



## Supplier Web Access Mandate

Please use this form to tell us who you would like to use Client Manager Portal and what level of access each person will need. We will send a username and a temporary password to everyone on the list.

Once you have completed the form, return to us by email to [sfhelpdesk@lloydsbanking.com](mailto:sfhelpdesk@lloydsbanking.com)

### Access Permissions

If you have not requested two-stage approval of payment requests, the following permissions are available:

Access level	Permissions
Full Access	User can view information and request payments. No approval is required.
Enquirer	User can view information.

If you have opted for two-stage approval of payment requests, choose from these permissions:

Access level	Permissions
Enquirer	User can view information.
Processor	User can view information and request payments.
Supervisor	User can approve payments requested by a Processor.

There must be at least one Processor and one Supervisor in your organisation. A user can have both Processor and Supervisor permissions, but for any single transaction can only act in one capacity.

### Mandate

To: Lloyds Bank plc

Please provide access to Client Manager Portal for the people listed here.

User first name	User last name	Email address*	Full Access	Enquirer	Processor	Supervisor
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*Please supply an email address for each user. The email address must be unique to the individual, e.g. [jane.doe@yourorganisation.co.uk](mailto:jane.doe@yourorganisation.co.uk) and not a group mailbox such as [admin@yourorganisation.co.uk](mailto:admin@yourorganisation.co.uk). There is space over the page if you wish to add more names.

Authorised by

For and on behalf of

Supplier Finance reference:

Date

## Additional names

Please use the space below to list any other people who will need to use Client Manager Portal.

User first name	User last name	Email address*	Full Access	Enquirer	Processor	Supervisor
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*Please supply an email addresses for each user. The email address must be unique to the individual, e.g. **jane.doe@yourorganisation.co.uk** and not a group mailbox such as **admin@yourorganisation.co.uk**

Please contact us if you'd like this information in an alternative format such as Braille, large print or audio.

If you have hearing or speech impairment you can contact us using Text Relay (previously Typetalk).

Calls may be monitored or recorded in case we need to check we have carried out your instructions correctly and to help improve our quality of service. Lloyds Bank Commercial Finance Ltd. Registered Office: No. 1, Brookhill Way, Banbury OX16 3EL. Registered in England and Wales No. 733011. © Copyright Lloyds Bank Commercial Finance 2017.

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