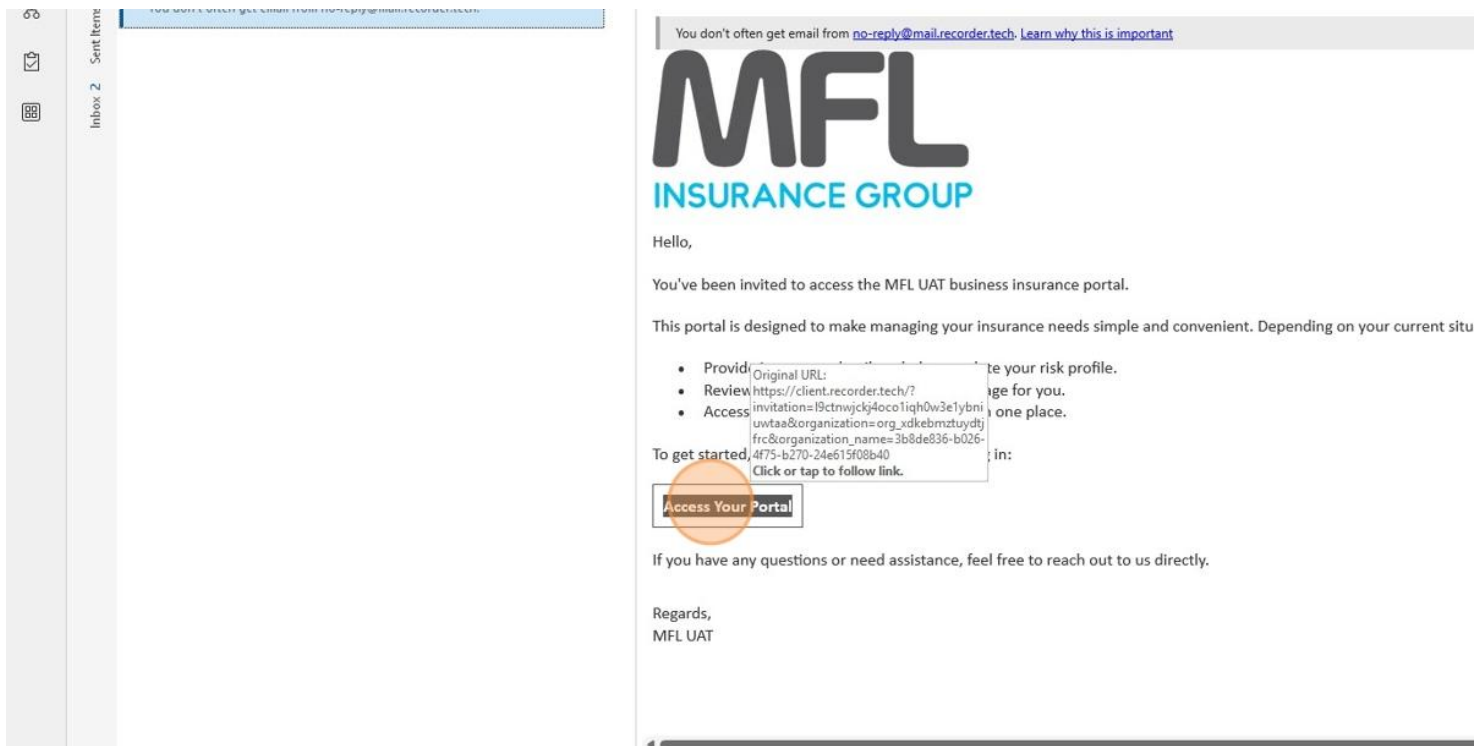
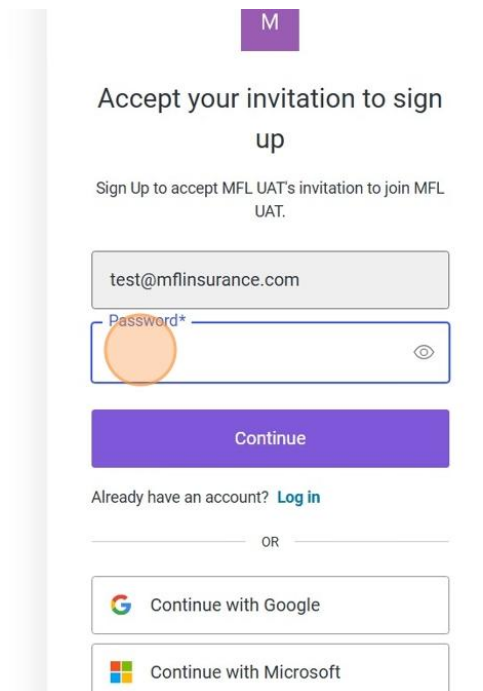


# Setting up your Portal Access and Providing your risk information.

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.

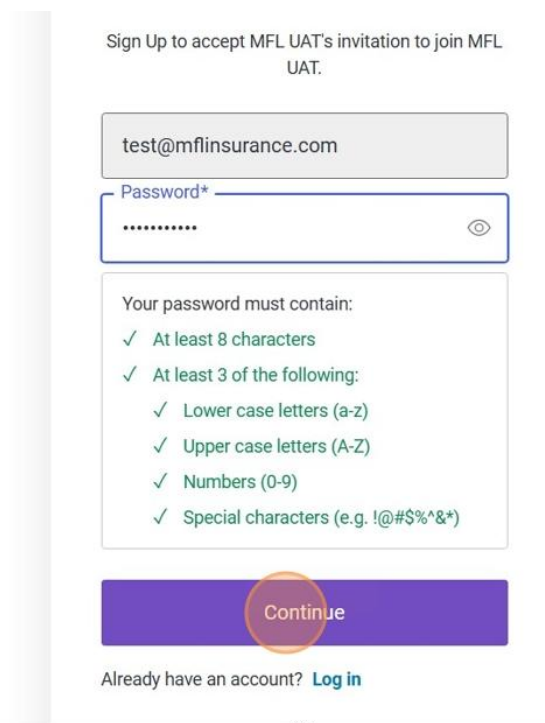


2. Your email address will be pre-filled. You will need to enter a new password to set-up your account.



The screenshot shows a web form for accepting an invitation to sign up. At the top, there is a purple square with the letter 'M'. Below it, the heading 'Accept your invitation to sign up' is centered. The subtext reads 'Sign Up to accept MFL UAT's invitation to join MFL UAT.' The form contains two input fields: the first is pre-filled with 'test@mflinsurance.com', and the second is labeled 'Password\*' and is currently empty. An orange circle highlights the 'Password\*' label. Below the password field is a purple 'Continue' button. At the bottom, there is a link 'Already have an account? Log in' and two social login options: 'Continue with Google' and 'Continue with Microsoft'.

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



This screenshot shows the same sign-up form as the previous one, but with a confirmation box for password requirements. The 'Password\*' field now contains eight dots. Below it, a box titled 'Your password must contain:' lists the following requirements with green checkmarks: 'At least 8 characters', 'At least 3 of the following:', 'Lower case letters (a-z)', 'Upper case letters (A-Z)', 'Numbers (0-9)', and 'Special characters (e.g. !@#\$\$%^&\*)'. An orange circle highlights the 'Continue' button. The 'Log in' link and social login options remain at the bottom.

**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	Action Required ↑
y Combined	Requires Info		14th November 2025		Enter Risk Info

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