LLI Agency Portal

How to log in and reset your password

A simple step-by-step guide for accessing the Lloyd’s Agency Portal.

LOGIN & PASSWORD RESET

Prepared as a knowledge article presentation

Agency Portal access for Managers and nominated staff

The **Manager of the appointment** must first add the staff member to the Agency Portal.

1

Add the staff member

The Manager of the appointment must first add the staff member to the Agency Portal.

2

Request Agency Portal access

Once added, the staff member must email the Lloyd's Agency Network Management team directly at LAN@lloydslistintelligence.com.

3

Verify the staff member

The Lloyd's Agency Network Management team will verify that the staff member is listed on the Agency Portal.

4

Provide Agency Portal access

Once verified, the team will instruct the LLI Customer Success team to provide Agency Portal access.

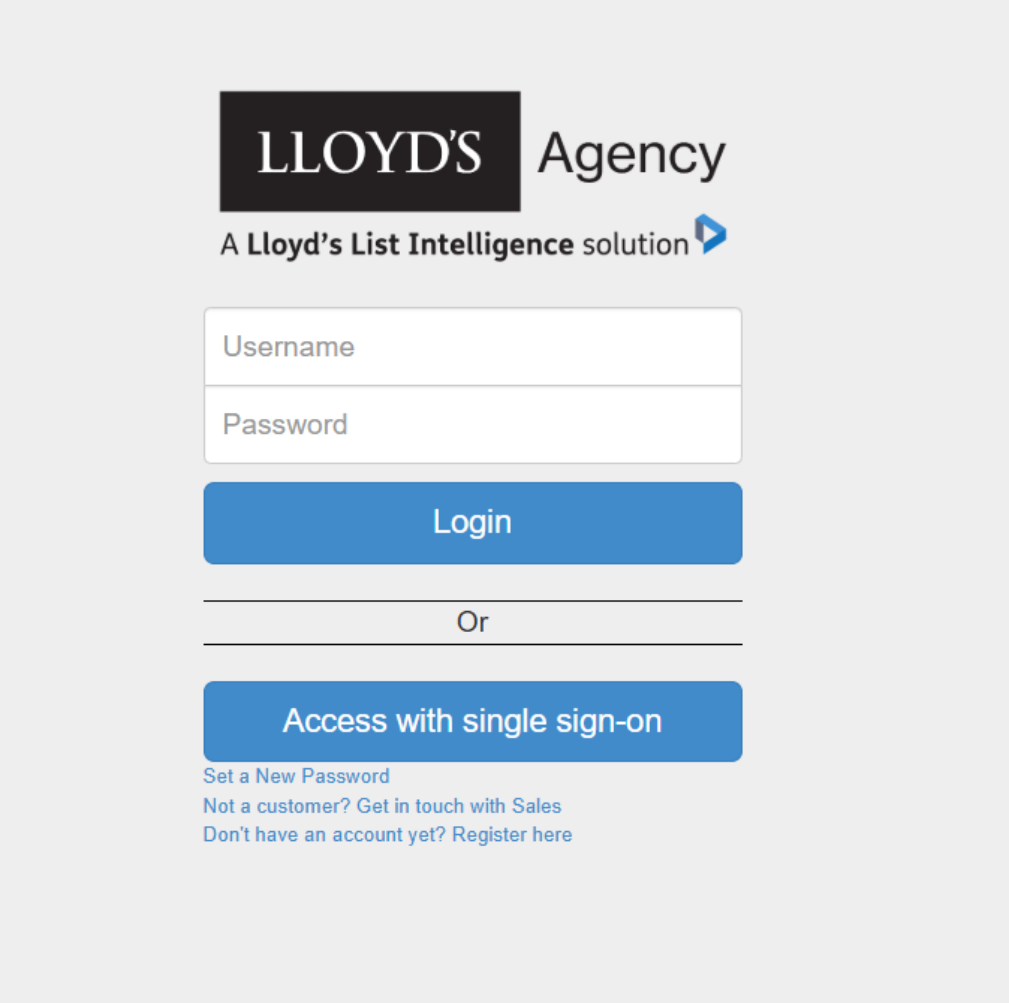
STEP 1

Open the login page

Start by navigating to the Lloyd's Agency login page.

1

- Open the Lloyd's Agency login page. https://agencyportal.lloydsagencynetwork.com/



Lloyd's Agency login page

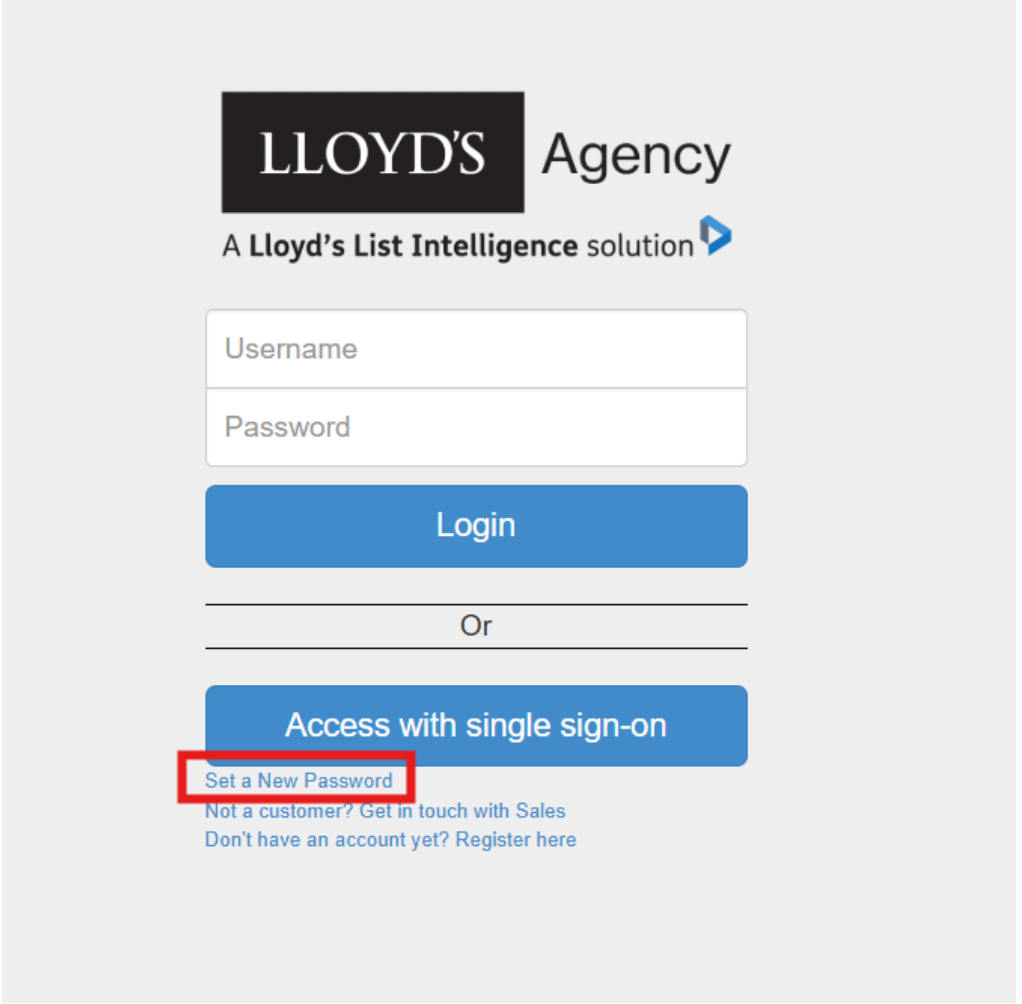
STEP 2

Select "Set a New Password"

Use the password-reset option shown beneath the single sign-on button.

2

- Click "Set a New Password".



The password-reset link is highlighted

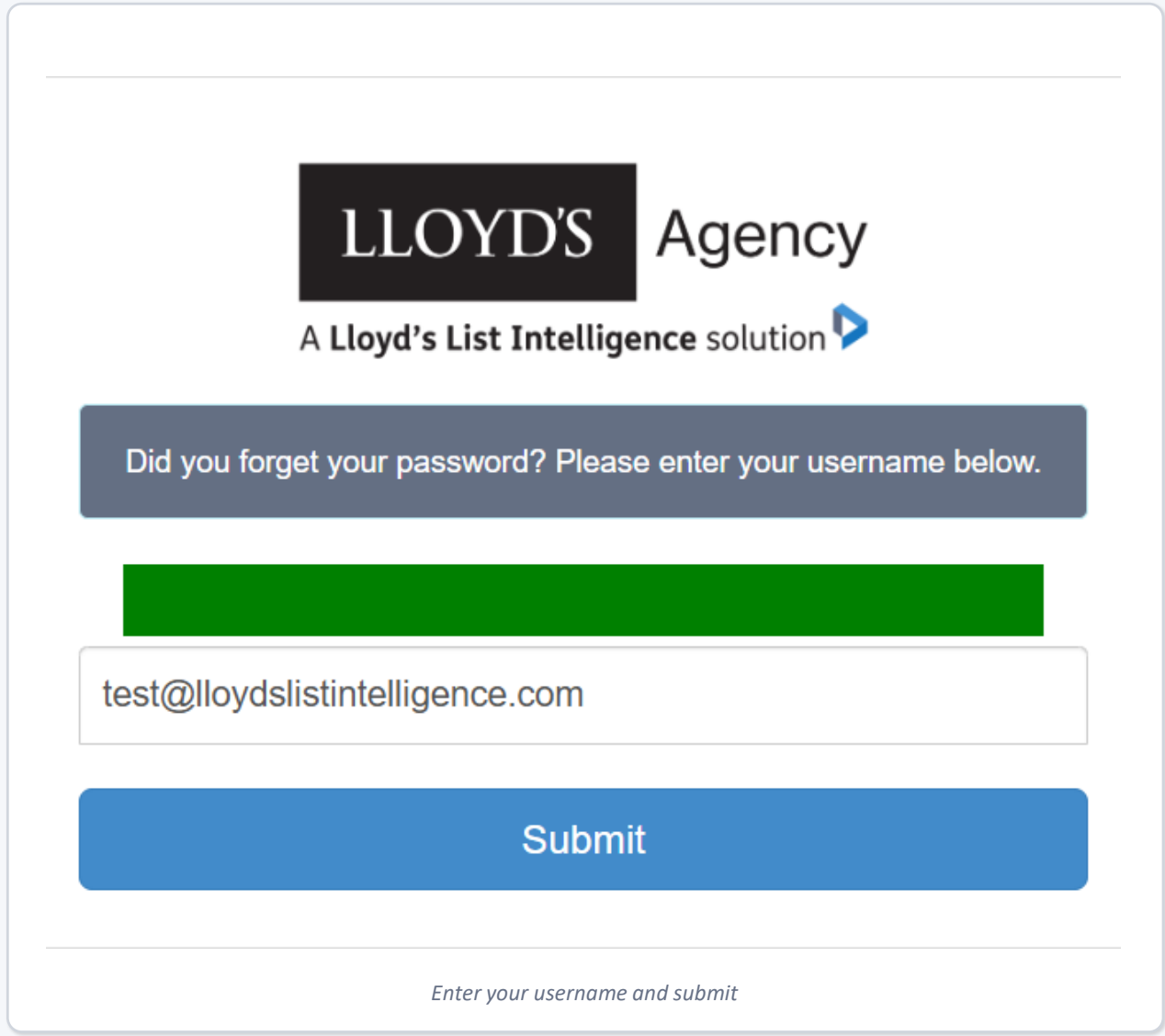
STEP 3

Enter your username

Provide the username linked to your Lloyd's Agency account.

3

- Enter your username in the field provided.
- Click "Submit".



Enter your username and submit

STEP 4

Reset your password from the email

4

Check your inbox

Open the password-reset email sent to your registered email address.



Follow the instructions in the email to create your new password.

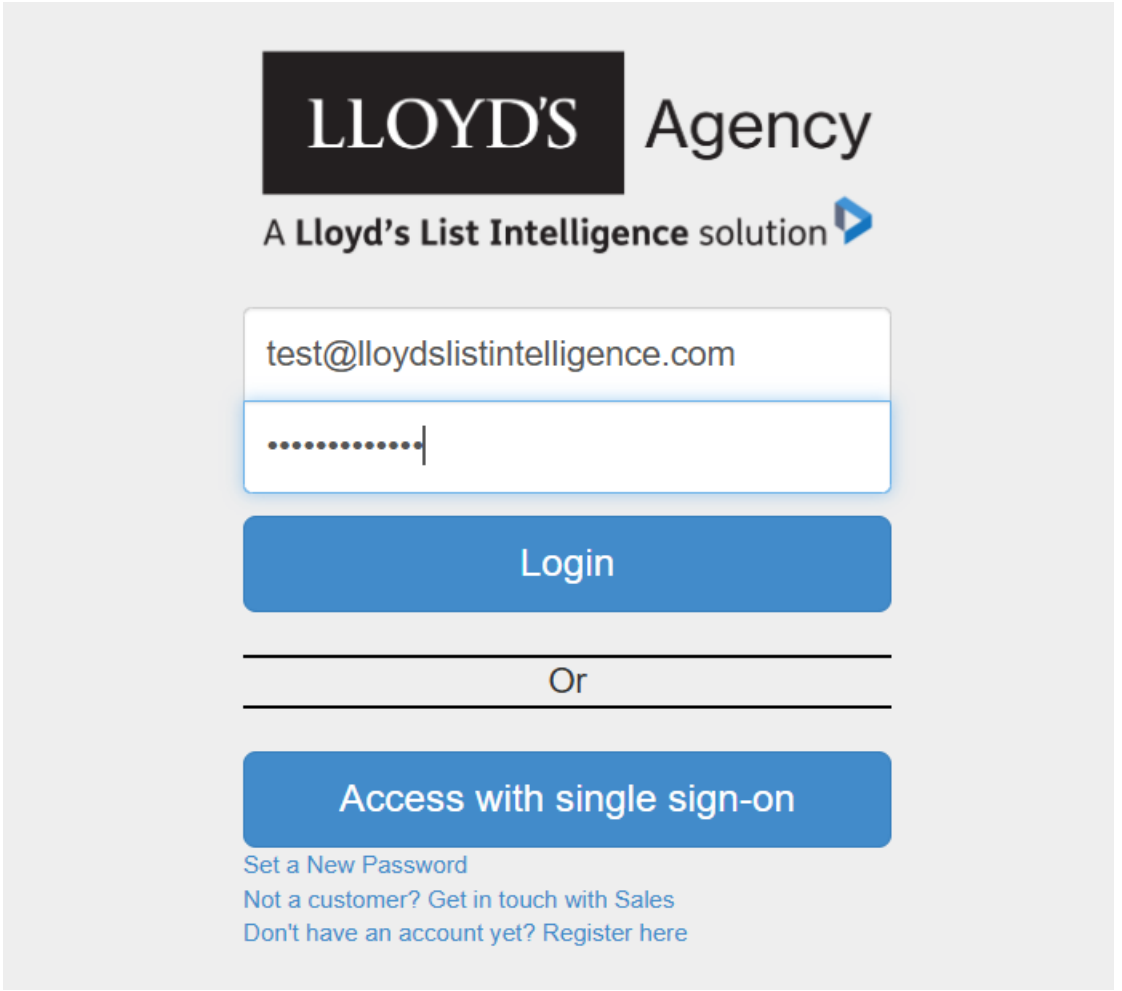
STEP 5

Return and enter your credentials

After setting the new password, return to the login page.

5

- Enter your username.
- Enter your new password.



Username and password fields

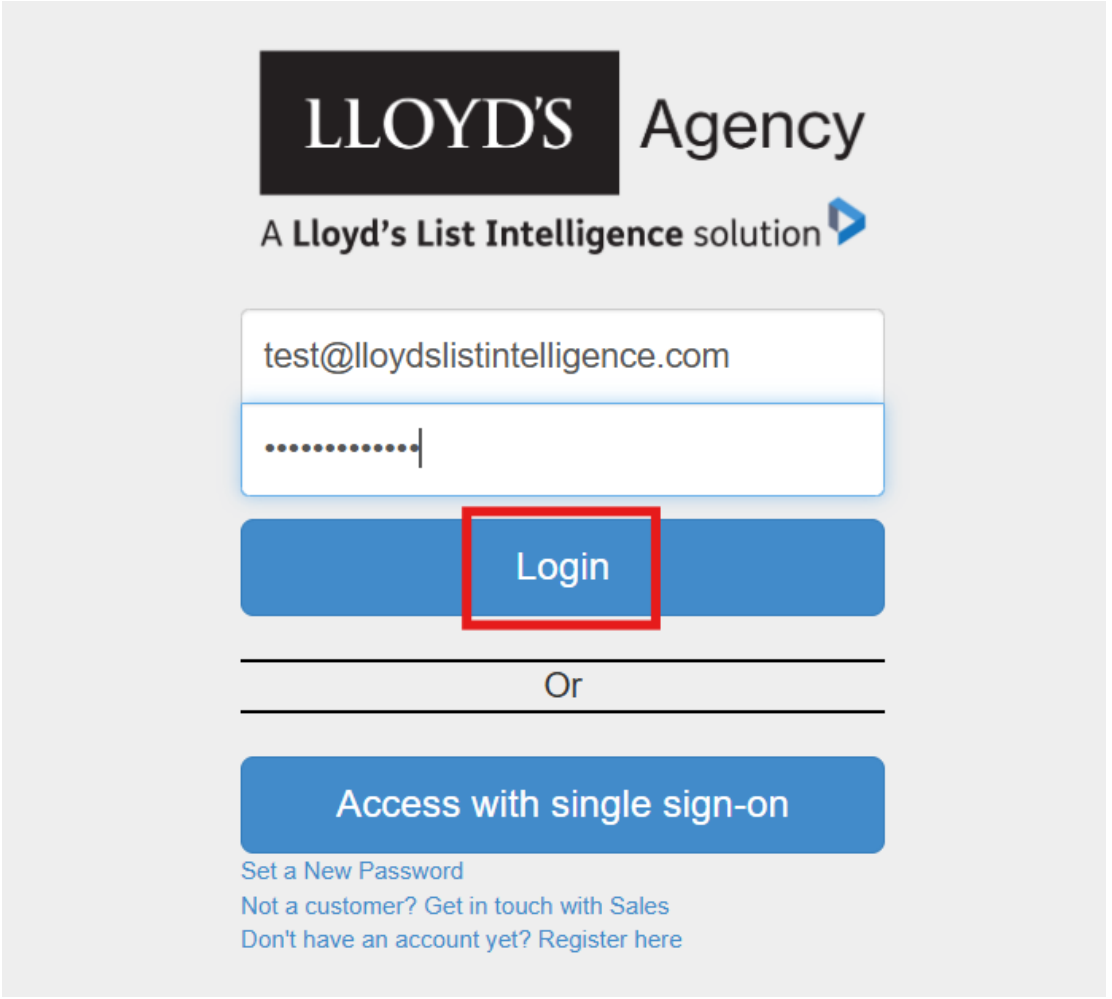
STEP 6

Click "Login"

Submit your credentials to access your Lloyd's Agency account.

6

- Click the "**Login**" button.



Login button highlighted

Lloyd's List Intelligence

Agency Portal Guidance Notes

The **Authority**
Maritime
Intelligence

bsi ISO 9001 Quality Management Systems CERTIFIED
FS 786170

Before making updates

Important controls and approval process

UNLOCK → UPDATE → LOCK

Unlock the record before making changes. Lock it again once your updates have been completed. This helps prevent accidental changes and supports data integrity.

Approval of changes

LLI reviews submitted changes before approval. Once approved, updates are visible in the Agency Portal and, where applicable, on your Agency's page on the LLI Lloyd's Agency website.

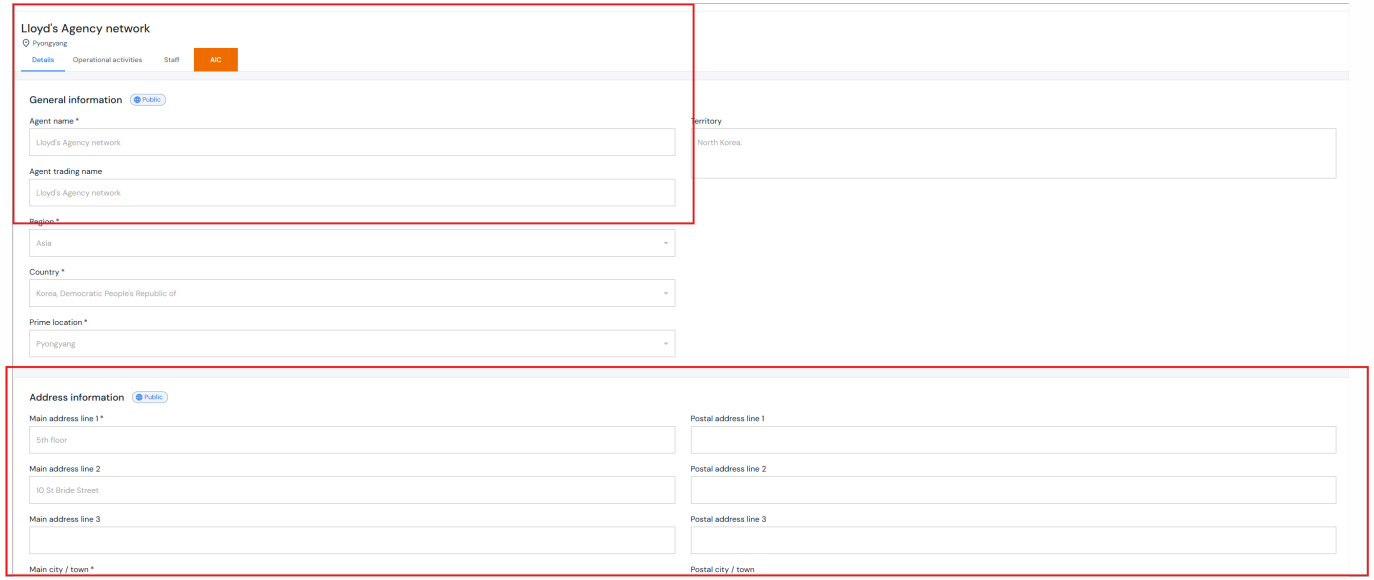
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Updating the Details tab

Some details may appear on your public Agency page

The following information may be published:

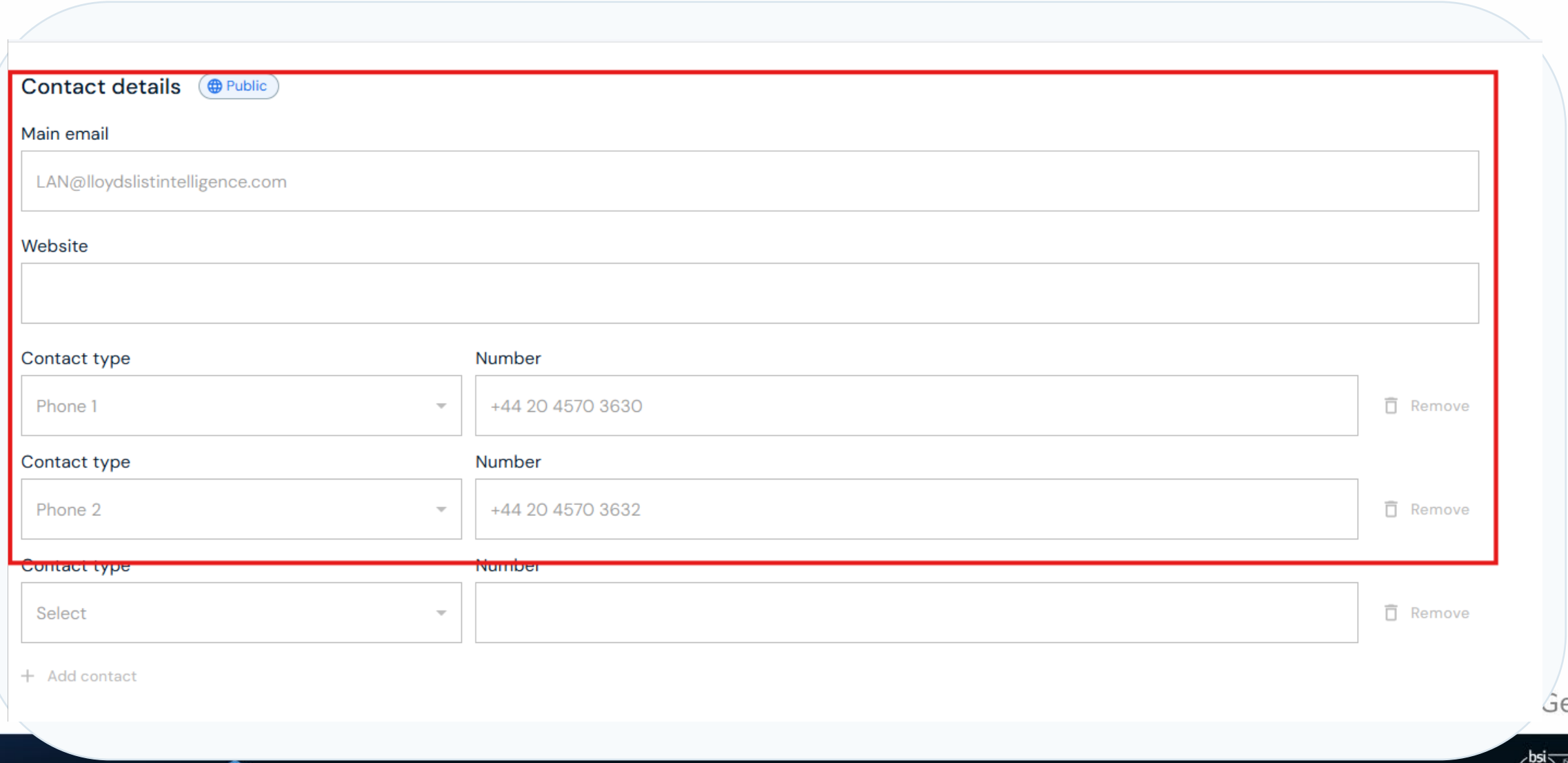
- Agent name
- Main contacts and postal address
- Telephone numbers
- Website address



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Details tab: contact information

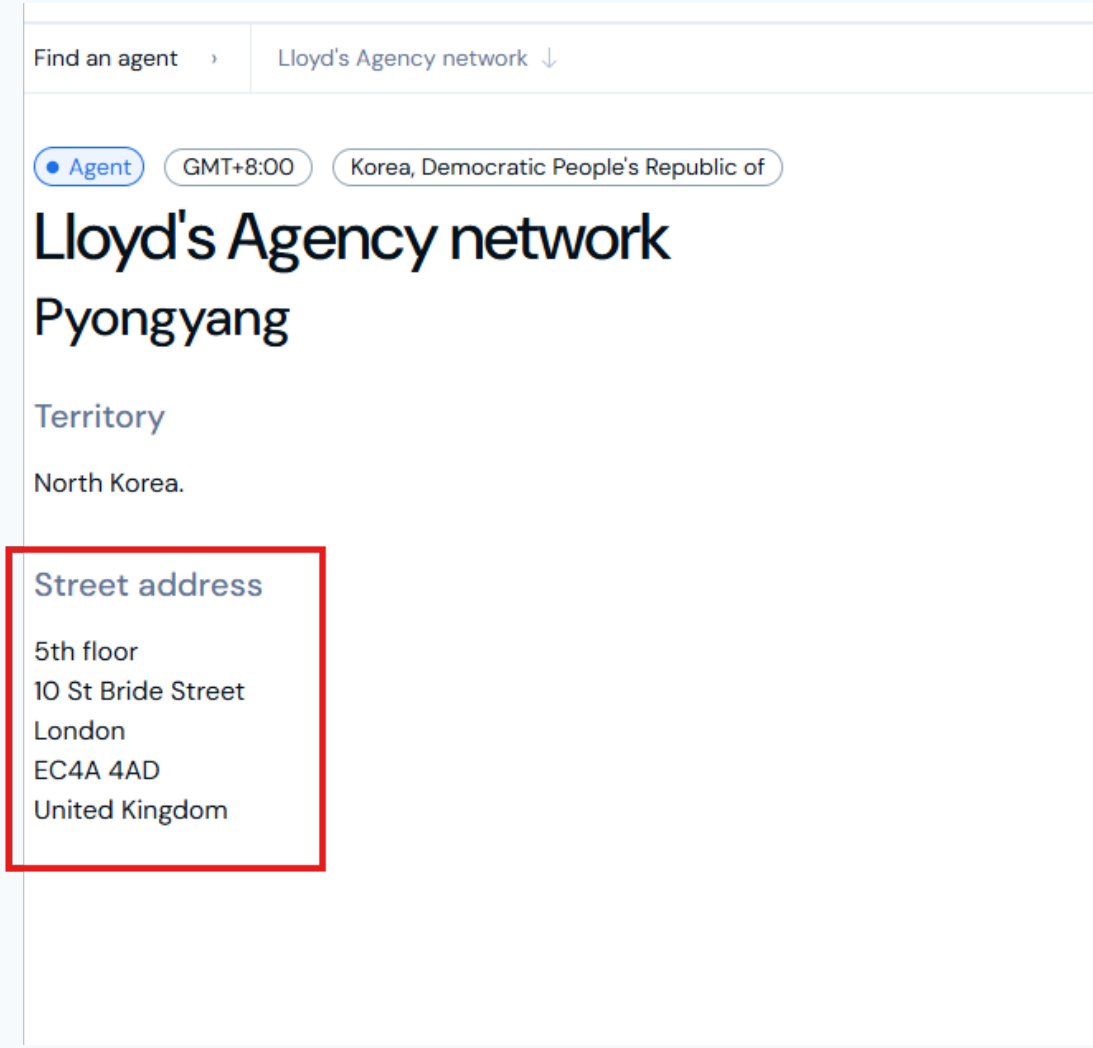
Review the main email, website and telephone details



General

How Details-tab updates appear online

Street address and main contact information

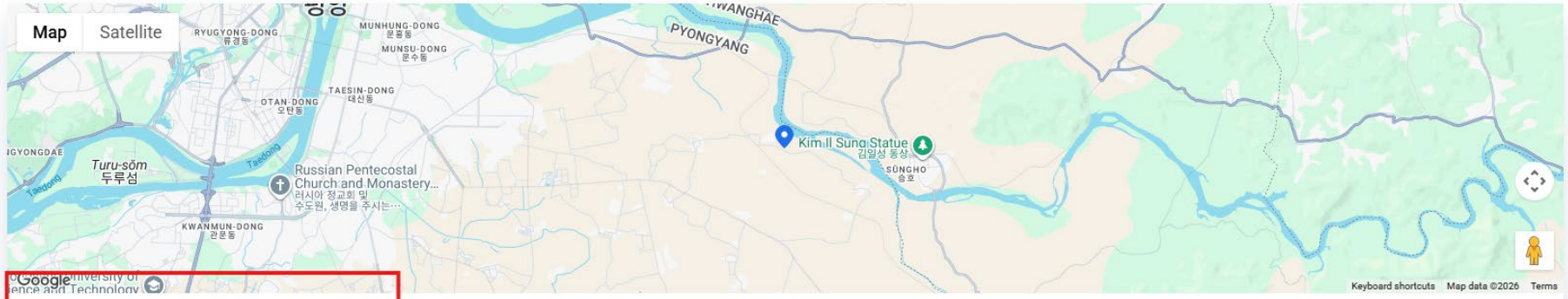


General

Agency contact panel on the website

Approved details are displayed on the Agency page

LLOYD'S
Agency



Main contact details

Phone 1: +44 20 4570 3630
Phone 2: +44 20 4570 3632
Email: LAN@lloydslistintelligence.com

Lloyd's Agency network

Email: LAN@lloydslistintelligence.com

Mr Quentin Byerley

Job title: Senior Operations Advisor
Phone: +44 204570 3632
Email: quentin.byerley@lloydslistintelligence.com

Mr David Lawrence

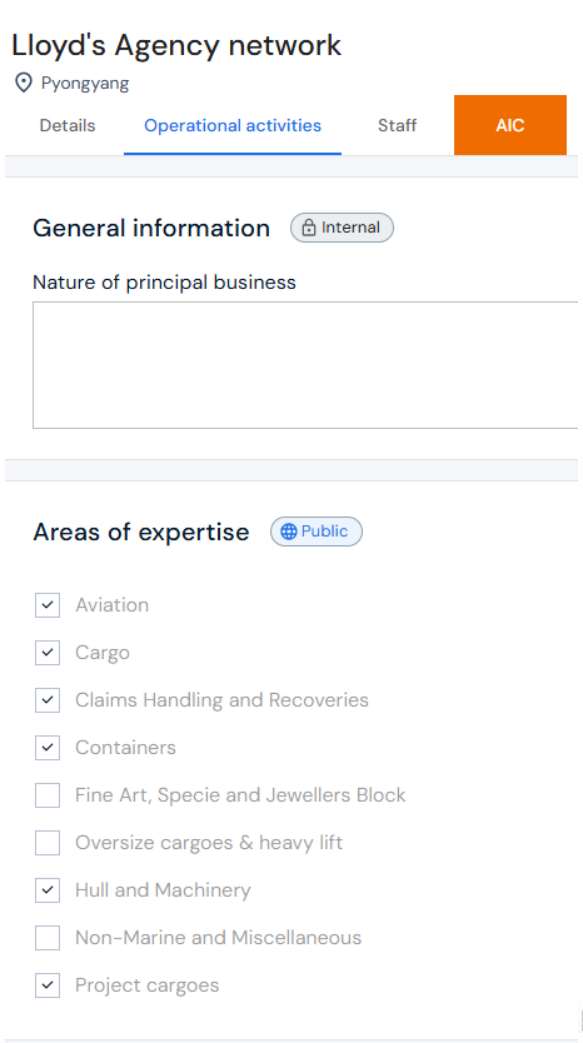
Job title: Head of Lloyd's Agency network
Phone: +44 20 4570 3630
Mobile: +44 7957 685067
Email: david.lawrence@lloydslistintelligence.com

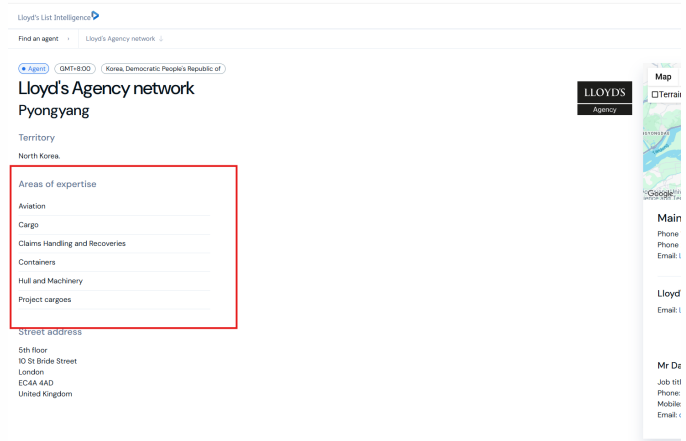
General

Updating the Operational Activities tab

Areas of Expertise may appear on your public Agency page

Select the relevant Areas of Expertise carefully. Approved selections may be published on your Agency's page on the LLI Lloyd's Agency website.



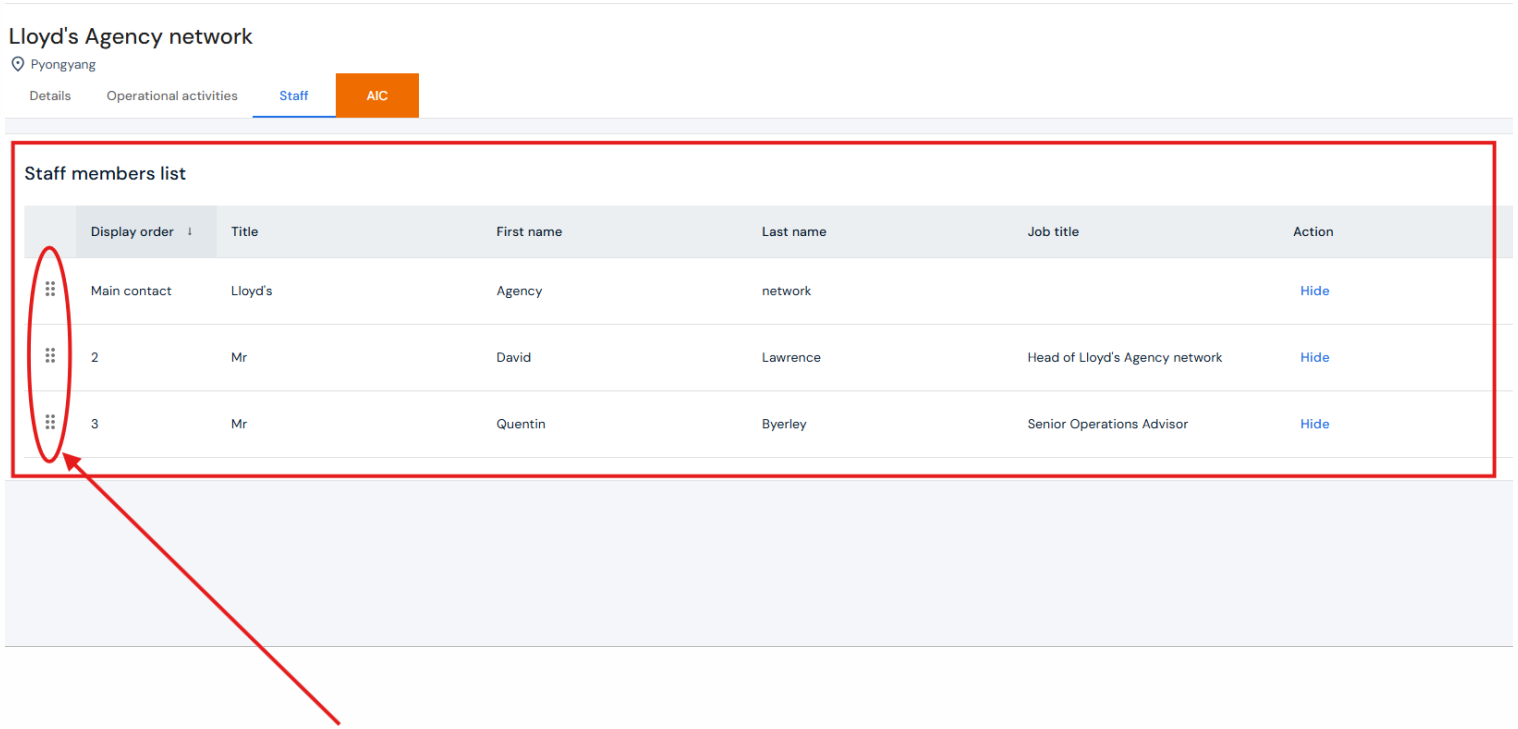


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Updating the Staff tab

Main Contact, Contact 2 and Contact 3 may appear publicly

Review staff names, roles and contact details before submitting your changes for approval.



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Rearranging staff order

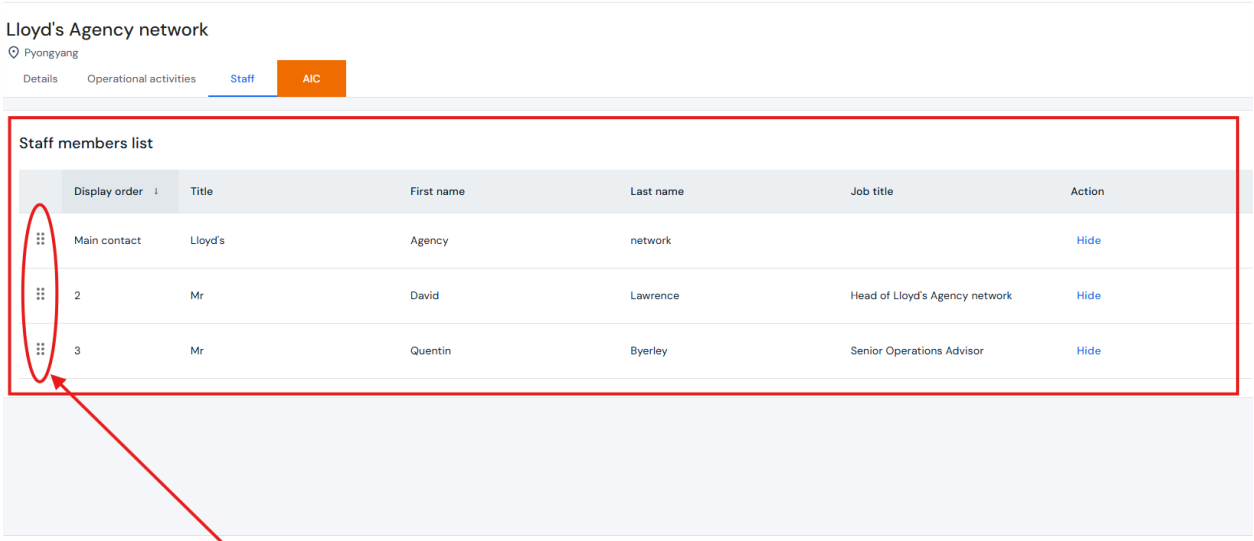
Use the drag-and-drop handle in the Staff tab

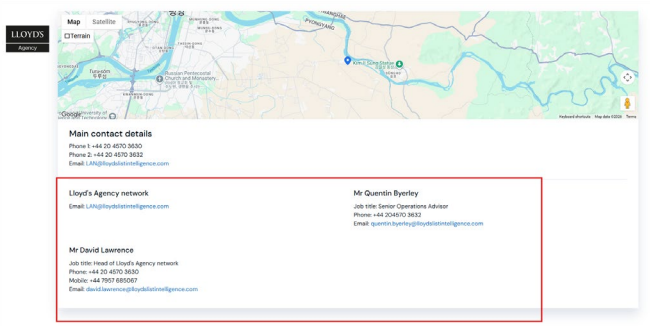
1. Position your cursor over the six-dot drag handle next to the staff member.

2. Press and hold the mouse button.

3. Drag the person to the required position.

4. Release the mouse button to drop them into place.





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