


# MDC Platform – Quick Start Guide

## Approving & Submitting Returns to Lloyd's

<u>Step</u>	<u>Action</u>	<u>Additional Info</u>
<b>Login to the MDC Platform</b>	<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>	<i>You should have a completed submission or re-submission at this stage that you want to approve and submit to Lloyd's</i>
<b>Approve Return</b>	<p>Open the Tasks page and select “Available Tasks”</p> <p>Click [<b>Claim</b>] for the “Review SBF Return” task</p> <p>Click [<b>View Return</b>] to display the Return details</p> <p>Select “Review the Return Version, any supplementary documents and/or comments</p> <p>Click [<b>Approve</b>] if the return is OK</p> <p>Select [<b>Reject</b>] <i>under the “More” option</i> if the Return needs to be amended</p> <p>Either of these options automatically completes the Task and creates the next one</p>	<p><i>Task is under “Available Tasks” tab</i></p> <p><i>Note that the Return is opened in a 2<sup>nd</sup> Window</i></p> <p><i>If rejected the Return is unlocked and the workflow goes back to the initial step</i></p>
<b>Submit Return to Lloyd's</b>	<p>Open the Tasks page and select “Submit to Lloyd's” task</p> <p>Review Return, supplementary documents and/or comments</p> <p>Click on [<b>Submit to Lloyd's</b>] which automatically completes the Task</p> <p>A task will then be created for Lloyd's to process the Return</p> <p>There is an option to re-open the Return, select [<b>Reopen return</b>] <i>under the “More” option</i> if the Return needs to be amended at this stage</p> <p>Either of these options automatically completes the Task and creates the next one</p>	<p><i>Task is under “Available Tasks” tab</i></p> <p><i>If re-opened the Return is unlocked and the workflow goes back to the initial step</i></p>