

# Managing Stamps on the Whitespace Platform

The Stamp Management panel in the new admin module provides Whitespace Platform admins with detailed control over all of the organisation's stamps. In addition to a fully-filterable list of stamps, and detailed set-up screens for new stamps and button stamps, the new functionality allows stamps to be made available for users on a team or individual level, or to be indefinitely deactivated. All new full stamps will be validated by Whitespace Support before being made available for use.

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## NEW FUNCTIONALITY

- Stamps can be granularly enabled or disabled from the organisational level down to that of the individual user. By default, stamps are available to all users.
- Stamp descriptions can now include carriage returns to improve formatting and legibility.
- Stamp types that show corporate logos may now display a stamp-specific logo instead, or no logo whatsoever.
- The list of stamps shown in the admin portal can be filtered by multiple categories to make it easy to use and search.
- New full stamps are validated by Whitespace Support before release to ensure that they are correct and safe for use.
- Existing stamps as of the release of version 2.12 of the Whitespace Platform are automatically considered validated.
- Nine separate categories of full stamp with automatic error-checking help ensure that new stamps will pass validation.

# The Stamp Management Panel

Underwriter admins have access to the 'Stamps' panel within the new Admin Portal which lists all of the organisation's stamps by identifying 'Short Name'.

Click 'Add New Stamp' to create a new stamp. All stamps are validated by Whitespace Support before they are made available to users, and cannot be edited after that point. Stamp categories now cover all authorities and use cases.

Type	Stamp Category	Short Name	Code	Pseudonym	Validated	Enabled
		Lloyd's Underwriter Syndicate No. 2350 TSD *	2350	Lloyd's	?	<input checked="" type="checkbox"/>
		Lloyd's Syndicate	2350	TSD	!	<input checked="" type="checkbox"/>
		Lloyd's Syndicate	0777	CHR	✓	<input checked="" type="checkbox"/>
		Lloyds	Lloyd's Underwriter *	2350	?	<input type="checkbox"/>

Type into the search bar to filter stamps by 'Short Name' text or click on a down-arrow in the blue title bar for a list of filter options relevant to that category.

Stamps awaiting validation display a red exclamation mark, which changes to a green tick when validated and available for use. Older, legacy stamps are considered automatically valid and display a grey question mark.

Click on the three-dot icon to set a stamp's users, preview the stamp, or edit a pre-validation stamp displaying a red exclamation mark.

Saved stamps can never be deleted, but they can be toggled to disabled and hidden from platform users.

Please note that you **MUST** click 'Save' to finalise all changes before leaving the Admin Portal. Failure to do so will lead to all changes since the last save being discarded.

# Assigning Stamps to Users

Please note: Users must be assigned to a stamp before it can be saved, and before they can see or use it. The 'Assign Users' pane groups users by team.

Type into the search box to filter the list of teams by name of team/member.

Individual users in a team can be selected by clicking on the blue down-arrow before the team's name to expand the user list, and then ticking the appropriate users manually.

Toggle 'Select All Teams' to automatically select no/all team members. This defaults to 'On' for both new and existing stamps.

Tick 'Select All' to assign a stamp to a whole team or untick it to deselect all members of the team.

Click 'Cancel' to reject changes, including new stamp details if adding a stamp.

Click 'Confirm' to register the assigned users but please note that the changes must still be saved on a main Admin Portal panel.

Please note that users assigned a stamp as part of one team do not automatically get access to the stamp when acting as part of another team.

Having clicked 'Cancel' to reject changes in the Admin Portal, you will see the confirmation dialog above.

Click 'Proceed' to confirm the cancellation, or 'Cancel' to undo the cancellation and return to editing.

# Lloyd's Syndicate Stamps

Select 'Lloyd's Syndicate' from the 'Category' menu.

'Short Name' is a free text field of up to 40 characters that identifies the stamp on the Stamps panel.

The 'New Stamp' form is shown with the 'Stamp' tab selected. The 'Category' dropdown is set to 'Lloyd's Syndicate'. The 'Code' field contains '0777' and the 'Pseudonym' field contains 'CHR'. The 'Short Name' field contains '2023 Lloyd's CHR'. The 'Stamp Logo' section has 'Default' selected. The 'Stamp Description' field contains 'Lloyd's Underwriter syndicate number 0777 CHR'. A preview of the stamp is shown at the bottom, featuring a grid of 10 boxes, the date and time '2 Jun 2023, 15:34', the name 'James Hatton', and the text 'Lloyd's Underwriter syndicate number 0777 CHR'. The 'Assign Users' button is highlighted.

Enter the four-digit Syndicate Number in 'Code' and three-letter pseudonym in 'Pseudonym'.

The 'Stamp Description' field should read "Lloyd's Underwriter syndicate number" followed by the 'Code' and 'Pseudonym'.

Click 'Assign Users' to progress to assigning the stamp to team members.

Stamps may have logos added. Click 'Browse' to upload a stamp-specific logo, 'Default' for the general organisation logo, or 'No logo' for none.

The 'New Stamp' form is shown with the 'Stamp' tab selected. The 'Category' dropdown is set to 'Lloyd's Syndicate'. The 'Code' field contains '2350' and the 'Pseudonym' field contains 'TSD'. The 'Short Name' field contains '2023/4 CHR75 TSD25'. The 'Stamp Logo' section has 'Default' selected. The 'Stamp Description' field contains 'Lloyd's Syndicate 0777 CHR - 75% / Syndicate 2350 TSD - 25%'. A preview of the stamp is shown at the bottom, featuring a grid of 10 boxes, the date and time '2 Jun 2023, 15:38', the name 'James Hatton', and the text 'Lloyd's Syndicate 0777 CHR - 75% / Syndicate 2350 TSD - 25%'. The 'Assign Users' button is highlighted.

For a split stamp, tick the 'Split' box to open a second line.

Enter the 'Code' and 'Pseudonym' of the second syndicate, and fill in the split percentages to total 100%.

The 'Long Description' for a split stamp should include the term "Lloyd's Syndicate" and provide the 'Code', 'Pseudonym', and split percentage of both syndicates.

# Lloyd's Brussels Stamps

Select 'Lloyd's Brussels' from the 'Category' menu.

'Short Name' is a free text field of up to 40 characters that identifies the stamp on the Stamps panel.

The 'New Stamp' form shows the 'Stamp' tab selected. The 'Category' dropdown is set to 'Lloyd's Brussels'. The 'Code' field contains '5777' and the 'Pseudonym' field contains 'CHR'. The 'Short Name' field contains '2023 Brussels CHR'. The 'Stamp Description' field contains 'Brussels Chartwater Syndicate 5777 CHR reinsured by 0777 CHH'. The 'Stamp Logo' section has 'Default' selected. A preview of the stamp is shown at the bottom, featuring the Lloyd's Insurance Company S.A. logo, a date and time stamp, the name 'James Hatton', and the text 'Brussels Chartwater Syndicate 5777 CHR reinsured by 0777 CHH'. The 'Assign Users' button is highlighted.

Please note that Lloyd's Brussels stamps do not display stamp logos.

Click 'Assign Users' to progress to assigning the stamp to team members.

Enter the four-digit Syndicate Number beginning with 5 in 'Code' and three-letter pseudonym in 'Pseudonym'

The 'Stamp Description' field should provide the name, 'Code' and 'Pseudonym' of the Lloyd's Brussels syndicate followed by "reinsured by" and the 'Code' and 'Pseudonym' of the reinsuring Lloyd's of London syndicate.

The 'New Stamp' form shows the 'Stamp' tab selected. The 'Category' dropdown is set to 'Lloyd's Brussels'. The 'Code' field contains '5777' and the 'Pseudonym' field contains 'CHR'. The 'Short Name' field contains '2023/4 LB CHR75 WAN25'. The 'Stamp Description' field contains 'Brussels Chartwater Syndicate 5777 CHB reinsured by 0777 CHR / Wantage Syndicate 5369 reinsured by 0369 WAN'. The 'Stamp Logo' section has 'Default' selected. A preview of the stamp is shown at the bottom, featuring the Lloyd's Insurance Company S.A. logo, a date and time stamp, the name 'James Hatton', and the text 'Brussels Chartwater Syndicate 5777 CHB reinsured by 0777 CHR / Wantage Syndicate 5369 reinsured by 0369 WAN'. The 'Assign Users' button is highlighted.

The 'Long Description' for a split Lloyd's Brussels stamp should provide the Brussels name, 'Code', 'Pseudonym' and London reinsuring 'Code' and 'Pseudonym' for both parties.

For a split stamp, tick the 'Split' box to open a second line.

Enter the 'Code' and 'Pseudonym' of the second syndicate, and fill in the split percentages to total 100%.

# Lloyd's Consortium Stamps

## For London consortiums

New Stamp

Stamp Button Stamp Stamp Enabled

Category\* Consortium Code\* 4235 Pseudonym\* CWX

Short Name\* Chart-Want-Exc 2023/4

Stamp Logo  
☒ Default ☐ No Logo ☐ Uploaded Logo Browse File Browse

Stamp Description\*  
All underwriters registered as per LPSO 4235

Stamp Preview  
0% WRITTEN  
N/A SIGNED  
2 Jun 2023, 15:50  
James Hatton  
All underwriters registered as per LPSO 4235

Cancel Assign Users

Select 'Consortium' from the 'Category' menu.

'Short Name' is a free text field of up to 40 characters that identifies the stamp on the Stamps panel.

Enter the four-digit consortium number beginning with 4, 7 or 9 in 'Code' and the consortium leader's three-letter pseudonym in 'Pseudonym'.

The 'Stamp Description' field should read "All underwriters registered as per LPSO" followed by the consortium number, and may also include the consortium name.

Click 'Assign Users' to progress to assigning the stamp to team members.

Stamps may have logos added. Click 'Browse' to upload a stamp-specific logo, 'Default' for the general organisation logo, or 'No logo' for none.

## For Brussels consortiums

New Stamp

Stamp Button Stamp Stamp Enabled

Category\* Lloyd's Brussels Consortium Code\* 4018 Pseudonym\* CWX

Short Name\* Chart-Want-Exc LB 2023/4

Stamp Logo  
☒ Default ☐ No Logo ☐ Uploaded Logo Browse File Browse

Stamp Description\*  
Lloyd's Insurance Company S.A. Chartwater Property Consortium 4018 (per LPSO 4916) Reinsured by Lloyd's reinsurance consortium 4960

Stamp Preview  
0% WRITTEN  
N/A SIGNED  
7 Jun 2023, 17:02  
James Hatton  
Lloyd's Insurance Company S.A. Chartwater Property Consortium 4018 (per LPSO 4916) Reinsured by Lloyd's reinsurance consortium 4960

Cancel Assign Users

Select 'Lloyd's Brussels Consortium' from the 'Category' menu.

Unless specified otherwise, other details are as per London Consortium stamps.

The 'Stamp Description' field should clearly differentiate and provide the Lloyd's Brussels consortium number (4018 above), the associated non-Europe consortium number/LPSO registration (4916 above), and the Lloyd's reinsurance consortium number (4960 above).

Please note that Lloyd's Brussels stamps do not display organisation stamp logos.

# Managing General Authority Stamps

## For bureau MGA stamps

Select 'MGA' from the 'Category' menu.

'Short Name' is a free text field of up to 40 characters that identifies the stamp on the Stamps panel.

New Stamp

Stamp Button Stamp Stamp Enabled

Category\* MGA Code\* B0186AYC650663238

Short Name\* Wantage MGA 2023

Stamp Logo  
☒ Default ☐ No Logo ☐ Uploaded Logo chartwater-bw.png Browse

Stamp Description\*  
Chartwater Managing General Authority as per BAA B0186AYC650663238 on behalf of Wantage Aircraft Hull Deductible Consortium 4777 (CHR - 60% / CHB - 40%. All Underwriters as per LPSO Registered Consortium No. 4777). Premiums and Claims are to be settled via Bureau.

Stamp Preview

Cancel Assign Users

Stamps may have logos added. Click 'Browse' to upload a stamp-specific logo, 'Default' for the general organisation logo, or 'No logo' for none.

Click 'Assign Users' to progress to assigning the stamp to team members.

Managing General Authority stamps should have either the UMR of the Binding Authority Agreement contract or the Consortium number of the capacity behind it in the 'Code' field. This number is not automatically shown in the stamp.

Full details of the agreement should be given in the 'Stamp Description'.

Bureau MGA stamp descriptions should include the phrase "on behalf of" and the details of the delegation to be included, and affirm that premiums and claims are settled via bureau. They can also include LPSO registration details.

## For non-bureau MGA stamps

Select 'Non Bureau MGA' from the 'Category' menu.

Unless specified otherwise, other details are as per bureau MGA stamps.

New Stamp

Stamp Button Stamp Stamp Enabled

Category\* Non Bureau MGA Code\* B4060ID2000004

Short Name\* NB Wantage MGA 2023

Stamp Logo  
☒ Default ☐ No Logo ☐ Uploaded Logo chartwater-bw.png Browse

Stamp Description\*  
Chartwater International Underwriting Ltd on behalf of Wantage UK Ltd 100%. Premiums are to be settled directly to Chartwater in accordance with the terms of Binding Authority: B4060ID2000004 (Wantage ROW)

Stamp Preview

Cancel Assign Users

Non-bureau MGA stamp descriptions should include the phrase "on behalf of" and the details of the delegation to be included, and they should confirm details of settlement terms.

# Other Stamps

Select 'LIRMA' from the 'Category' menu.

'Short Name' is a free text field of up to 40 characters that identifies the stamp on the Stamps panel.

## For LIRMA stamps

New Stamp

Stamp Button Stamp Stamp Enabled

Category\* LIRMA Code\* L0777

Short Name\* Chartwater LIRMA

Stamp Logo  
☐ Default ☐ No Logo ☒ Uploaded Logo chartwater-bw.png Browse

Stamp Description\* Chartwater Marine and Aviation LIRMA 2023

Stamp Preview

0% WRITTEN  
N/A SIGNED  
2 Jun 2023, 11:48  
James Hatton  
Chartwater Marine and Aviation LIRMA 2023

Cancel Assign Users

Enter the LIRMA code (one letter followed by four digits) in 'Code' and specify LIRMA and organisation name in 'Stamp Description'.

Stamps may have logos added. Click 'Browse' to upload a stamp-specific logo, 'Default' for the general organisation logo, or 'No logo' for none.

Click 'Assign Users' to progress to assigning the stamp to team members.

## For ILU stamps

New Stamp

Stamp Button Stamp Stamp Enabled

Category\* ILU Code\* 1084250

Short Name\* ILU 2023

Stamp Logo  
☐ Default ☐ No Logo ☒ Uploaded Logo chartwater-bw.png Browse

Stamp Description\* Chartwater Marine and Aviation ILU 2023

Stamp Preview

0% WRITTEN  
N/A SIGNED  
2 Jun 2023, 16:48  
James Hatton  
Chartwater Marine and Aviation ILU 2023

Cancel Assign Users

Select 'ILU' from the 'Category' menu, put the 7-digit ILU code in 'Code' – please note that the first digit cannot be 0 – and specify ILU in 'Stamp Description'.

Other details are as per LIRMA stamps.

## For stamps not covered elsewhere

New Stamp

Stamp Button Stamp Stamp Enabled

Category\* Non Bureau Code\* 103526964DERO

Short Name\* Non-Bureau International

Stamp Logo  
☐ Default ☐ No Logo ☒ Uploaded Logo chartwater-bw.png Browse

Stamp Description\* Chartwater International Underwriting Ltd on behalf of Chartwater UK Ltd, Bishopsgate, London EC2N 4BQ.

Stamp Preview

0% WRITTEN  
N/A SIGNED  
2 Jun 2023, 16:40  
James Hatton  
Chartwater International Underwriting Ltd on behalf of Chartwater UK Ltd, Bishopsgate, London EC2N 4BQ.

Cancel Assign Users

Select 'Non Bureau' from the 'Category' menu and enter the regular details of your organisation in 'Stamp Description'.

You may choose to enter a DUNS / DUNS+ number of 9 digits and optionally 4 alphanumeric characters in 'Code'. This code is not automatically displayed in the stamp.

Other details are as per LIRMA stamps.

# Button Stamps

## For Lloyd's of London

New Stamp

Stamp **Button Stamp** Stamp Enabled

Button Stamp Template  
Lloyd's

Code  
0777

Stamp Description\*  
Chartwater M&A

Short Name\*  
Chart Mar/Av 23

Select Layout\* ☐ ☐ ☒ Show Stamp Icon

Cancel Assign Users

## For Lloyd's Brussels

New Stamp

Stamp **Button Stamp** Stamp Enabled

Button Stamp Template  
Lloyd's Brussels

Code  
5777

Stamp Description\*  
Chartwater M&A

Short Name\*  
CH Br Mar/Av 23

Select Layout\* ☐ ☐ ☒

Cancel Assign Users

## For all others

New Stamp

Stamp **Button Stamp** Stamp Enabled

Button Stamp Template  
Other

Code  
A56D7W51

Stamp Description\*  
Chartwater Intl

Short Name\*  
Chart23 Non-Lio

Select Layout\* ☐ ☒ ☐

Cancel Assign Users

## For all button stamps:

- Select the relevant authority from the 'Button Stamp Template' drop-down menu.
- Enter your consortium number or other reference in 'Code' – four digits for 'Lloyd's', four digits beginning with '5' for 'Lloyd's Brussels', or up to 8 alphanumeric characters for 'Other'.
- Enter stamp text up to 25 characters in length in 'Stamp Description'.
- Enter 'Short Name' of up to 15 characters in length that identifies the stamp on the Stamps panel.
- Select from the three available layout formats.
- You may choose to show or hide the anchor icon on Lloyd's of London button stamps.
- Corporate/stamp-specific logos are not available for button stamps.

Once the button stamp's details are correct, click 'Assign Users' to progress to assigning the stamp to team members.

**Please note** that Button Stamps are not verified by Whitespace Support, and thus are available for use immediately. Like other stamps, they cannot be edited or deleted after saving.