Search for Lice	nsee to add	Ţ	NAIC Id	-	Status	Ŧ

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

Search for Li	censee to add				Add			
	Licens	ee		Ţ	NAIC Id	T	Status	Ţ
<u>View</u>	This is	a Test Company			9999999		Active	
Industry Acce	ss Administrat ie:	or:	Serge Smith This is a Test Company Smith1@ldi.la.gov					

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.

Equest MO t a Licensee using th e, NAIC number, Nati est access to a modu ss, click 'Submit Requ	uile Access ne 'View' link to the left of each Licensee Name. If you do not see a Lic onal Producer Number or License number in the search box and click ' ile, select the module(s) and click 'Next'. Confirm and Submit your sele est' or 'Replace Current Administrator'. Fields marked with a red aster	censee l Add' to ection(s) risk are	isted, you can se associate your a in the next step required and mu	earch ccour . To r st be	for the Licens It with the Licens request Admir filled out.	see by ensee. histrativ
Related Licensees	for: John Smith					
Search for Licensee 1	o add		Add			
	Licensee	Ţ	NAIC Id	Ŧ	Status	Ŧ
<u>View</u>	This is a Test Company		9999999		Active	
					1 - 1 of 1	items
Administrator Info	ormation					
leason to Replace Ac	Iminstrative Contact: Other					
ther Reason:	This is my reason.					
ob Title:	Team Leader					

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.

Searc	h for Licensee to add				dd		
	Licensee		Ŧ	NAIC Id	Ŧ	Status	T
View	This is a Test Con	npany		9999999		Active	
•						1 - 1 of 1	items
Adm	inistrator Information						
ndust cens mail: hone	try Access Administrator: ee Name: • Number:	Serge Smith This is a Test Company ssmith1@ldi.la.gov (123) 456-7890					
tequ	iest Module Access						
Ston	1 of 2: Choose Your Medules						
Step	1 of 2: Choose Your Modules						
Step	1 of 2: Choose Your Modules Module Name Company Contacts						
Step	1 of 2: Choose Your Modules Module Name Company Contacts Consumer Assistance Program						
Step	1 of 2: Choose Your Modules Module Name Company Contacts Consumer Assistance Program CRAFT Complaints				_		-
Step	1 of 2: Choose Your Modules Module Name Company Contacts Consumer Assistance Program CRAFT Complaints CRAFT Form Filing Test						-
Step	1 of 2: Choose Your Modules Module Name Company Contacts Consumer Assistance Program CRAFT Complaints CRAFT Form Filing Test CRAFT Rate Filing						
Step	1 of 2: Choose Your Modules Module Name Company Contacts Consumer Assistance Program CRAFT Complaints CRAFT Form Filing Test CRAFT Rate Filing POIDRS						
Step	1 of 2: Choose Your Modules Module Name Company Contacts Consumer Assistance Program CRAFT Complaints CRAFT Form Filing Test CRAFT Rate Filing POIDRS Premium Tax Filings						
Step	1 of 2: Choose Your Modules Module Name Company Contacts Consumer Assistance Program CRAFT Complaints CRAFT Form Filing Test CRAFT Rate Filing POIDRS Premium Tax Filings						
Step	1 of 2: Choose Your Modules Module Name Company Contacts Consumer Assistance Program CRAFT Complaints CRAFT Form Filing Test CRAFT Rate Filing POIDRS Premium Tax Filings					N	ext
Step	1 of 2: Choose Your Modules Module Name Company Contacts Consumer Assistance Program CRAFT Complaints CRAFT Form Filing Test CRAFT Rate Filing POIDRS Premium Tax Filings					N	E E
	1 of 2: Choose Your Modules Module Name Company Contacts Consumer Assistance Program CRAFT Complaints CRAFT Form Filing Test CRAFT Rate Filing POIDRS Premium Tax Filings	155				N	E ext

Request Module Access

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

e, NAIC number est access to a ss, click 'Submit	sing the 'View' link to the left of each Licensee Name. If you do not see a Licens , National Producer Number or License number in the search box and click 'Add' module, select the module(s) and click 'Next'. Confirm and Submit your selection Request' or 'Replace Current Administrator'. Fields marked with a red asterisk a state of the second second second second secon	ee li ' to a n(s) are r	sted, you can associate your in the next st equired and n	search accour ep. To i nust be	for the Licen at with the Lic equest Admi filled out.	see by ensee. histrativ
Related Licer	sees for: John Smith					
Search for Lice	isee to add		Add			
	Licensee	Ŧ	NAIC Id	T	Status	T

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.

lelat	ed Licensee	s for: John Smi	ith							
eard	h for Licensee	to add						Add		
		Licensee					NAIC Id		Status	Ŧ
<u>liew</u>		This is a Test C	ompany			,	9999999		Active	
•)(•)							1 - 1 of	1 items
dmi	nistrator Inf	ormation								
dust ense nail: ione	ry Access Adm ee Name: Number:	inistrator:		Serge Smith This is a Te ssmith1@ld (123) 456-7	n st Company i.la.gov 890					
equ	est Module /	Access								
equ Step	est Module / 1 of 2: Choos Module Nam	Access Se Your Modules	;							
equ Step	est Module / 1 of 2: Choos Module Nam 1076 Tax Fo	Access se Your Modules e rm	;							
equ Step	est Module / 1 of 2: Choos Module Nam 1076 Tax Fo Anti-Fraud P	Access e Your Modules e rm lan	3							
equ Step	est Module / 1 of 2: Choos Module Nam 1076 Tax Fo Anti-Fraud P Catastrophi	Access se Your Modules re rm lan c Adjuster Regist	ration							A H
equ Step	est Module / 1 of 2: Choos Module Nam 1076 Tax Fo Anti-Fraud P Catastrophi Company Co	Access se Your Modules rm lan c Adjuster Regist ontacts	ration							A H
equ Step	est Module / 1 of 2: Choos Module Nam 1076 Tax Fo Anti-Fraud P Catastrophi Company Co Consumer A	Access e Your Modules rm lan c Adjuster Regist ontacts ssistance Progra	ration							
equ Step	est Module A 1 of 2: Choos Module Nam 1076 Tax Fo Anti-Fraud P Catastrophi Company Co Consumer A CRAFT Comp	Access e Your Modules re rm lan c Adjuster Regist ontacts ssistance Progra plaints	ration							
equ Step	est Module / 1 of 2: Choos Module Nam 1076 Tax Fo Anti-Fraud P Catastrophi Company Co Consumer A CRAFT Comp CRAFT Form	Access e Your Modules rm lan c Adjuster Regist ontacts ssistance Progra plaints Filing Test	ration							A
equ Step	est Module / 1 of 2: Choos Module Nam 1076 Tax Fo Anti-Fraud P Catastrophi Company Co Consumer A CRAFT Comp CRAFT Form	Access e Your Modules rm lan c Adjuster Regist ontacts ssistance Progra plaints Filing Test	ration							E
equ Step	est Module / 1 of 2: Choos Module Nam 1076 Tax Fo Anti-Fraud P Catastrophi Company Co Consumer A CRAFT Comp CRAFT Form CRAFT Form	Access e Your Modules ie irm lan c Adjuster Registion ontacts ssistance Progra olaints Filing Test ling Module Access	ration m cess							E Next

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.

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 Access to Selected Modul An email has been sent to your Ac Administrator has acted on your r	es Has Been Submitted! Iministrator for approval. You wil equest.	l receive an email	notification once you	ır
Request More Modules Home				
Current and Pending Module Access				
Module Name	T	Status T	Effective Date	T
Producer/Adjuster Portal		Pending		
		Donding		
Company Contacts		Pending		

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.

et a Licensee le, NAIC numb lest access to ess, click 'Subr	using the 'View' link to the left of each Licensee Name. If y er, National Producer Number or License number in the se a module, select the module(s) and click 'Next'. Confirm an it Request' or 'Replace Current Administrator'. Fields marke	ou do not see a Licensee arch box and click 'Add' to Id Submit your selection(s ed with a red asterisk are	listed, you can associate you) in the next st required and i	search r accour ep. To r nust be	for the Licen at with the Lic request Admir filled out.	see by censee. nistrativ
Related Lic	ensees for: John Smith					
Search for Lie	ensee to add		Ado	1		
	Licensee	Ŧ	NAIC Id	- -	Status	Ŧ

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.

Module Name	Т	Status	Effective Date	T
Licensee Contacts		Active	06/06/2013	
Producer/Adjust		Active	06/06/2013	
CRAFT C ants		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	

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.

the following links to access those module ass.	s for which you have been granted permission. If a desired module is not listed, you can <u>Reque</u>
Licensee: IA Administrator: Administrator Email: Administrator Phone:	This is a Test Company Serge Smith <u>ssmith1@ldi.la.qov</u> (123) 456-7890
Module(s):	
Module(s):	Broducor / Adjuctor Bortal

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.

We You	lcome Wendi LDI ar Account			Help Manual Log out
Home	Request Module Access	Your Modules	Grant Module Access	
Ho	ome ome to the Louisiana Depa	irtment of Insural	nce's Industry Access Po	rtal. Please use the following links to navigate within the portal. At any time,
you i	Request Module	Access	Clicking on the name of	the screen in the navigation bar at the top of the screen.
	Your Modules			
	Your Account			
	Help Manual			
	Administrator Grant Module Ad User Manageme Permissions by	r Tasks ccess ent 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.

We Yo	elcome W ur Accoun	/endi LDI I <u>t</u>						Help Manual Lo	g out
Home	Reques	st Module Access	Your Modules	Grant Module Access					
Gi The to a	ant		CCESS	s submitted by users that	יטט נ	nanage Click 'Grant' or 'Denv'	in the r	rid to grant or deny permissio	
	Pending	or each user. Click	'View' to the lef	ft of each user to view the	ir con	tact information at the bottom) of the	screen.	in
	Pending	or each user. Click 3 Module Access	'View' to the lef	ft of each user to view thei	ir con	tact information at the bottom	of the	screen.	in
	Pending	or each user. Click g Module Access User Name	View' to the lef Requests Licensee	t of each user to view the	ir con	Module Name	of the	Action	in
	Pending <u>View</u>	or each user. Click g Module Access User Name Serge Smith	View' to the lef Requests Licensee This is a	ft of each user to view thei Test Company Two	ir con	Module Name CRAFT Form Filing Test	of the	Action	in
	View View	or each user. Click g Module Access User Name Serge Smith Serge Smith	View' to the left Requests Licensee This is a ' This is a '	ft of each user to view thei Test Company Two Test Company Two	r con	Module Name CRAFT Form Filing Test	r of the	Action	'n

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

Pendir	ng Module Access Ro	equ	ests					
	User Name	T	Licensee	т	Module Name	T	Action	
<u>view</u>	Serge Smith		This is a Test Company Two		CRAFT Form Filing Test		Grant	Deny
<u>View</u>	Serge Smith		This is a Test Company Two		CRAFT Rate Filing		Grant	Deny
<u>view</u>	Serge Smith		This is a Test Company Two		POIDRS		Grant	Deny
<u>view</u>	Serge Smith		This is a Test Company Two		Premium Tax Filings		Grant	Deny
<u>view</u>	Serge Smith		This is a Test Company Two		Producer Tax Filing		Grant	Deny
<u>view</u>	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
<u>view</u>	Wendi Hotmail		This is a Test Company Two		CRAFT Rate Filing		Grant	Deny
view	With mall		This is a Test Company Two		POIDRS		Grant	Deny
/iew	rendi Hotmail		This is a Test Company Two		Premium Tax Filings		Grant	Deny

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.

Welc Your /	c <mark>ome</mark> Wendi LDI Account				Help	p Manual	Log
ie F	Request Module Access	Your Modules	Grant Module Access				
Jse	er Managem	ent					
he ari	id below shows users for	Licensees that v	ou manage. Click the arr	row tr	o the left of each user to view active modules for a	each user. Cli	ick
lanag	ae' to the left of each use	r to load the use	r's contact information. D	Deper	nding on your role, you may be presented with cho	oices to resci	nd
			12 1 6 11	- 1 - 1			nu
ccess	to modules, grant acces	s to modules, an	d/or assign Power User r	rights	; to other users.		nu
Li	to modules, grant acces	s to modules, an u sers	d/or assign Power User r	rights	: to other users.		nu
Li	to modules, grant acces	s to modules, and users	d/or assign Power User r	rights	; to õther users.		nu
Li	to modules, grant acces	s to modules, and u sers User Nam	d/or assign Power User r ne	rights T	s to other users.		Ţ
Li	to modules, grant acces icensees and related (icensee: This is a Test C	s to modules, and users User Nam ometric	d/or assign Power User r	rights T	s to other users.		Ţ
Li	to modules, grant acces icensees and related t icensee: This is a Test C Manage	s to modules, and users User Nam ome Wendi AC	d/or assign Power User r	rights T	s to other users.		T
Li	to modules, grant acces icensees and related u icensee: This is a Test C Manage Manage	users User Nam Wendi AC Serge Sm	d/or assign Power User r ne DL	rights T	s to other users.		Ţ
Li	icensees and related of the modules, grant access icensees and related of the module o	User Nam Wendi AC Serge Sm Wendi Hc	d/or assign Power User r ne DL nith	T	s to other users.		T
	icensees and related to icensee: This is a Test C Manage Manage Manage	User Nam User Nam Wendi AC Serge Sm Wendi Hc	d/or assign Power User r ne DL ith ith page	rights T	s to other users. Email Address wpounders@aol.com ssmith1@ldi.la.gov pounders04@hotmail.com	1 - 3 of 3 iter	T

Rescind Access

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

Licensees and related u	sers			
	User Name	TE	Email Address	
Licensee: This is a Test Co	mpany Two			
Manage	Wendi AOL		vpounders@aol.com	
▶ <u>Manage</u>	Serge Smith	2	smith1@ldi.la.gov	
▶ Manage	Wendi Hotmail		oounders04@hotmail.com	
Selected User				
Licensee Name: Your Role: Name: Phone: Email:	This Admi Wen (225) poun	is a Test Compan) nistrator di Hotmail) 219-9899 ders04@hotmail.(: Two : <u>:om</u>	
Use the buttons below	v to manage the selected	ss. You wi	II be prompted for additional information	before submitting.

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 Con	ipany Two		
Manage	Wendi AOL	wpounders@aol.com	
Manage	Serge Smith	ssmith1@ldi.la.gov	
→ <u>Manage</u>	Wendi Hotmail	pounders04@hotmail.c	com
	 items per page 		1 - 3 of 3 items
Selected User			
Licensee Name: Your Role: Name: Phone: Email: Rescind Module Ac	This is Adminis Wendi (225) 2 pounde	a Test Company Two strator Hotmail 19-9899 ers04@hotmail.com	
Select modules for	which you would like to resci	ind access for this user/licensee rela	ationship:
Select All Clear All			
POIDRS		Submit Citise	

Grant Access

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

Licensee Name: Your Role:	This is a Test Company Two Administrator
Name:	Wendi Hotmail
Email:	pounders04@hotmail.com
Use the buttons below to	manage the selected user's access. You will be 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.

Licensee: This is a Test C	company Two				
Manage	Wendi AOL	wr	ounders@aol.com		
Manage	Serge Smith	ssi	nith1@ldi.la.gov		
Manage	Wendi Hotmail	po	nders04@hotmail.c <u>om</u>		
	0 🔻 items per page			1 - 3 of 3 it	ems
Selected User					
Licensee Name:	TI	nis is a Test Company T Iministrator	NO		
Name:	A W	endi Hotmail			
Email:	(2 <u>p</u>	25) 219-9899 ounders04@hotmail.co	1		
Crant Modulo Ar	CRES				
Grant Mouule At	.0033				
Grant Module At					
Select modules f	or which you would like to	grant access for this u	ser/licensee relationship):	
Select Mill Clear Mi	or which you would like to	grant access for this (ser/licensee relationship	1:	
Select modules for Select All Clear All	or which you would like to	grant access for this u	ser/licensee relationship	12	
Select modules for Select All Clear All	or which you would like to	grant access for this u	ser/licensee relationship	01	
Select Modules for Select MI Clear MI 1076 Tax Form Anti-Fraud Plan	or which you would like to djuster Registration	grant access for this u	ser/licensee relationship	D:	
Select Modules for Select MI Clear All 1076 Tax Form Catastrophic Ac Company Contri	or which you would like to djuster Registration acts	grant access for this u	ser/licensee relationship):	
Select Modules At Select MI Clear Al 1076 Tax Form Catastrophic Ac Company Cont. Consumer Assis CRAFT Complain	or which you would like to djuster Registration acts stance Program ots	grant access for this u	ser/licensee relationship	1:	
Select Modules At Select MI Clear Al 1076 Tax Form Catastrophic Ac Company Cont. Consumer Assis CRAFT Complai CRAFT Form Fili	or which you would like to djuster Registration acts stance Program nts ng Test	grant access for this u	ser/licensee relationship	1:	
Select Modules At Select MI Clear Al Other All Clear Al Catastrophic Ac Company Cont. Consumer Assis CRAFT Complain CRAFT Form Filin CRAFT Rate Filin	by which you would like to djuster Registration acts stance Program nts ng Test 1g	grant access for this u	ser/licensee relationship	1:	
Select Modules At Select Modules f Select MI Clear Al 1076 Tax Form Anti-Fraud Plan Catastrophic Ac Company Cont. Consumer Assis CRAFT Form Fill CRAFT Rate Fill Premium Tax Fill	djuster Registration acts stance Program hts ng Test ig ings	grant access for this u	ser/licensee relationship	1:	
Select Modules At Select Modules f Select MI Clear Al 1076 Tax Form Anti-Fraud Plan Catastrophic Ac Company Cont. Consumer Assis CRAFT Form Fill CRAFT Rate Fill Premium Tax Fil Producer Tax Fi	djuster Registration acts stance Program nts ng Test 1g ings ling	grant access for this u	ser/licensee relationship	1:	
Select Module At Select Modules f Select M Clear Al Other Anti-Fraud Plan Catastrophic Ac Company Cont. Consumer Assis CRAFT Complai CRAFT Form Fili CRAFT Rate Fili Premium Tax Fil Producer Tax Fi Producer Tax Fi	djuster Registration acts stance Program nts ng Test ng ings ling ter Portal	grant access for this u	ser/licensee relationship	12	
Select Modules At Select Modules f Select M Clear Al Anti-Fraud Plan Catastrophic Ac Company Cont. Consumer Assis CRAFT Complain CRAFT Form Fili CRAFT Ace Fili Premium Tax Fil Producer Tax Fil Producer/Adjus	djuster Registration acts stance Program its ing Test ing ter Portal	grant access for this u Submit	ser/licensee relationship	11	

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.

Your Role:	Administrator
Phone:	(225) 219-9899
Email:	poundersu4@notmail.com
Lice the butters below to s	nanaga the celested user's pages. You will be promoted for additional information to submitting
Ose the battons below to r	nanage die selected user's access. Tod will be prompted for additional miniput are 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.

Your Role: Name: Phone: Email:	This is a Test Company Two Administrator Wendi AOL (225) 219-9899 wpounders@aol.com	
Assign as Power User		
This user is currently a po	ver user for the following modules:	
 1076 Tax Form Catastrophic Adjuster CRAFT Complaints POIDRS Producer Tax Filing 	Registration	
Select modules for which	ou would like to grant this user power user permissions:	
 1076 Tax Form Anti-Fraud Plan Catastrophic Adjuster Re Company Contacts Consumer Assistance Pro CRAFT Complaints CRAFT Form Filing Test CRAFT Rate Filing POIDRS Premium Tax Filings Producer Tax Filing 	gistration gram	

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.

We	lcome V	Vendi LDI					Help Manual	Log ou				
You	Ir Accour											
me	Reque	st Module Access	Your Modules	Grant Module Access								
D -	=											
Ре	:rmi:	ssions dy	Module									
The g modu	grid belo ule for ea	alow shows all module requests submitted by users that you manage. Click 'Grant' or 'Deny' in the grid to grant or deny permission t each user. Click 'View' to the left of each user to view their contact information at the bottom of the screen.										
	Current	rrent and Requests:										
		User Name	' Licensee	Ť	Module Name 🔻	Status 🍸	Action					
	<u>View</u>	Wendi LDI	This is a Test (Company Two	Premium Tax Filings	Active	Grant Deny					
	<u>View</u>	Wendi Hotmail	This is a Test (Company Two	POIDRS	Active	Grant Deny					
	<u>View</u>	Serge Smith	This is a Test (Company Two	CRAFT Form Filing Test	Denied	Grant Deny					
	<u>View</u>	Serge Smith	This is a Test (Company Two	CRAFT Rate Filing	Denied	Grant Deny					
	<u>View</u>	Serge Smith	This is a Test (Company Two	POIDRS	Pending	Grant Dr					
	<u>View</u>	Serge Smith	This is a Test (Company Two	Premium Tax Filings	Pending	Grant Deny					
	<u>View</u>	Serge Smith	This is a Test (Company Two	Producer Tax Filing	Pending	Grant Deny					
	<u>View</u>	Serge Smith	This is a Test (Company Two	Producer/Adjuster Portal	Pending	Grant Deny					
	<u>View</u>	Wendi Hotmail	This is a Test (Company Two	CRAFT Form Filing Test	Pending	Grant Deny					
	<u>View</u>	Wendi Hotmail	This is a Test (Company Two	CRAFT Rate Filing	Pending	Grant Deny					
		1 2 3 4 🕨					21 - 30 of 33 ite	ms				
	lleo	r Information:										
	030	i inornation.										
	Phone: Wendi Hot (225) 219-			(225) 219-989	11 99							
	Addre	I: BSS:		pounders04@hotmail.com 445 East Boyd Baton Rouge, LA 70065								

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

Curre	nt and Requests:				
	User Name 🛛 🔻	Licensee T	Module Name 🔻	Status 🛛 🔻	Action
View	Wendi LDI	This is a Test Company Two	Premium Tax Filings	Active	Grant Deny
<u>View</u>	Wendi Hotmail	This is a Test Company Two	POIDRS	Active	Grant Deny
View	Serge Smith	This is a Test Company Two	CRAFT Form Filing Test	Pending	Grant Deny
<u>view</u>	Serge Smith	This is a Test Company Two	CRAFT Rate Filing	Pending	Grant Deny
view	Serge Smith	This is a Test Company Two	POIDRS	Pending	Grant Deny
<u>view</u>	Serge Smith	This is a Test Company Two	Premium Tax Filings	Pending	Grant Deny
<u>view</u>	Serge Smith	This is a Test Company Two	Producer Tax Filing	Pending	Grant Deny
View	Serge Smith	This is a Test Company Two	Producer/Adjuster Portal	Pending	Grant Deny
<u>view</u>	W rell	This is a Test Company Two	CRAFT Form Filing Test	Pending	Grant Deny
<u>view</u>	endi Hotmail	This is a Test Company Two	CRAFT Rate Filing	Pending	Grant Deny
) 1 2 3 4 🕨				21 - 30 of 33 items
Us	er Information:				
Nan	ne:	Wendi Hotm			