View your Mobile License Card

Hello and welcome to the Mobile License Card webinar, developed for the Louisiana Department of Insurance. In this webinar, we will teach you how to view a mobile-friendly version of your producer or adjuster license card via the Industry Access Portal. If you have not already registered for Industry Access, you will need to complete this step before you can request access to the View Mobile License Card module. To learn how to register, please see the Help Manual and webinar available on the Industry Access Login screen.

To begin, log into Industry Access with your mobile device and go to the "Your Modules" screen.

Click the "View Mobile License Card" module and the mobile-friendly card will open.

Please note that while the mobile license card is available on all devices, it is only optimized for mobile devices. A printable version of producer or adjuster license card is available within the Producer/Adjuster Portal.

If you had access to the Producer/Adjuster Portal module for any licensee prior to January 2014, you will automatically have access to the View Mobile License Card module. However, you will need to request access to the View Module License Card module for any licensees added beyond that time.

To request access to the View Mobile License Card module, go to "Request Module Access" screen. If you are trying to connect to the mobile-friendly card for a licensee to which you already have access, that licensee will already appear in the Related Licensees grid. Otherwise, you will need to first search for the licensee and add it to the grid.

View the licensee and select the checkbox for the "View Mobile License Card" module in the "Choose your Modules" section.

Click "Next and then click "Submit Module Request."

If you are the Industry Access Account Administrator for this licensee, you will be automatically granted access to the module. If you are not the IAAA, you will need to wait until the IAAA grants your request. Once you have access to the module, simply return to the "Your Modules" screen and open the "View Mobile License Card" module.

This concludes our demonstration. We hope that this webinar has given you a greater understanding of the Industry Access Portal. Thank you for watching.