



LLOYDS

# Lloyds Online Trade Services

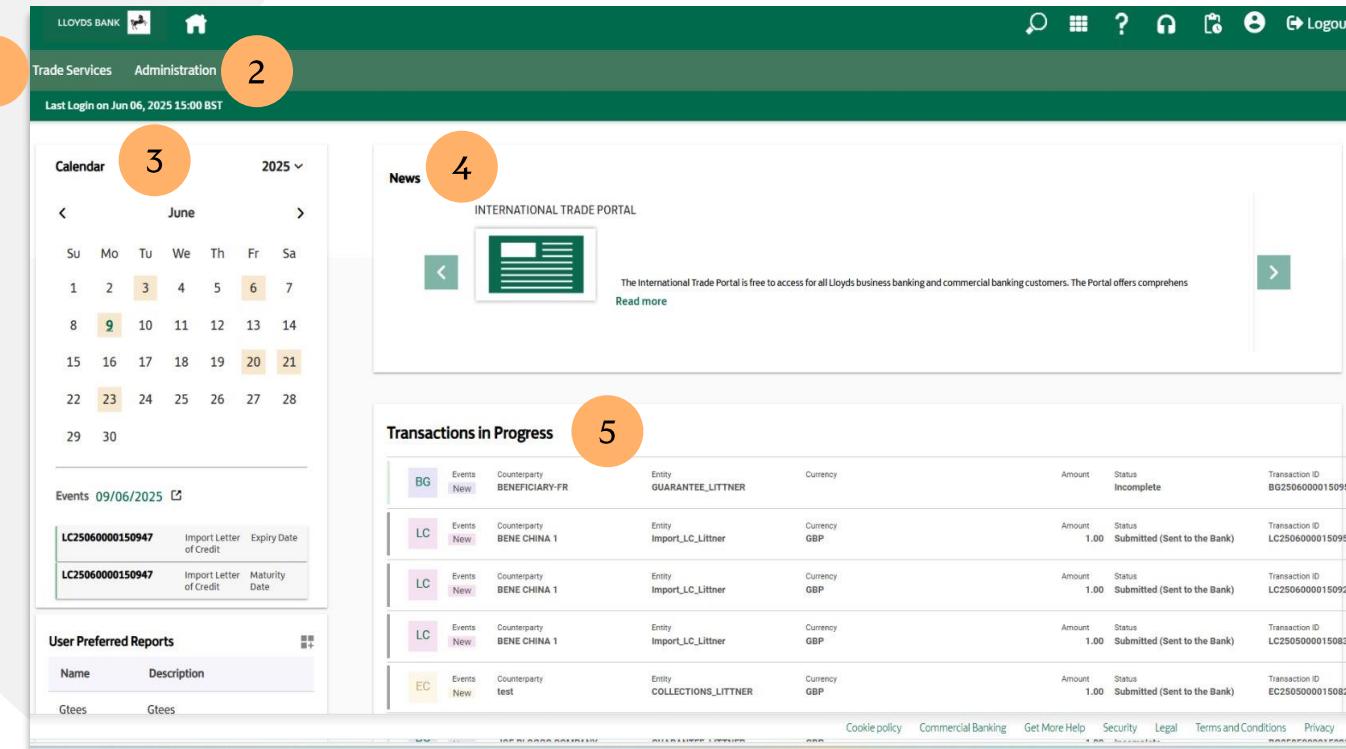
## Quick Start Guide

Getting started on Lloyds Online Trade Services for your simplified and streamlined way to manage your trade needs.



# Welcome to your Lloyds Online Trade Services (LOTS) homepage

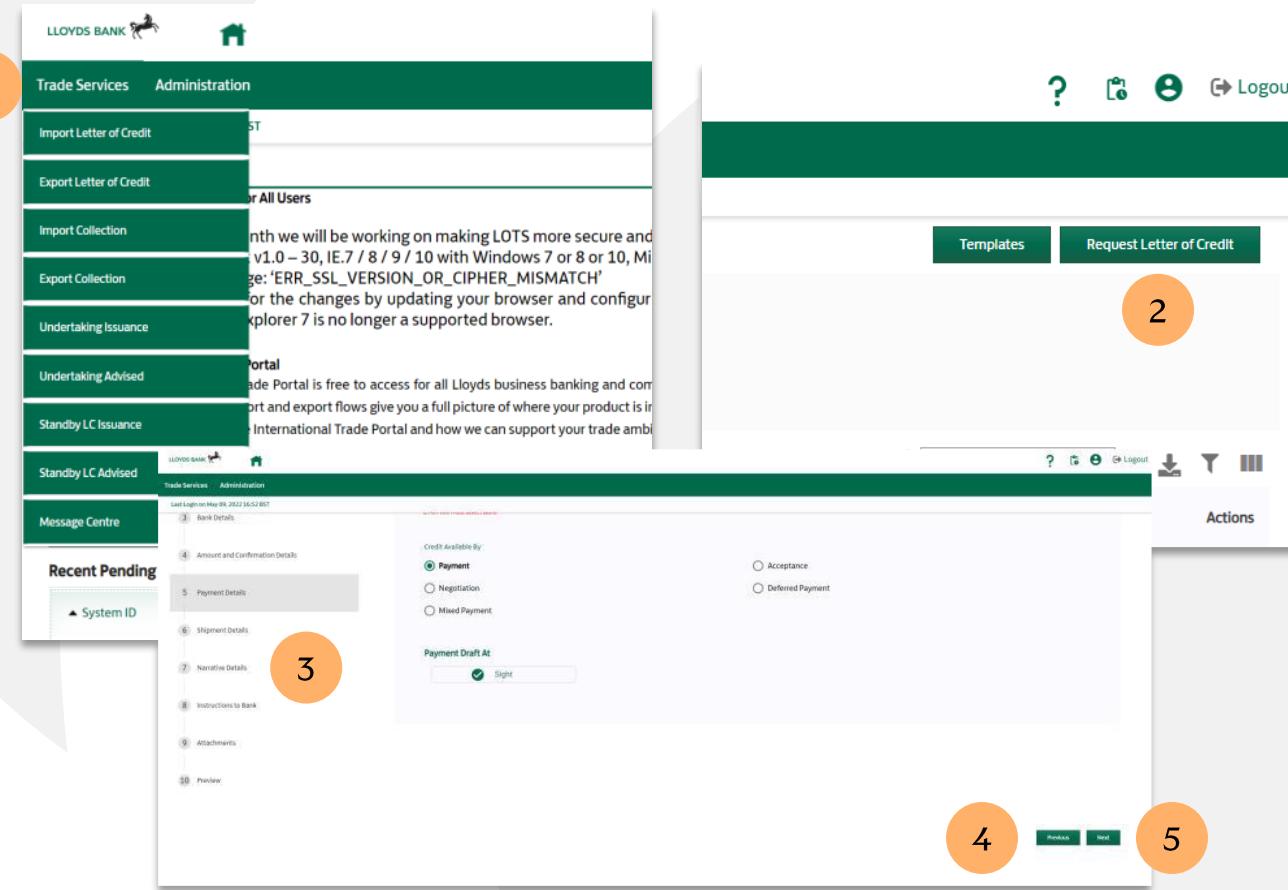
To log on and access instructional videos and step-by-step user guide, go to:  
**www.lloydsbanktradeservices.com**



1. Click on '**Trade Services**' to initiate, view, amend and maintain a trade product.
2. Click on '**Administration**' to update your user profile and access other administration functions.
3. The '**Trade Calendar**' provides you with an online calendar to let you track the various events relating to the international trade applications you have initiated through Lloyds Online Trade Services.
4. '**News**' this is where we will update you about any changes to Lloyds Online Trade Services (LOTS), such as system availability, and provide useful news items to anybody involved in international trade.
5. A list of '**Ongoing Tasks**' are created at a transaction level, and users can assign Tasks to themselves and to other Online Trade Services users.

# Initiate a Trade Product

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1. On the Homepage click on '**Trade Services**' and select a trade product to initiate from the list.
2. To create a new Import Letter of Credit click '**Request Letter of Credit**' on the right-hand side of the page.
3. Complete each section as displayed on the left-hand side of the screen (beside), providing information about the Applicant and Beneficiary; and Bank and Letter of Credit details. You can add any specific instructions for the Bank as well as attach documents, and there's also the opportunity to preview your application before submitting it to us.
4. To move onto each section, just click the '**Next**' button at the bottom of the page when you are ready.
5. You can go back by clicking '**Previous**' or the selecting the section on the left-hand side.

For more detailed guidance on the information required to complete your application, please refer to the Lloyds Online Trade Services User Guide.

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