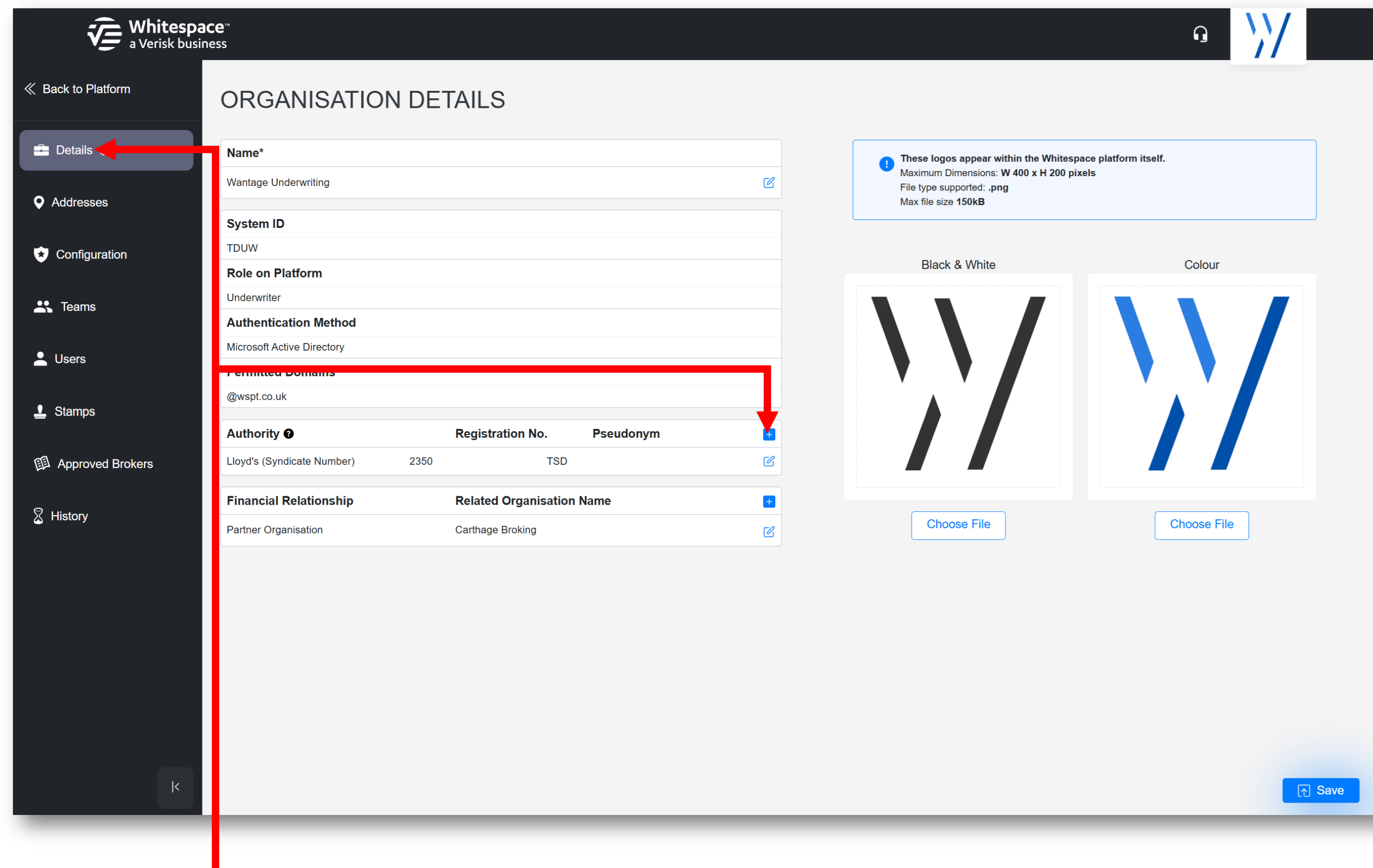


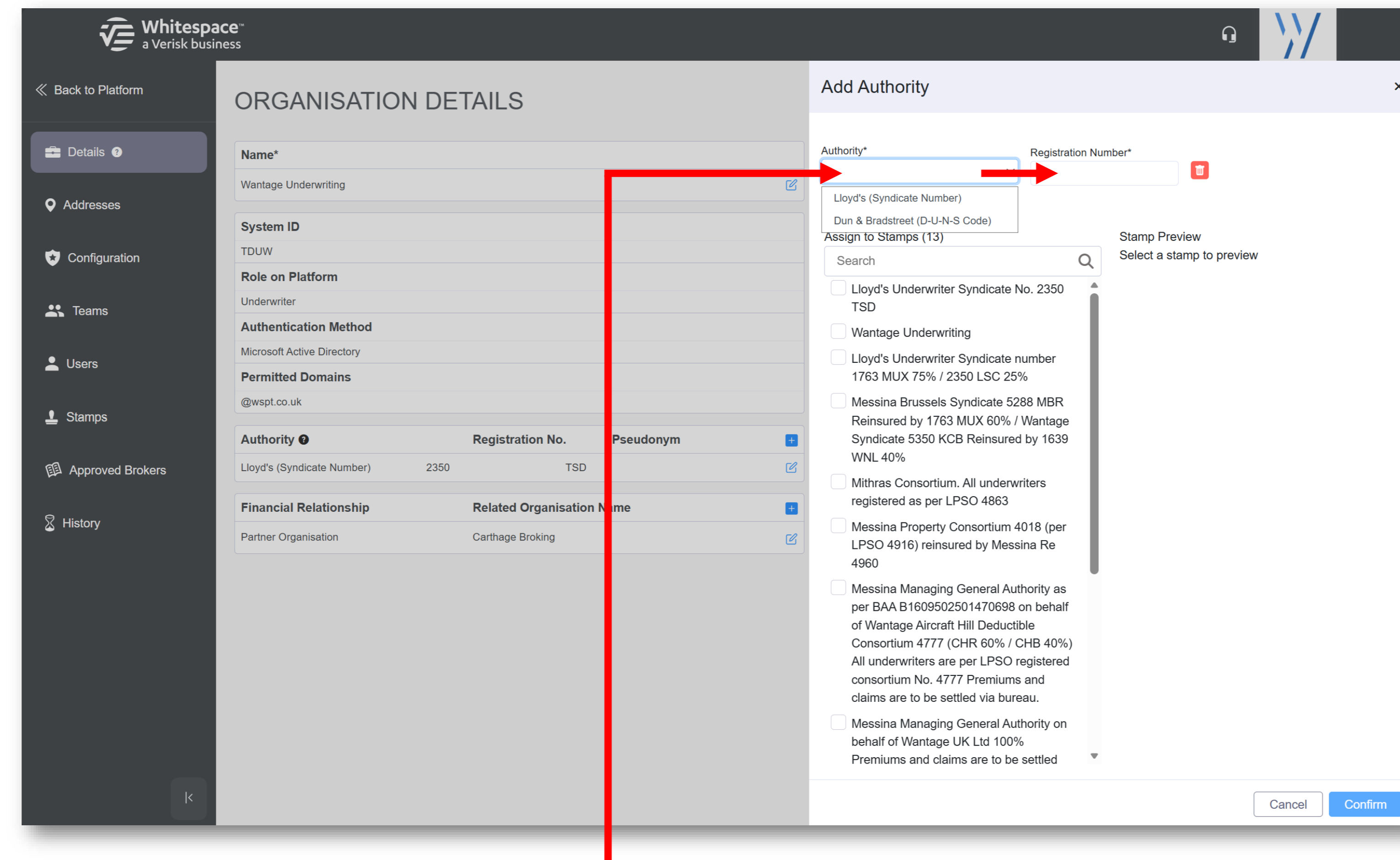
Linking Business Registration Codes to Stamps

1.



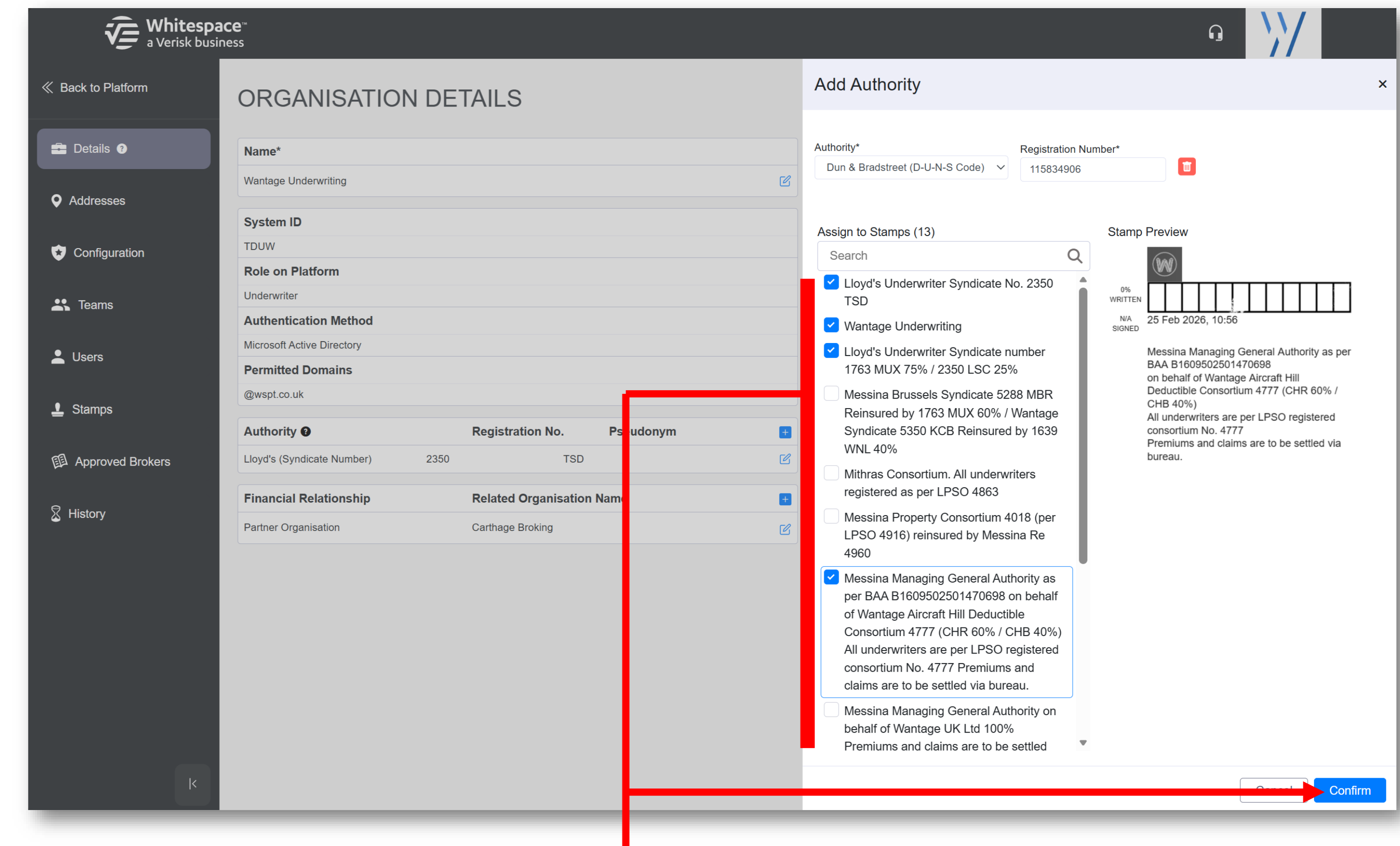
Business registration codes from issuing authorities such as Lloyd's or Dun & Bradstreet can be linked with specific stamps. Authority codes are added in the 'Details' panel of the Admin portal. Click the '+' button to the right of the 'Authority' heading.

2.



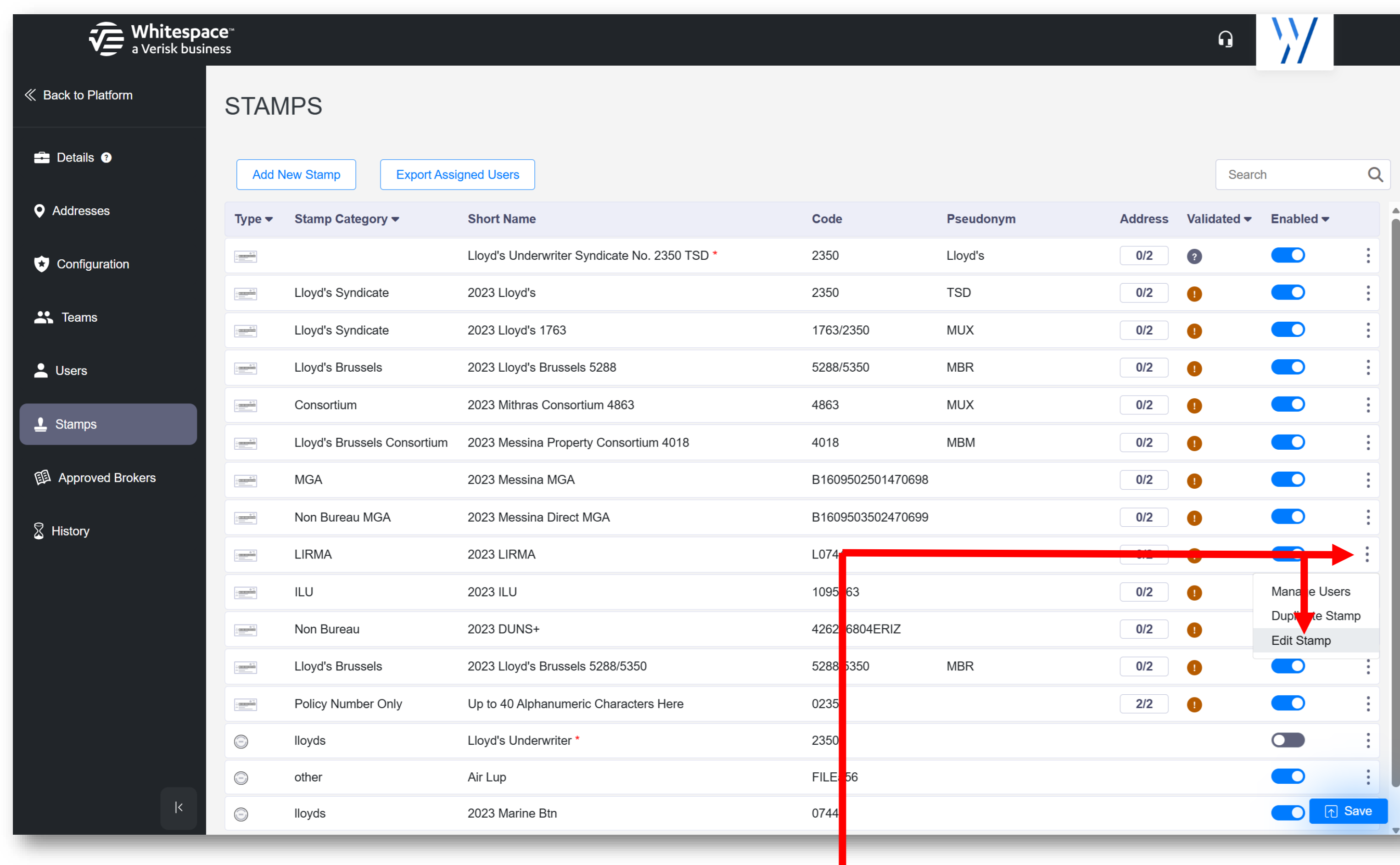
In the 'Add Authority' window, click on the 'Authority' drop-down list and click on the issuing authority to add a code for. Then click in the 'Registration Number' field and type in your business registration code.

3.



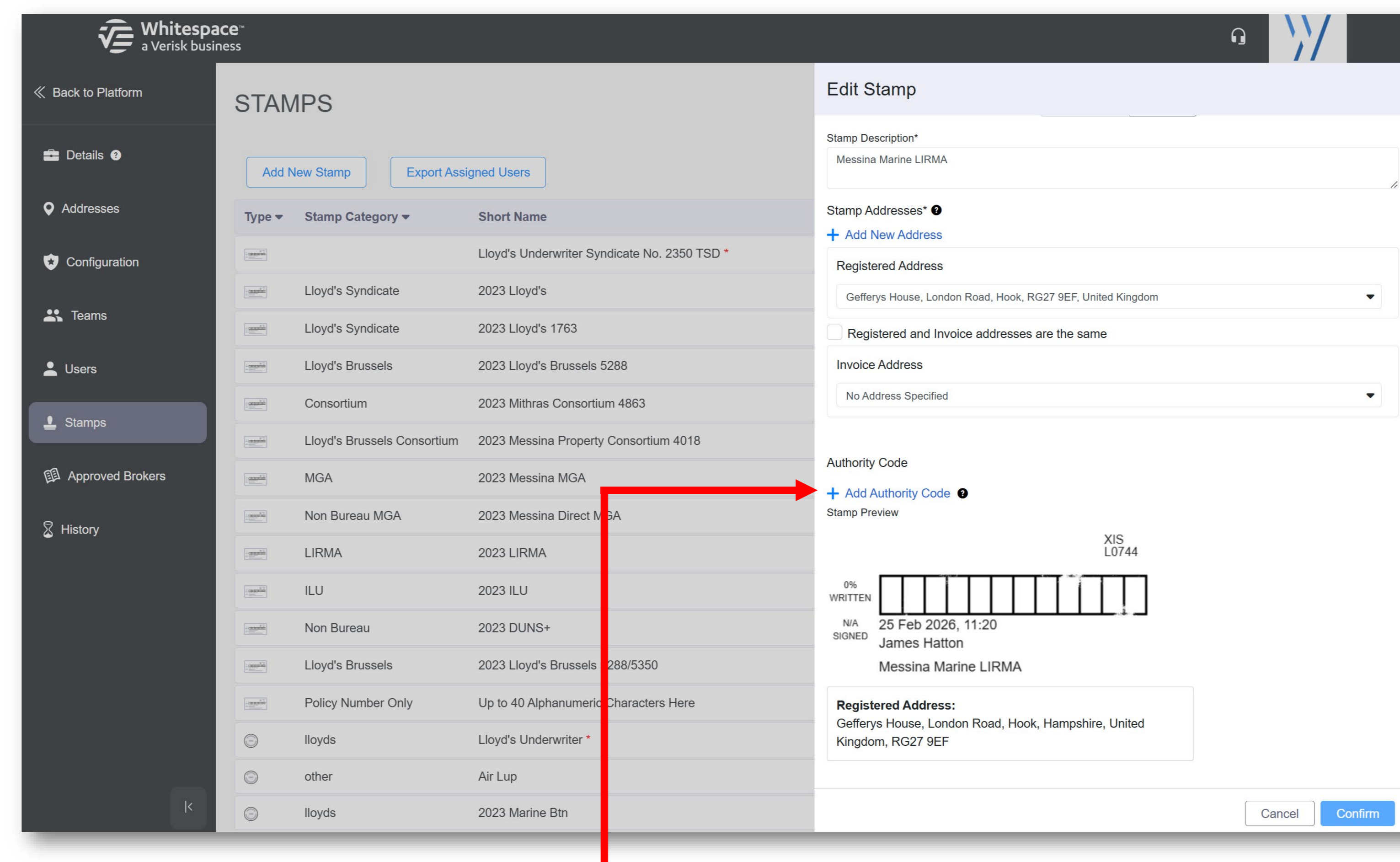
Assign a code to stamps from the 'Add Authority' panel. Click a stamp to preview it. Tick stamps to assign the code to them and click 'Confirm'. Codes can be edited freely, but you must unassign all stamps to delete a code entry or to change the authority type.

4.



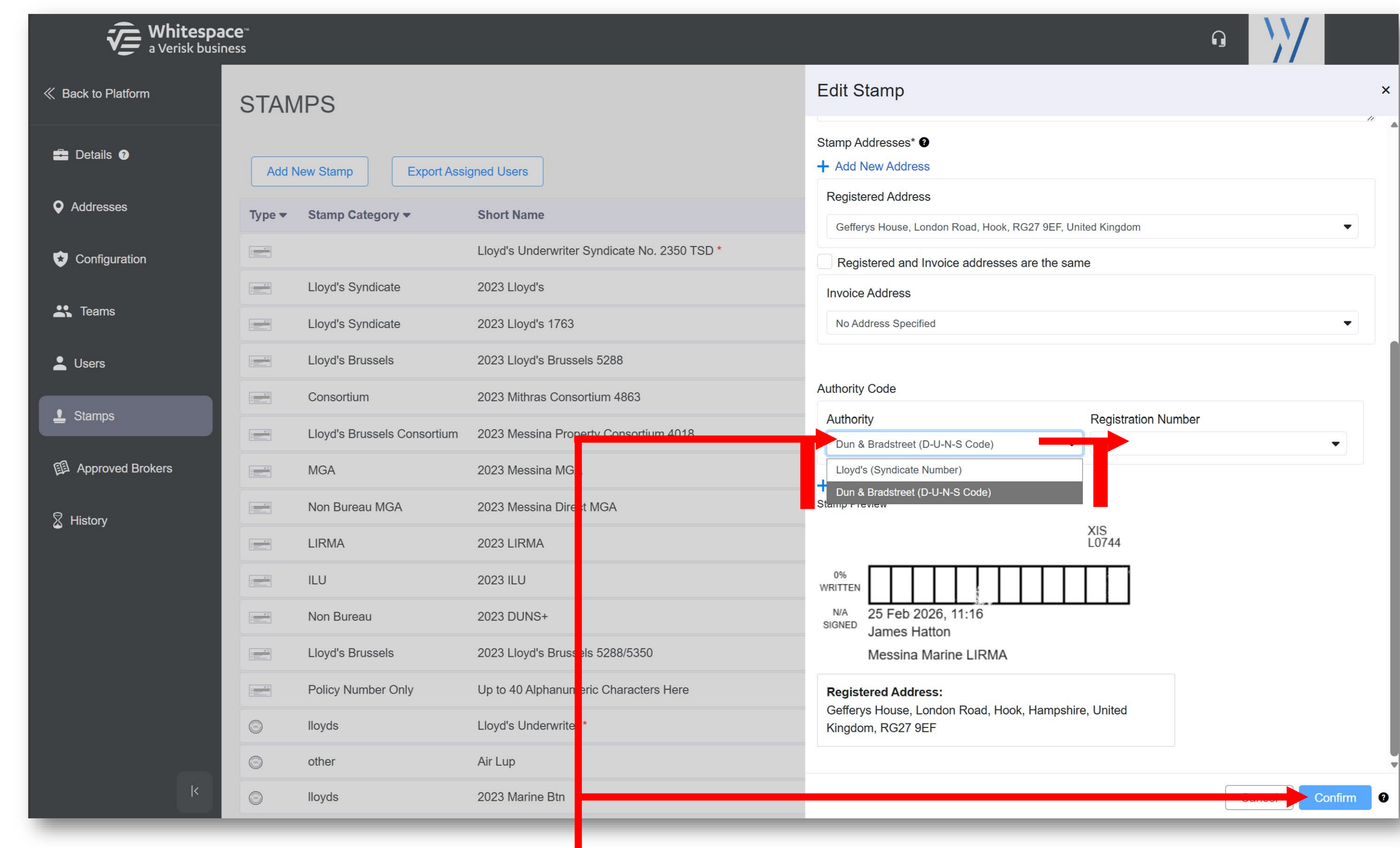
You can also assign a previously-configured authority code to existing stamps individually. Click the stamp's three-dot icon in the 'Stamps' panel and select 'Edit Stamp' for unvalidated stamps or 'Manage Stamp' for validated stamps.

5.



Under the 'Authority Code' heading in the 'Edit Stamp'/'Manage Stamp' window, click the '+ Add Authority Code' button towards the bottom of the window.

6.



Click the 'Authority' dropdown and select an authority type and then click the 'Registration Number' dropdown to select the correct pre-configured code of that type. When ready, click 'Confirm' to assign the code.