

**ATTORNEY IN FACT SIGNING SYSTEM (ASPS)
USER MANUAL – RECIPIENT BROKER**

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What you will need

In order to use the AIF Signing System, users will need to be registered as either a Super User or a User.

The Super User is the designated system administrator for your office and is responsible for adding and deleting Users as appropriate.

It is recommended that Canadian brokers know the identity of their London broker, and vice versa.

Registering as a Super User/User

To register as a Super User you need to have been assigned as a Super User by your company. If this is the case, you will receive an e-mail from the AIF informing you of such.

Super Users have access to all insuring contracts submitted by their company.

If a company's Super User departs the entity, a new Super User must be assigned, and Lloyd's Canada must be advised of departing Super users and their replacement as soon as the change occurs or before.

A new Super User can be assigned by submitting the new Super User's name and e-mail address to the Canadian AIF at canadianaif@lloyds.com

It is recommended that every company have at least two Super Users to ensure full and uninterrupted access to the system.

Once you have been set up as a Super User in the Canadian AIF System, you will receive a system generated email requesting that you complete the registration by first asking to accept the terms and conditions to access the ASPS. Then you will be prompted to create a password and then you will be able to log on The Canadian AIF - ASPS

It is recommended that London brokers and non-Canadian domiciled brokers know the identity of their Canadian broker, and vice versa.

Super Users are also responsible for saving a copy of all contracts to their computer system.

Once the Super user for an entity has been created, users will be able to be added by the Super User to the entity.

To be registered as a User you will need to be added by the Super user of your company

Once registration is complete you will receive an e-mail from the Canadian AIF confirming that you have successfully registered to the AIF Signing System.

A particular e-mail address can only be used once to register in a single company.

Having registered, you may now access the AIF Signing System at <https://asps.lloyds.com>

You will be prompted to login using your e-mail address and password.

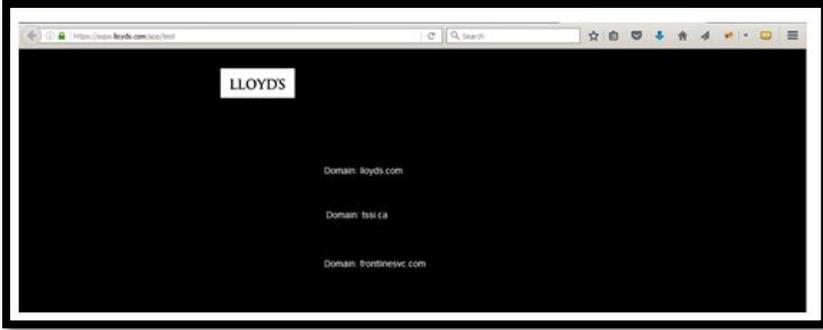
A screenshot of a login form titled "LOG IN WITH AN EXISTING ACCOUNT". It features two input fields: "Username" and "Password". Below the fields is a black "LOG IN" button. Underneath the button is a blue link that says "Forgot your password?". At the bottom, there are two language options: "English" and "French", with "French" being highlighted.

Login Page

- To log in, enter your user ID (email address)
- To reset your password, click on "Forgot Password"
- Choice of language according to preference.

A screenshot of the full login page. At the top left is the "LLOYD'S" logo. The page title is "LOG IN". A welcome message reads: "WELCOME TO THE NEW CANADIAN AIF SIGNING SYSTEM! You will require a new password, please ensure you have registered via the email that was sent to you earlier last week." The date "03/26/2017" is shown on the right. Below this is the "LOG IN WITH AN EXISTING ACCOUNT" section, which includes "Username" and "Password" input fields, a "LOG IN" button, a "Forgot your password?" link, and language options "English" and "French". At the bottom, there is a footer with contact information: "If you require further assistance, please contact Canadian AIF at: CanadaAIF@lloyds.com or call 1-855-288-5593." and links for "Privacy & Cookies" and "Terms & Conditions".

To ensure you have access to the new system (ASPS2.0, please click on the following link;
<https://asps.lloyds.com/app/test>



If your screen matches the above screenshot, you are ready to access ASPS2.0.

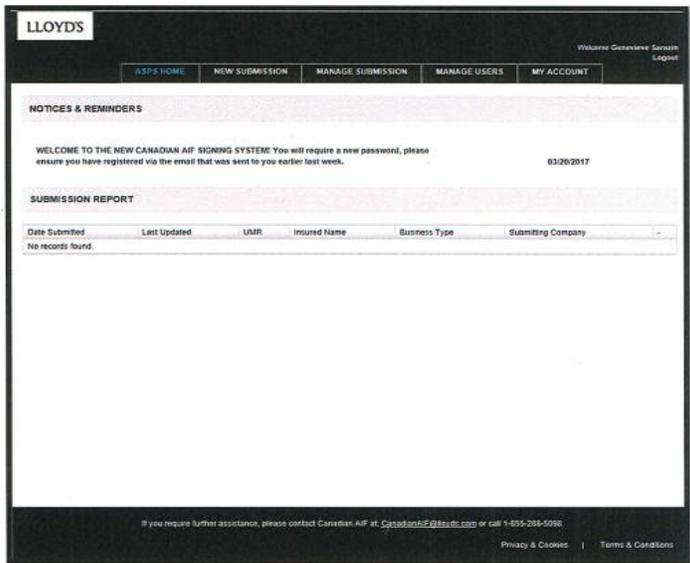
If your screen does not match the screenshot, it suggests one of the required domains is missing. The Attorney In Fact Signing System requires access to the following domains:

- a. *.lloyds.com
- b. *.tssi.com
- c. *.frontlinesvc.com

Please provide the above list of domains to your IT department in order to acquire access.

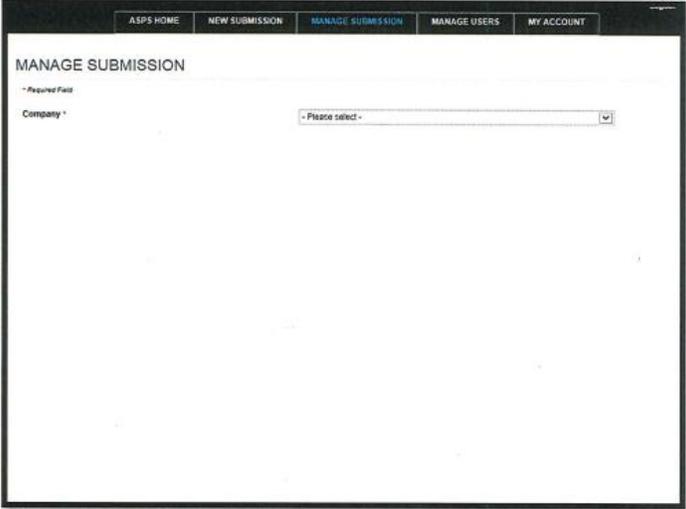
ASPS Home Tab

- On this page, you will find “Notices and Reminders” that is used to inform of any specifics to process
- The submission report for the most recent submissions for your entity (Up to a maximum of 10 entries)

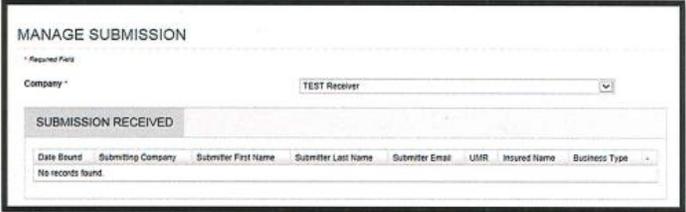


Manage Submission Tab

- On this page select the company that you are associated to
- In the instance that you are associated to multiple companies, click the dropdown arrow to select the applicable entity which will bring you to your company profile



Once on your company profile, as a recipient you will have the following view
On this page you can view the full list of submissions associated to your company

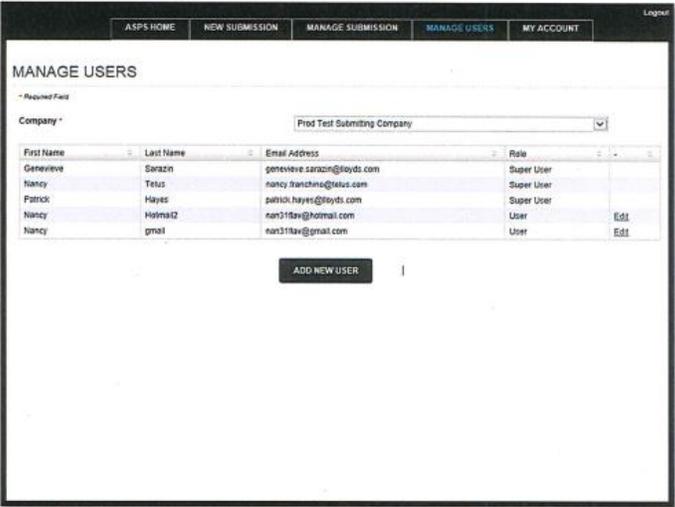


How to add and manage Users (For Super Users only)

Under this section you will be first able to select your entity if more than one is associated to your profile.

Then you will be able to create, modify or remove users.

Please note Super Users profiles can only be created, modified or removed by Lloyds.



A new User can only be added by a Super User.

There is no limit to the number of Users within a company.

Adding a User (Super Users only)

From the Home Page, select the "Manage Users" tab Click on the following button to add a new user



Complete the new user profile fields.

The screenshot shows a web form titled "ADD NEW USER". At the top left, there is a legend: "* Required Field". Below this, there are four input fields, each with an asterisk indicating it is required: "Company" (a dropdown menu with "- Please select -" and a downward arrow), "First Name", "Last Name", and "Email Address" (text input fields). At the bottom center of the form is a dark button labeled "ADD USER".

Click on the "Add User" button to add the new user.

Once a User has been added by the Super User , a system generated e-mail will be sent to the new User prompting them to complete registration.

Each User will be required to register before they will be given access to the AIF Signing System.

To update an email address for a user or Super user, please send an email to canadianaif@lloyds.com

Adding a Super User

A Super User can only be added by Canadian AIF. To request the creation or deactivation of a Super User profile, please e-mail canadianaif@lloyds.com

How to review a submitted contract

Upon entering the Canadian ASPS click on the “Manage Submission” tab

The screenshot shows the 'MANAGE SUBMISSION' tab selected in the navigation menu. Below the menu is a 'NOTICES & REMINDERS' section, followed by a 'SUBMISSION REPORT' table. The table contains the following data:

Date Submitted	Last Updated	UMR	Insured Name	Business Type	Submitting Company	
07/12/2017	07/12/2017	B0901L11727577000	Barclays PLC	Global Direct	LL-Lloyd and Partner	Open
07/06/2017	07/06/2017	B1179E044517000	Optimum Reassurance Inc.	Canadian Reinsurance	LL-Independent Broking Solutions	Open
05/26/2017	05/26/2017	B1179E149617000	RGA Life Reinsurance Company of Canada	Canadian Direct	LL-Independent Broking Solutions	Open
05/10/2017	05/10/2017	B080410476F17	Lake vegetable Processing Inc	Canadian Direct	LL-Endavour Insurance Services Limited	Open
03/31/2017	04/04/2017	B0103663	Alberta Food And Beverage Expo Ltd.	Canadian Direct	LCP-P.A.L. INSURANCE BROKERS CANADA LTD.	Open
02/08/2017	03/12/2017	B0621MALLI000916	Alliance Mercantile Inc	Canadian Direct	LL-Miller Insurance Services LLP	Open
02/01/2017	03/12/2017	EMDFA000116V	The Brandon Group Companies	Canadian Direct	LL-Miller Insurance Services LLP	Open
01/23/2017	02/26/2017	B0823RQ1600890	MOOG INC	Global Direct	LL-Aon	Open
01/20/2017	02/26/2017	B0521MPRES000216	Prestige Hospitality Corporation	Canadian Direct	LL-Miller Insurance Services LLP	Open
01/10/2017	02/26/2017	B0823RQ1600957	FERRERO INTERNATIONAL SA	Global Direct	LL-Aon	Open

At the bottom of the page, there is a footer with contact information: "If you require further assistance, please contact Canadian AIF at: CanadianAIF@lloyds.com or call 1-855-288-5098." and links for "Privacy & Cookies" and "Terms & Conditions".

In the “Manage Submission” tab section, a User can view all contracts that they have submitted. A Super User can view all contracts submitted for its company. To view a specific contract, you may enter the UMR or Insured name.

The screenshot shows the 'MANAGE SUBMISSION' search interface. At the top, the 'MANAGE SUBMISSION' tab is selected. Below the navigation menu, there is a search form with the following elements:

- A dropdown menu for 'Company' with 'LL-CFG2' selected.
- Four tabs: 'DRAFT', 'PENDING', 'BOUND', and 'NOT BOUND'. The 'BOUND' tab is currently selected.
- Two input fields: 'INSURED NAME' and 'UMR'. Both are currently empty.
- A 'SEARCH' button to the right of the input fields.
- A status indicator: 'Results 0 - 0 of 0'.
- A table header with columns: 'Date Submitted', 'Last Updated', 'UMR', 'Insured Name', 'Business Type', and 'Submitting Company'.
- Below the table header, it says 'No records found.'

At the bottom of the page, there is a footer with contact information: "If you require further assistance, please contact Canadian AIF at: CanadianAIF@lloyds.com or call 1-855-288-5098." and links for "Privacy & Cookies" and "Terms & Conditions".

In order to open a policy click on "Open"

Date Created	Last Updated	UMR	Insured Name	Business Type	
08/17/2017	08/17/2017	B1111111111111111	test	Canadian Direct	Open
08/17/2017	08/28/2017	B1111111111111111	test	Canadian Direct	Open

If you do not see the option to open the document, please use the scroll bar at the bottom of the submission list and scroll to the right. You will now be able to click on "Open".



In order to view, print or save a bound document click on the "Bound Document" button

LLOYD'S
Welcome Canadian AIF
Logout

ASPS HOME
NEW SUBMISSION
MANAGE SUBMISSION
MANAGE USERS
MY ACCOUNT

BOUND » BIND IN CANADA REQUEST

BOUND DOCUMENT

A30E9880-0168-4FD0-BF15-051CFF509569.PDF

+ CONTRACT DETAILS

+ RECIPIENTS

+ ATTACHMENTS

ASPS HOME

If you require further assistance, please contact Canadian AIF at: CanadianAIF@lloyds.com or call 1-855-288-5098

Privacy & Cookies | Terms & Conditions

On this page you can view the full list of submissions associated to your entity

ASPS HOME NEW SUBMISSION **MANAGE SUBMISSION** MANAGE USERS MY ACCOUNT

MANAGE SUBMISSION

* Required Field

Company * Prod Test Submitting Company

DRAFT PENDING BOUND NOT BOUND

Draft: This is where you can pick up a drafted submission to complete at a later time or following a computer issue/power outage.

Pending: These are the submissions waiting to be actioned/processed (to bind) on Lloyd's Canada's end from the moment you submit it and the moment it is bound.

Bound: Here you will find the bound policies with a convenient search engine for previous submissions.

Not Bound: Here you will find all submissions which were not bound or cancelled with the reason why.

**Please note, a submitted bound contract cannot be edited or otherwise altered*

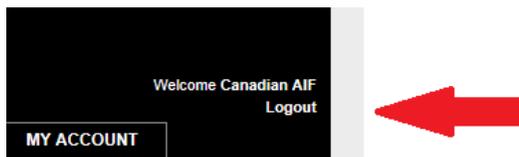
How to manage your account from “My Account” Tab

This page displays all your profile information. You have the possibility to update the following;

- First name and last name
In the event of a name change, kindly advise Lloyd's Canada at canadianaif@lloyds.com as it may affect your email address
- The notification language
- Change your password
- Receive or unsubscribe for the Daily Bound Report (Super Users only)
- The list of companies associated to the logged in user (if more than one company associated to the user profile) (Super Users only)

Company	Company Status	Role
Lloyd-ZZ	Active	Super User
Lloyd-ZZ	Active	Super User
Lloyd-ZZ	Active	Super User

- To exit the system, please use the logout function



Password Requirements

This page displays the password requirements when creating a new password for the ASPS portal.

The screenshot shows a configuration page titled "Password Configuration - Edit" with a lock icon. It is divided into two main sections: "Login Requirements" and "Password Requirements".

Section	Setting	Value
Login Requirements	Number of Invalid Logins	3
	Expiration Interval	30 day(s)
	Grace Period	0 day(s)
	Warning Period	5 day(s)
Password Requirements	Password Length	8
	Character Repetitions	0
	Character Occurrences	0
	Lowercase Characters	1
	Uppercase Characters	1
	Special Characters	0
	Numbers and Special Characters	1
	Number of Previous Passwords	10

Glossary

Super User: A Super-user is the designated individual assigned to the AIF Signing Process by the entity and is responsible to add Users as well as ensure that any changes are kept up to date with respect to their entity company profiles..

User: Person designated by the Super user to use the Canadian AIF system

Wet Signature: When a wet signature by the Attorney In Fact is required. Hard copy of the full contract is mailed to the Canadian AIF attention of Sean Murphy Attorney In Fact in Canada.

Business Types

Canadian Direct: Where the risk or the insured is located in Canada only

Canadian Reinsurance: Where the coverage provided is for a Cedant located in Canada only

Global Direct: A multi-jurisdictional policy where one or more risk or insured's are located in Canada

Global Reinsurance: A multi-jurisdictional policy where one or more Cedant's are located in Canada