

Using Industry Access to File an Affiliation

Affiliations for both licensed and unlicensed agency personnel should be filed electronically through Industry Access. Industry Access is the LDI's web-based portal that facilitates a variety of electronic filings from industry. The following steps will need to be taken to file an affiliation in Industry Access.

- 1.) **Register.** You will need to register in Industry Access if you have not already done so. Click on the icon near the top of the Department of Insurance website or visit:
<https://ia.lidi.state.la.us/IndustryAccess/>
- 2.) **Log in.** Once you have logged in to Industry Access, click "Request Module Access."
- 3.) **Type in the license number of the affiliating agency.** Select the record and click "Add." This will add the name to the grid below the search box.
- 4.) **Click "View" next to the agency name.** Below it will display two fields: "Administrator Information" and "Request Module Access."
- 5.) **If the licensee already has an Administrator, this person will be listed.** It also offers an option to replace the current administrator. If the license does not have an administrator, it will offer the option to request Administrator access.
- 6.) **Under "Request Module Access," select "Affiliations" and "Agency Affiliation Unlicensed Owner/Officer".** If you are requesting the Administrator role, the request will come to the Department for approval. If you are a secondary user, your request for access will be sent to the Administrator for approval.
- 7.) Once approved, the ability to access the affiliation modules will be under "Your Modules."

If you have trouble using Industry Access to submit your affiliations you may contact Producer Licensing at (225) 342-0860 for an alternate way of providing the submission.

