


MDC Platform – Quick Start Guide

Initiating Workflow for Returns

<u>Step</u>	<u>Action</u>	<u>Additional Info</u>
Login to the MDC Platform	<p>Open a browser (i.e. IE or Chrome)</p> <p>Open the URL – “https://uatmdc.lloyds.com”</p> <p>Enter your user name (e.g. email address) and company password</p> <p>Click on the  icon and select the required Syndicate</p> <p>The home page is displayed</p>	<p><i>You should have a completed submission or re-submission at this stage that you want to submit to Lloyd's</i></p>
Link Return to Workflow	<p>On the Home Page, expand the section for the appropriate month and select the Business Event for the Return Version required</p> <p>Click [Start] to initiate the workflow, if a Task has already been created for this event, click “Yes” if you want to create another one</p> <p>Click [Claim] on the Task screen automatically displayed</p> <p>Click [Link Return]</p> <p>Click [View] for the specific Return to be submitted from the list displayed</p> <p>Click [Validate] - you could then check any Warnings by selecting the “Business Validations” tab on the left of the screen</p> <p>Click [Link to Workflow] that is now enabled and select “Yes” to link the Return</p> <p>Click [Complete Task]</p>	<p><i>E.g. “2019 LCR March Resubmission”</i></p> <p><i>You are then assigned to the Task</i></p> <p><i>Functions related to this step are displayed</i></p> <p><i>Note the warning that the Return will now be locked</i></p>
Upload Supplementary Documents	<p>Open the Tasks page and select “Available Tasks”</p> <p>Click [Claim] for the “Upload Supplementary Documents” task</p> <p>Either upload a document for each item required or enter a comment on why that document is not needed</p> <p>Add a General comment in the box on the right of the screen if required (optional)</p> <p>Click [Send for Review] which automatically completes the Task</p> <p>The task is automatically Completed and the next task created</p>	<p><i>Can choose to share General Comments with own Syndicate or also with Lloyd's (i.e. “All”)</i></p>
Approve & Submit the Return	<p>See a separate Quick Start guide for these workflow steps</p>	