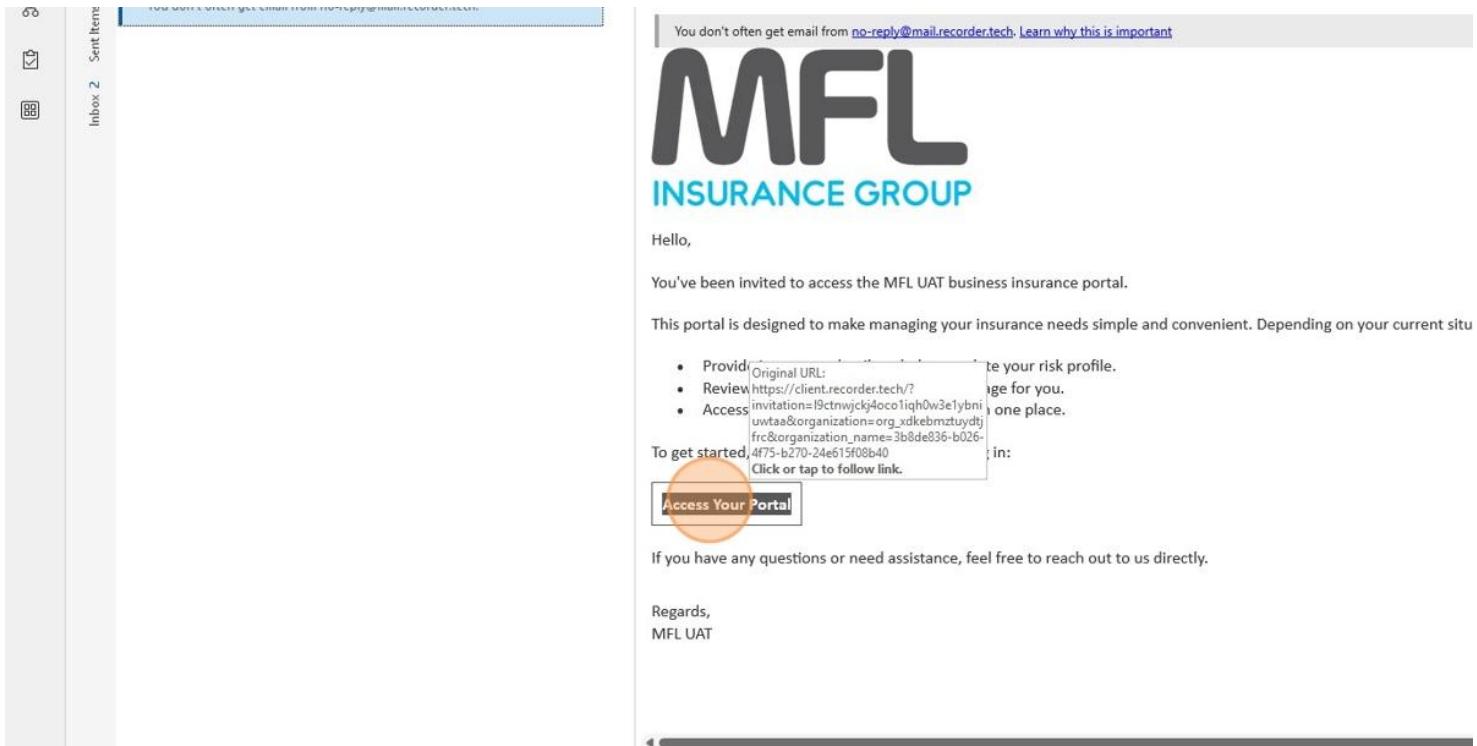


# Setting up your Portal Access and Providing your risk information.

1. You will receive an email when your renewal is due inviting you to create your new account.  
Click "Access Your Portal". This will open up a webpage.



The screenshot shows an email inbox with a message from 'no-reply@mail.recorder.tech'. The message subject is 'You've been invited to access the MFL UAT business insurance portal.' The email body contains the MFL Insurance Group logo and a welcome message. It provides instructions for setting up the portal, including an 'Access Your Portal' button. The 'Access Your Portal' button is highlighted with a red oval.

You don't often get email from [no-reply@mail.recorder.tech](mailto:no-reply@mail.recorder.tech). [Learn why this is important](#)

# MFL

INSURANCE GROUP

Hello,

You've been invited to access the MFL UAT business insurance portal.

This portal is designed to make managing your insurance needs simple and convenient. Depending on your current situation, you may be asked to:

- Provide your risk profile.
- Review coverage for you.
- Access one place.

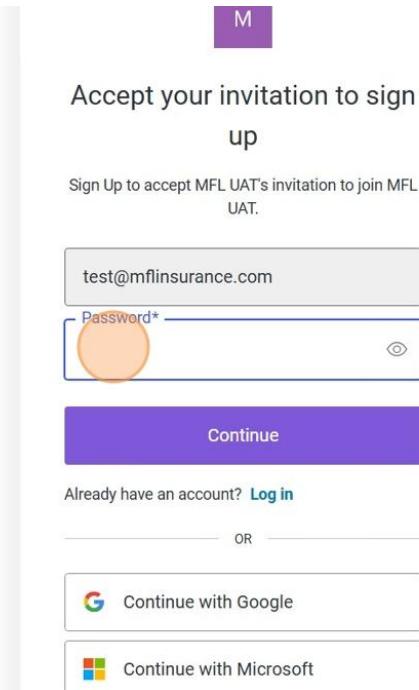
To get started, click or tap to follow link.

[Access Your Portal](#)

If you have any questions or need assistance, feel free to reach out to us directly.

Regards,  
MFL UAT

**2. Your email address will be pre-filled. You will need to enter a new password to set-up your account.**



Accept your invitation to sign up

Sign Up to accept MFL UAT's invitation to join MFL UAT.

test@mflinsurance.com

Password\*

Continue

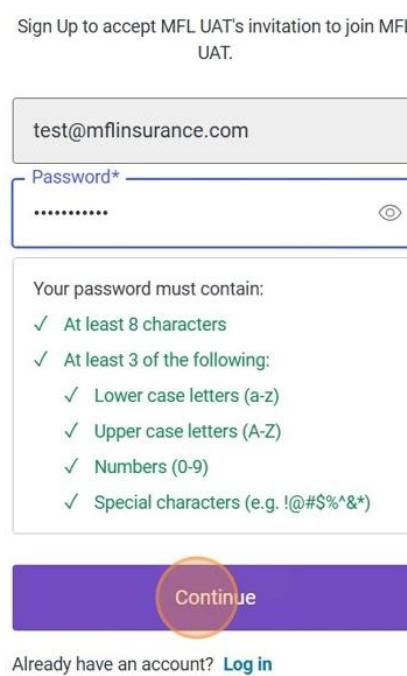
Already have an account? [Log in](#)

OR

Continue with Google

Continue with Microsoft

**3. A box will appear confirming what you need to include to meet the password requirements.**



Sign Up to accept MFL UAT's invitation to join MFL UAT.

test@mflinsurance.com

Password\*

.....

Your password must contain:

- ✓ At least 8 characters
- ✓ At least 3 of the following:
  - ✓ Lower case letters (a-z)
  - ✓ Upper case letters (A-Z)
  - ✓ Numbers (0-9)
  - ✓ Special characters (e.g. !@#\$%^&\*)

Continue

Already have an account? [Log in](#)

**4. Enter your First and Last name and click "Continue".**

Tell us a bit about you

Please provide your first and last name.

First name\*

Last name\*

**Continue**

**5. You will then be taken to a page where your renewal will appear. Click "Enter Risk Information".**

1 proposals				
	Status	Recommended carrier	Date requested	Total premium range
Combined	Requires Info		14th November 2025	Action Required ↑
				 <b>Enter Risk Info</b>

**6. Answer all questions and click "Continue" until you reach the declaration page.**