

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

December 01 2017



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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 <u>canadianaif@lloyds.com</u>

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.

LOG IN WITH AN EXISTING ACCOUNT								
Username								
Password								
LOG IN								
Forgot your password?								
English French								

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.

LLOYDS		
LOG IN		
	WELCOME TO THE NEW CANADIAN AIF SIGNING SYSTEM: You will require a new password, phase ensure you haw registered will be entail that uses sette by ou assift fast week. 03/28/2017	
	LOG IN WITH AN EXISTING ACCOUNT	
	Username	
	Password	
	LOGIN	
	Entert and anticod?	
	a company a contract	
	se require further assistance, plaase contact Canadian AIF at: <u>Canadan/AIF@flovds.com</u> or call 1-855-288-5098.	
	Privacy & Cookies Terms &	Consilians

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

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	LLOYD'S								
		Domain: lloyds.com							
		Domain Itsi ca							
		Domain: Irontlinesvc.com							

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)

	ASPSHOME	NEW SUGMISSION	MANAGE SUB	MISSION MANAGE U	SERS MY ACCOUNT	
NOTICES & REMIT	IDERS					
WELCOME TO THE ensure you have re	NEW CANADIAN AIF S gistered via the email th	IGNING SYSTEM: Yo hat was sent to you e	o will require a new par arber last week.	ssword, please	03/26/2017	
SUBMISSION REP	ORT					
ate Submitted	Last Updated	UMR	Insured Name	Rusness Type	Submitting Company	
No records found.						

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

	ASPS HOME	NEW SUBMISSION	MANAGE SUBMESSION	MANAGE USERS	MY ACCOUNT	
				and the second second second		
ANAGE S	UBMISSION					
· Required Field						
Company *			- Please select -			~
						19

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

ANAGE	SUBMISSION							
Required Field								
Company *			TEST Receiver					
SUBMISS	ION RECEIVED							
Date Bound	Submitting Company	Submitter First Name	Submitter Last Name	Submitter Email	UMR	Insured Name	Business Type	14
No records for	and.							

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.

ANAGE US	SERS					
Pequand Field						
Company *			Prod Test Submitting Company	e		v
First Name	= Last Name	(a.)	Email Address	7	Rale	e 147 - 1
Genevieve	Sarazin		genevieve sarazin@lloyds.com		Super User	
Nancy	Tetus		nancy franchine@telus.com		Super User	
Patrick	Hayes		patrick haves@loyds.com		Super User	
Nancy	Holmail2		nan31flav@hotmail.com		User	Edt
Nancy	gmail	1	nan31/lav@gmail.com		Uper	Edt
			ADD NEW USER			
			ADD NEW USER			
			ADD NEW USER			
			ADD NEW USER			
			ADD NEW USER			

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.

ADD NEW USER		
* Required Field		
Company *	- Please select -	~
First Name *		
Last Name *		
Email Address *		
	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 <u>canadianaif@lloyds.com</u>

How to review a submitted contract

Upon entering the Canadian ASPS click on the "Manage Submission" tab

Normal State New Submitted	LLOYD'S										
Date Submitted © Last Updated © UMR Insured Name Business Type Submitting Company © Date Submitted © Last Updated © UMR Insured Name Business Type Submitting Company © 07/12/2017 07/02/2017 B005/LI1/275/7000 Barckrys PLC Global Direct LL-Independent Broking Sublims 05/26/2017 05/26/2017 B11/9E0/4517/2000 Contrum Reassurance Inc. Canadian Direct LL-Independent Broking Sublims 05/26/2017 05/10/2017 B001/LI1/277 Barchrys PLC Canadian Direct LL-Independent Broking Sublims 05/32/2017 05/10/2017 B004/L04/75/17 Lake vegatable Processing Inc. Canadian Direct LL-Independent Broking Sublims 03/31/2017 04/4/2017 B0013883 Albertiar Food And Dereverga Canadian Direct LL-Independent Broking Sublims 02/02/017 001/22017 B002/SR01H000097 The Brandon Group Companies Canadian Direct LL-Independent Broking Sublims 01/22017 02/22017 B002/SR01H000097 The Brandon Group Companies Canadian Direct LL-Mair Insurance Services LLP 01/22017 02/22017 B002/SR01H000097 FERRERO INTERNATIONAL Global Direct LL		ASPS HO		ISSION	MANAGE SUBMISS	ON	MANAGE	USERS	MY ACCOUNT	Welcome Ca	inadian AIF Logout
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SUBMISSION REPORT Date Submitted © Land Lobated © UMR © Insured Name Business Type © Submitting Company © 07/02/2017 07/02/2017 B5601L11727577000 Barclays RLC Global Direct LL-Judg and Planter Canadian 07/02/2017 07/02/2017 B1179E1044517000 Optimum Reassurance Inc. Canadian LL-Independent Broking Solutions 05/02/2017 05/02/017 B1179E149817000 RGA_Life Remunance Company Canadian Direct LL-Independent Broking Solutions 05/02/2017 05/02/017 B08011077F17 Lake septate Processing Inc. Canadian Direct LL-Independent Broking Solutions 00/03/2017 06/02/2017 B010383 Apter Food And Brenzge Canadian Direct LL-Mide Insurance Services LIP 00/03/2017 03/02/2017 B02/2001909016 Allance Mercantlle Inc. Canadian Direct LL-Mide Insurance Services LIP 01/02/2017 02/20017 B02/2001900901 MOOO INC Global Direct LL-Mide Insurance Services LIP 01/02/2017 02/202/17 B02/20016009907 FERRERO INTERNATIONAL Global Direct <td>NOTICES & REI</td> <td>MINDERS</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	NOTICES & REI	MINDERS									
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05/10/2017 05/02/17 05/02/17 Lake vegetable Processing Inc. Canadian Direct. LL-Endesword Intrustance Strivices 03/31/2017 04/04/2017 80/015/863 Ébrera Food And Beverage Evge 1d. Canadian Direct. LCP-P.A.L. NSURANCE BROKERS 02/03/2017 03/12/2017 80/21/M-LU00016 Alliance Mercantile Inc. Canadian Direct. LCP-P.A.L. NSURANCE BROKERS 02/03/2017 03/12/2017 80/21/M-LU00016 Alliance Mercantile Inc. Canadian Direct. LL-Anil 02/03/2017 03/12/2017 B0/23/NO1000016 Mance Mercantile Inc. Canadian Direct. LL-Anil 01/02/2017 02/26/2017 B0/23/NO1000016 Morea Information. Canadian Direct. LL-Anil 01/02/2017 02/26/2017 B0/23/NO16000957 FRERERO INTERNATIONAL. Global Direct. LL-Anil 01/02/2017 02/26/2017 B0/23/NO16000957 FRERERO INTERNATIONAL. Global Direct. LL-Anil	05/26/2017	05/26/2017	B1179E149617000	RGA Life F of Canada	Reinsurance Company	Canad	lian Direct	LL-Inde	ependent Broking Solu	tions	Open
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01/10/2017 02/26/2017 E0923RQ16009557 FERRERO INTERNATIONAL Global Direct LL-Aon	01/20/2017	02/26/2017	B0621MPRES000216	Prestige H	ospitality Corporation	Canad	ian Direct	LL-Mile	er Insurance Services	LLP	Open
If you require further assistance, please contact Canadian AIF at. <u>Canadian AIF gBroyds.com</u> or call 1-355-285-5088.	01/10/2017	02/26/2017	B0823RQ1600957	FERRERC	INTERNATIONAL	Global	Direct	LL-Aon			Open
If you require further assistance, please contact Canadian AIF at, <u>Canadian/AIF (Bloyds.com</u> or call 1-855-288-5088											
If you require further assistance, please contact Canadan AIF at: <u>Canadan AIF glexyds.com</u> or call 1-855-288-5088											
If you require further assistance, please contact Canadian AIF at. <u>Canadian AIF gilsoyds.com</u> or call 1-855-288-5098.											
If you require further assistance, please contact Canadian AIF at. <u>Canadian/AIF.gitoyds.com</u> or call 1-855-288-5088.											
If you require further assistance, please contact Canadan AlF at: <u>Canadan AlF g8cyds.com</u> or call 1-855-288-5088											
If you require further assistance, please contact Canadian AIF at. <u>Canadian/IF@lloyds.com</u> or call 1-855-288-5098.											
If you require further assistance, please contact Canadian AIF at: CanadianAIF@llovds.com or call 1-855-288-5098.											
in you require further assistance, please contact canadian Air at canadianAir giloyus com of can 1-655-266-5096.		If you re	quiro further accistance	plaaco conta	et Canadian AIE at: Can	odian All	- Ollowda com	or call 1.9	9003 990 33		
		II you le	rquire further assistance,	prease conta	croanadian Air al <u>Gail</u>	and all the	agino di Steolin	or call 1-o	33-200-3030.		

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.

LLOYD'S							
	ASPS	HOME NEV	W SUBMISSION	MANAGE SUBMISSI	DN MANAGE US	ERS MY ACCOU	Welcome Canadian AIF Logout
MANAGE	E SUBMISS						
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Company *				LL-CFC2			×
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	INSURED NAME				SEARC		
Date Submitte No records for	ed Last kund.	Updated	UMR	Insured Name	Business Type	Submitting Compar	ry -
	If you	require further as	sistance, please co	ntact Canadian AIF at: Can	adianAIF@lloyds.com or	call 1-855-288-5098.	
						Privacy & Cookies	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	B11111111111111	test	Canadian Direct	Open
08/17/2017	08/28/2017	B11111111111111	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".

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						1	2	3		293	Next

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

LLOYD'S						
					IN A GCOUNT	Welcome Canadian AIF Logout
	ASPS HOME	NEW SUBMISSION	MANAGE SUBMISSION	MANAGE USERS	MTACCOUNT	
BOUND »	BIND IN CANA	DA REQUEST				
BOUND DOCI	UMENT					_
				A30E9B80-016 051CFF50	B-4FD0-BF15- 9569.PDF]
+ CONTRAC	CT DETAILS					
+ RECIPIEN	TS					
+ ATTACHN	MENTS					
		l	ASPS HOME			
	If you require fu	rther assistance, please con	tact Canadian AIF at: CanadianA	IF@lloyds.com or call 1-85	5-288-5098.	
				Priva	icy & Cookies	Terms & Conditions



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

	ASPS H		VSUBMISSION	MANAGE SUBMISSION	MANAGE USERS	MY ACCOUNT	
							
MANAGE	SUBMISSI	ON					
• Required Field							
Company *				Prod Test Submitting Company			>
DRAFT	PENDING	BOUND	NOT BOUN	ID			

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'send 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 <u>canadianaif@lloyds.com</u> 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)

	ASPS HOME	NEW SUBMISSION	MANAGE SUBMISSION	MANAGE USERS	MY ACCOUNT	ووقادمهم
MY ACCOUNT						
		· Repured Field				
		Erst Nama -				
		Genevieve				
		Lost Name *				
		Sarazin				
		Email Address	nenesieve satarin@lipvds.com			
		Notification Language *				
		Change your password				
		Receive daily report	summary of bound submission	•		
			SAVE			
COMPANIES						
Company			E Comp	eny Status	: Rale	
Lloyds-22			Active		Super U	ser
Lloyds-ZZ			Active		Super U	iser
Lloyds-ZZ			Active		Super U	ber

• 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.

Login Requirements		Password Requirements	
Number of Invalid Logins		Password Length	
3	3	S	8
Password Expiration		Character Repetitions	
Expiration Interval		0	0
- 30	30 day(s)	Character Occurrences	
Grace Period		0	0
0	0 day(s)	Lowercase Characters	
Warning Period		- 1	1
5	5 day(s)	Uppercase Characters	
		- 1	1
		Special Characters	
		0	0
		Numbers and Special Characters	
		-11	1
		Number of Previous Passwords	

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