LLOYD'S

CoreFiling Portal

User Access Guide

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A. Summary

Access to the CoreFiling Portal is a two-step process, requiring:

1. CoreFiling MFA approval (Security)
2. CoreFiling Portal user profiles

As part of Lloyd's on-going commitment to improve our customers' experience and further enhance security of applications and data, we have enabled Multi-Factor Authentication (MFA) via Identity for the CoreFiling application. This means that as a user of the CoreFiling Portal, you will need to have MFA setup in order to access the application.

This guide provides instructions on the steps to be completed, as follows:

To set up MFA approval:

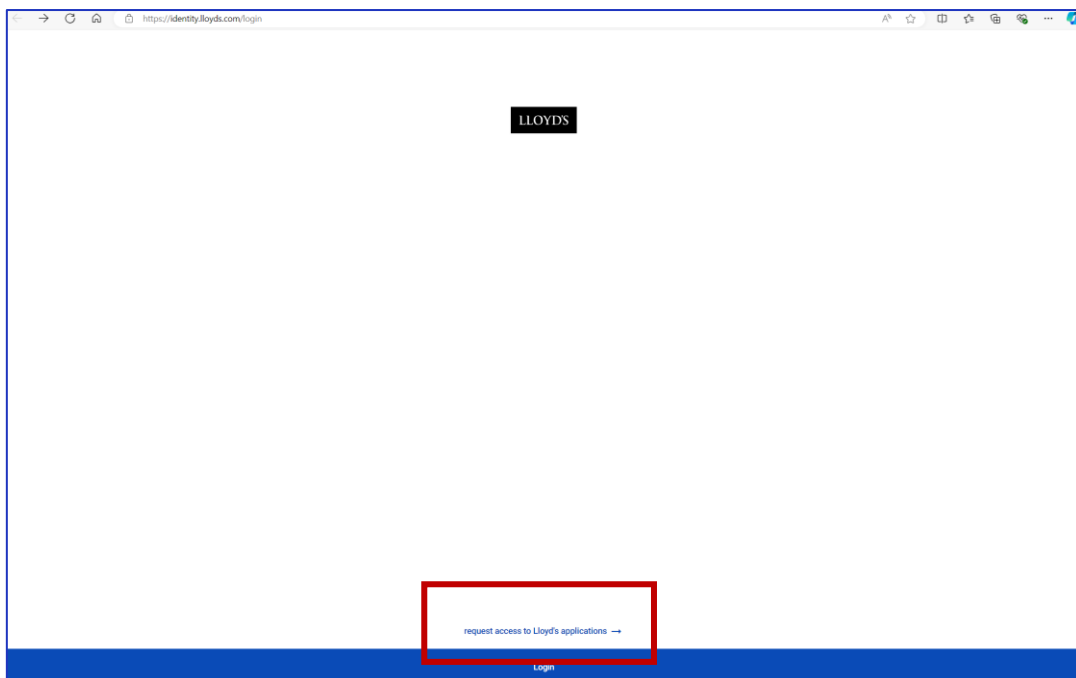|	
New user request for CoreFiling MFA	Refer to section B
Existing Identity user request for CoreFiling MFA	Refer to section C
CoreFiling Portal MFA activation process	Refer to section D

To set up Portal user profiles:

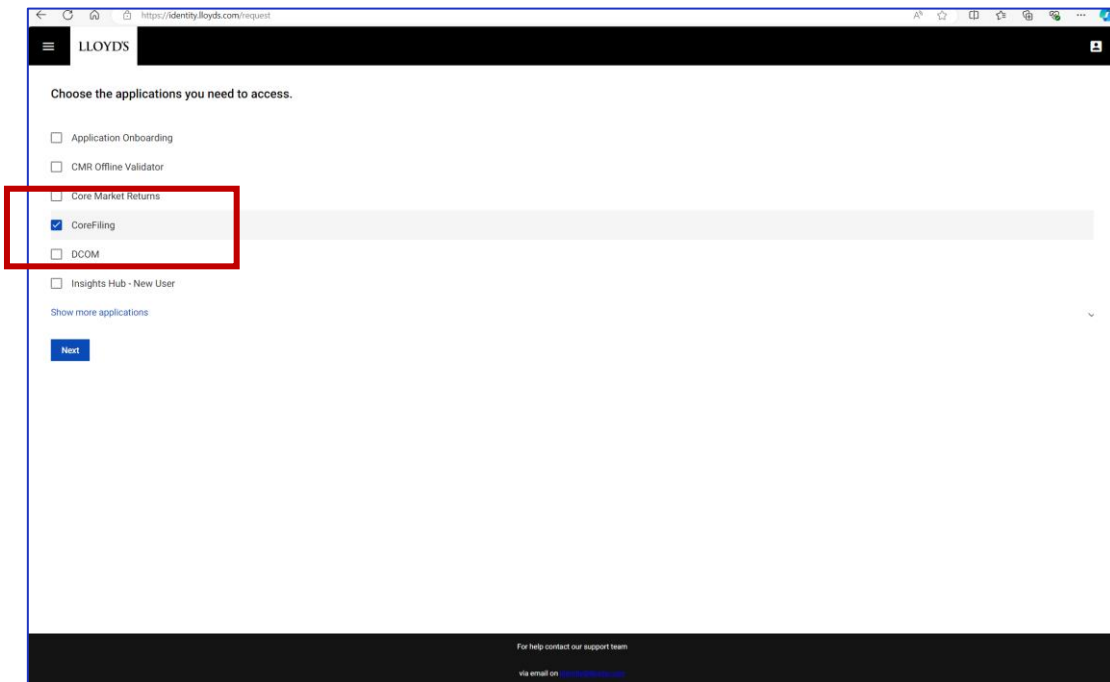|	
CoreFiling user access request	Refer to section E

B. New user request for CoreFiling MFA

A new user can request their CoreFiling MFA access from their organisations Devolved Administrator (DA) via https://identity.lloyds.com/

Instructions:

1. Click on 'Request access to Lloyd's applications' from the link at the bottom of the screen
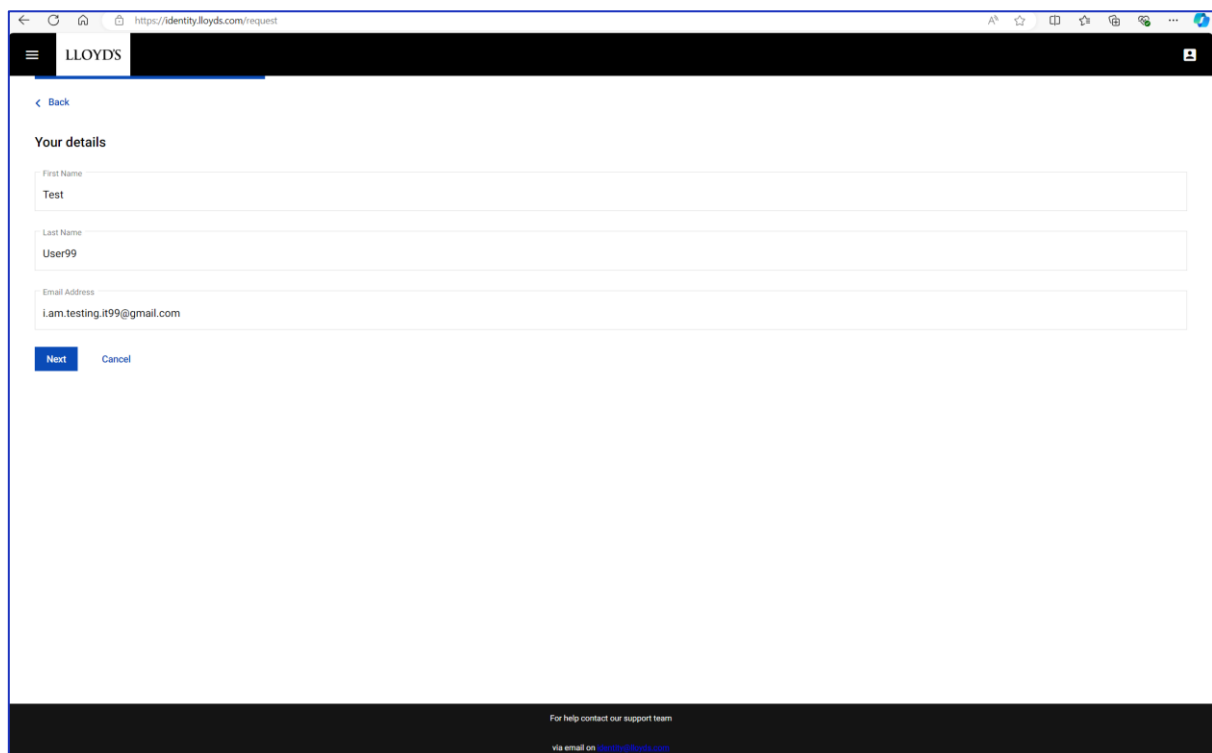
2. Select CoreFiling from the list and click Next
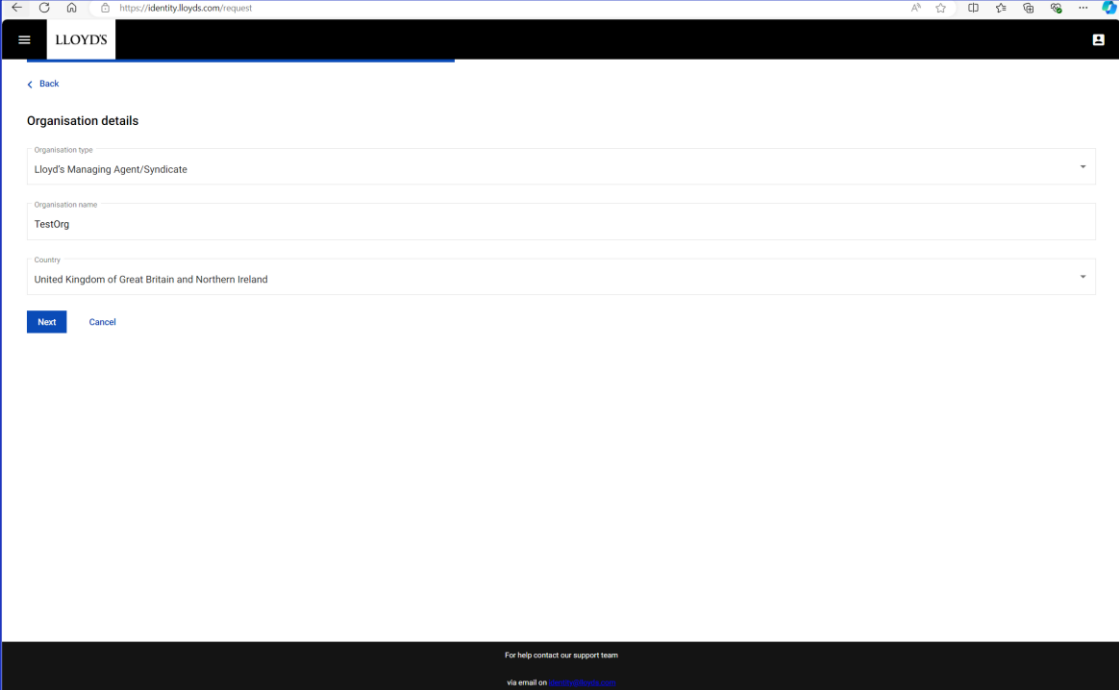

3. Enter your details as requested and click Next
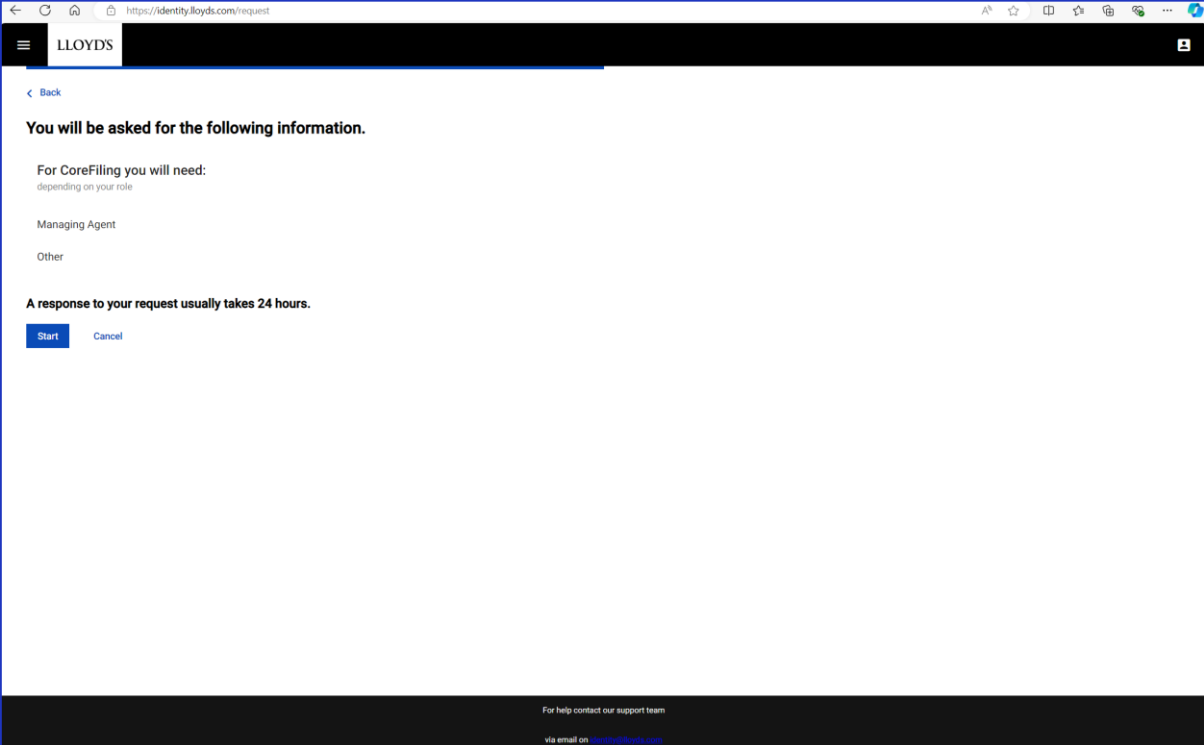
4. Select Organisation Type (usually Lloyd's Managing Agent/Syndicate) and specify your Organisation name and Country then click Next

5. A summary screen is shown, click Start

6. Select Managing Agent from the dropdown menu and click Next

7. You are presented with a summary screen where you can check and edit your information, after which click Send Request

8. You will then see a confirmation screen that the DA has received your request. This will be reviewed and approved accordingly.
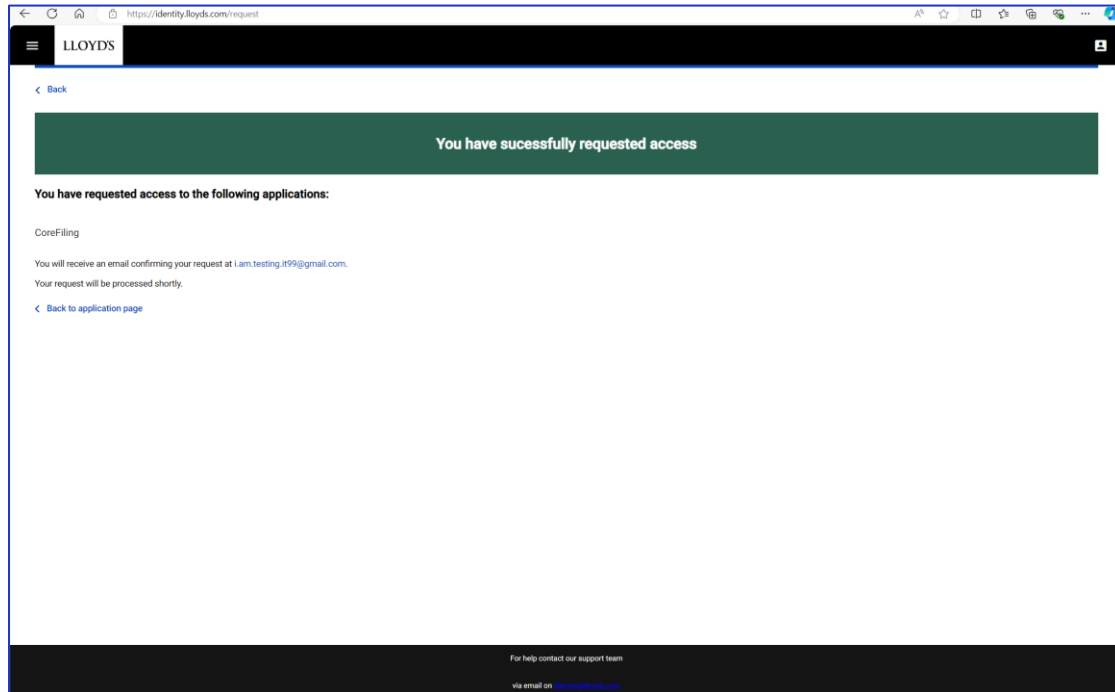
9. As confirmation that your user MFA access has been approved, you will receive three emails from donotreply@lloyds.com
    - Two of which you will need to action:
        i. Confirm your account by clicking link shown in the e-mail
        ii. Reset your password

    - An information only email just confirming your MFA access request.

10. You will also receive a 4th email from donotreply@lloyds.com once your access request has been approved by the DA.

C. Existing Identity user request for CoreFiling MFA

If you already have access to the Lloyd's applications via 'Identity', you will need to add the CoreFiling application to your account.

To do this:

1. Log into your user account via Identity https://identity.lloyds.com/
2. Once logged in, select 'request access to other applications'
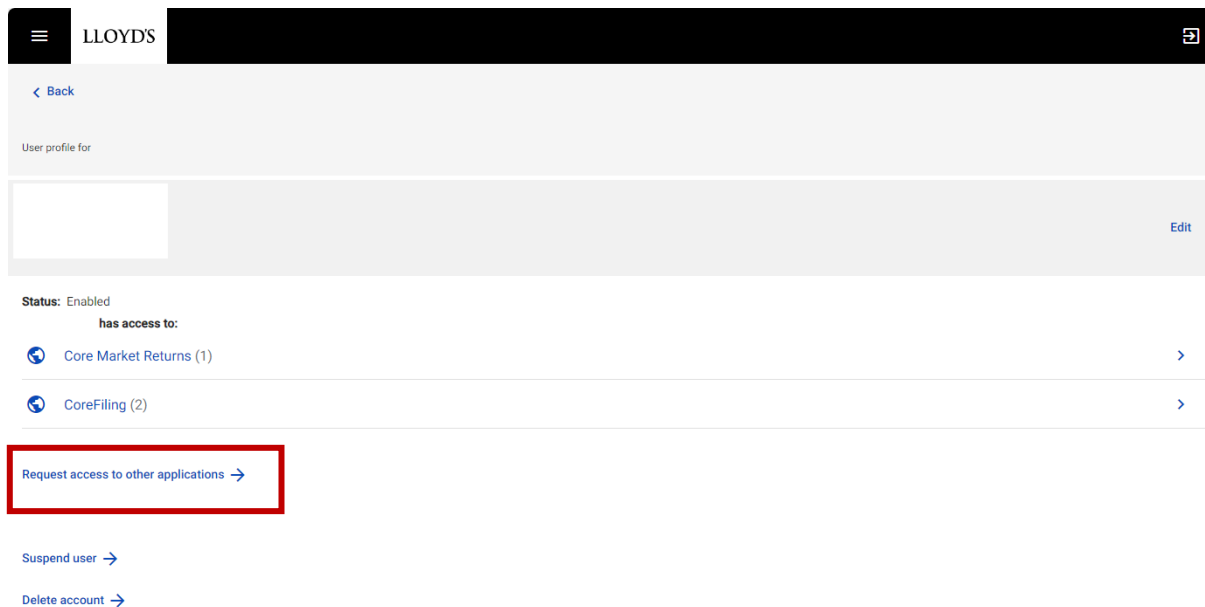
3. Follow the instructions, per the above from Section B 2-4.

D. CoreFiling Portal MFA activation process

Once you have received your CoreFiling MFA approval from your DA (Section B above), you can now setup your access to the CoreFiling Portal.

Note: Without MFA being enabled, a user will not be able to login/access the CoreFiling Portal.

1. Go to the CoreFiling Portal: https://lloyds.corefiling.com/ and click on Sign In at the top right of the page
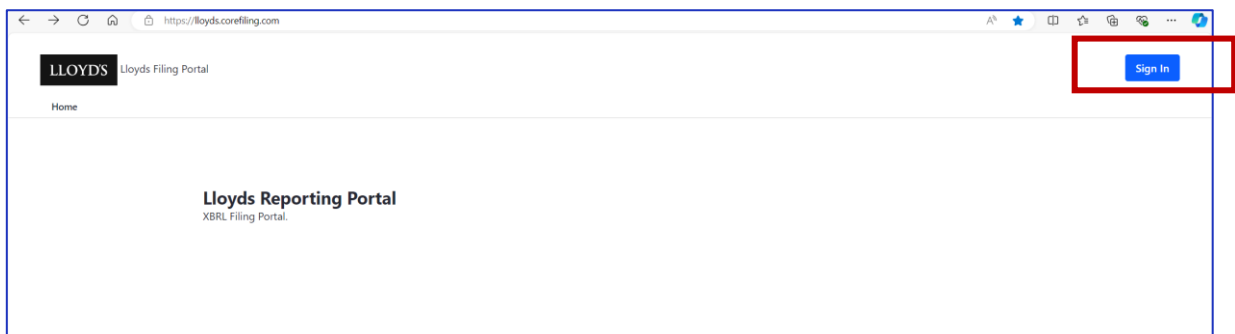
2. Click on Sign in with Lloyd's Single sign-on

3. Enter your username and password when prompted
   - Username = e-mail address
   - Password = you should have received an e-mail when setting up your MFA, (you should have reset this)

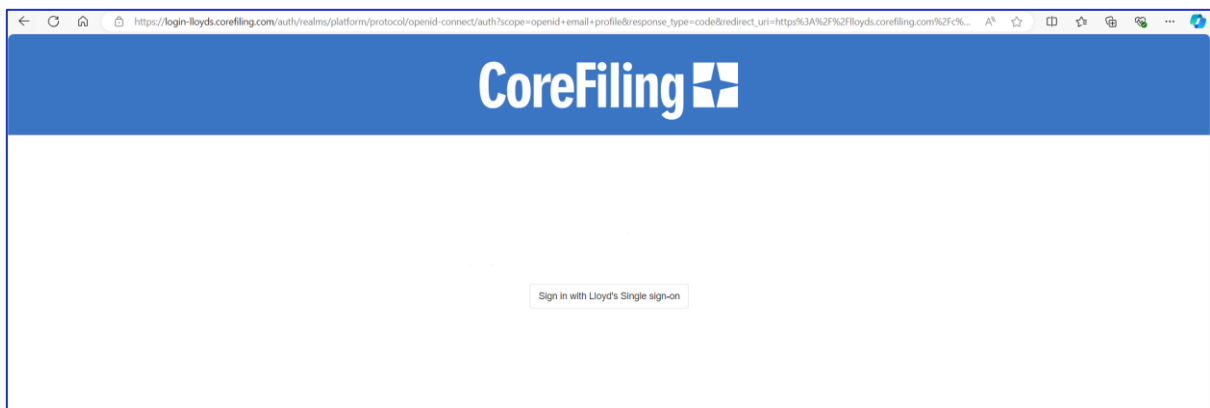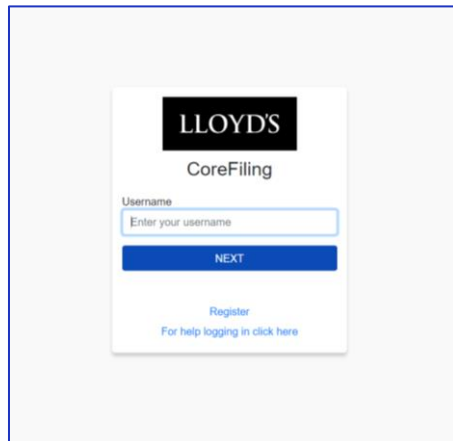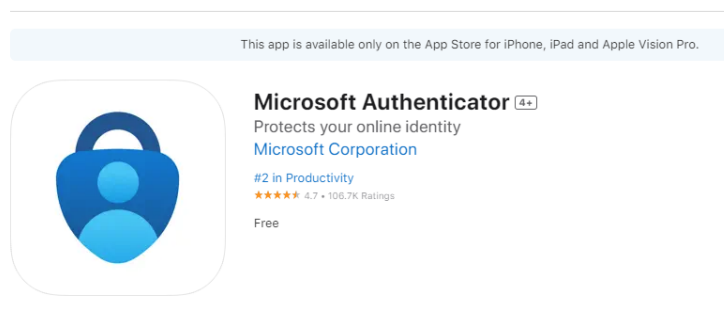4. You will be presented with a screen for MFA (Multi Factor Authentication)
   - To setup MFA with Lloyd's applications, download and/or open MS Authenticator on your phone and click on Verified IDs from the menu at the bottom of the screen

   - Select 'Scan QR code' and scan the presented QR code from the app
   - A new entry for **societyoflloyds** will appear in your Authenticator list along with your email address you registered with and a code that refreshes every 30 seconds
   - Enter the code in the box shown on the screen
   - You will be asked to record a backup code on the next screen which you should copy and keep somewhere secure
   - Click the blue button at the bottom of the screen once you have entered the code
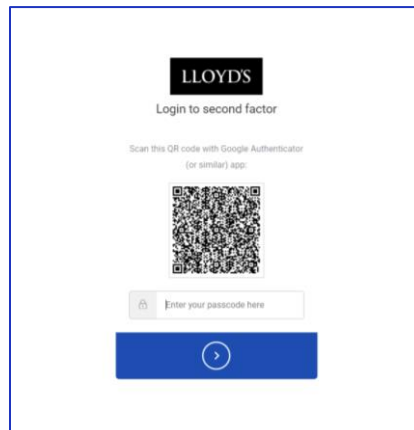
5. You will then see confirmation for MFA and once you click 'Continue' you will be redirected and can log directly into the CoreFiling Portal
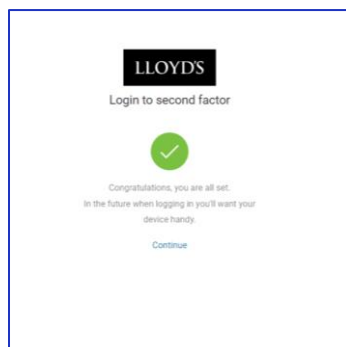
E. CoreFiling user access request

The above process will only set up your CoreFiling MFA access and will **not** setup any access rights within CoreFiling Portal itself.

In order to ensure your CoreFiling Portal access is setup and obligations allocated to your accounts, please complete the 'Corefiling User Request' form and send to the Lloyd's Central Finance team: reporting.rationalisation@lloyds.com.