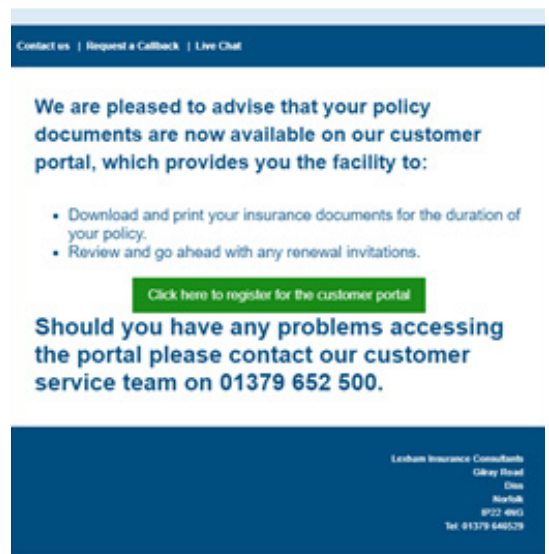




# Lexham portal guide

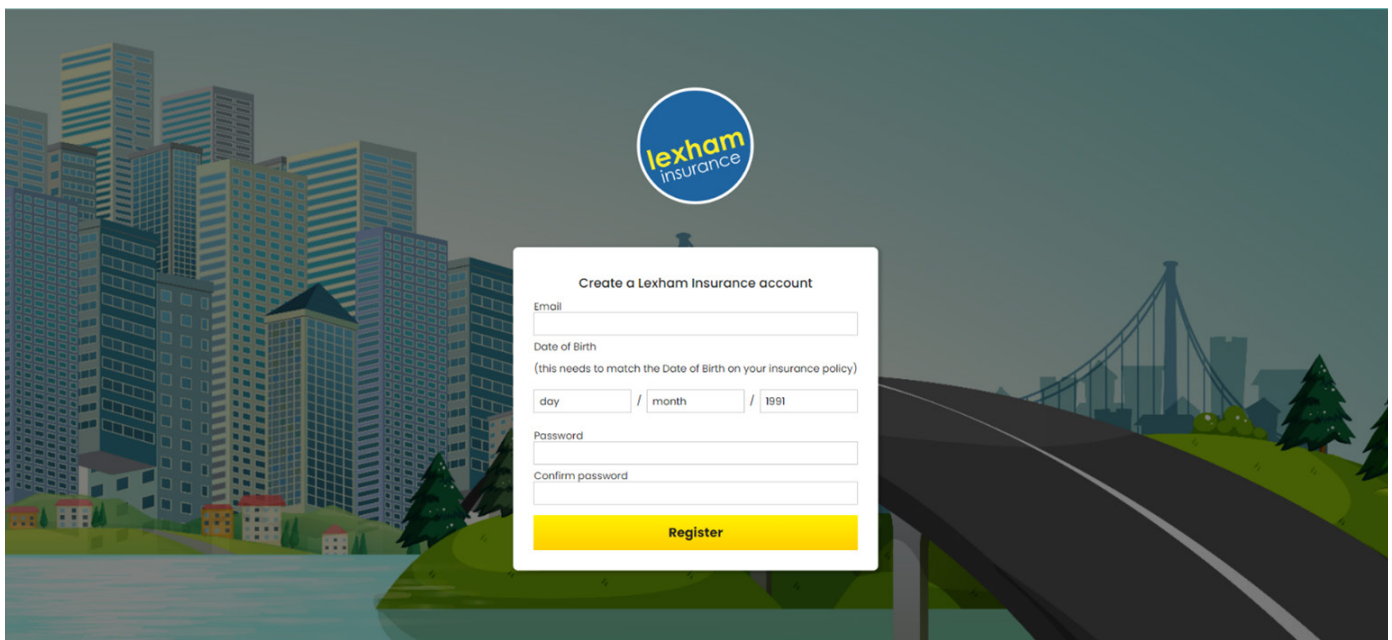
## 1. Invitation to the portal

When invited to the portal, as a customer you will receive an email asking you to register with a link to click on. Please **check your spam folder** if you can't find it.



## 2. Registration page

At this point you are taken to the portal registration page.

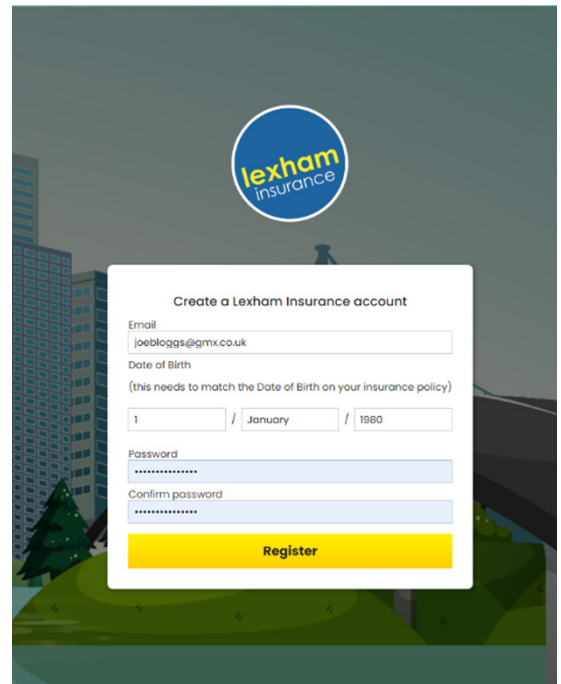


### 3. Email & Password

To register you must enter the email address and date of birth to exactly match those saved on your policy.

The password you choose must contain a minimum of six characters with at least one:

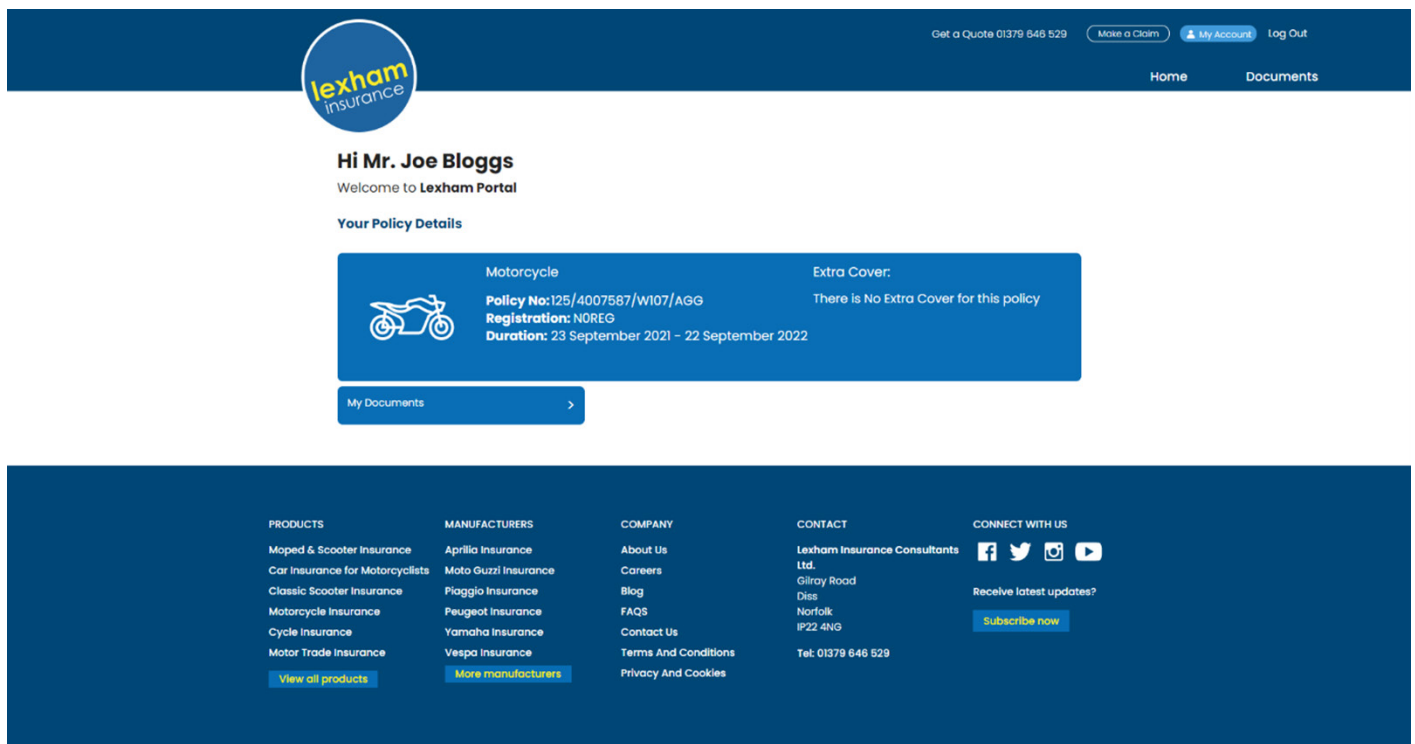
- Number
- Uppercase letter
- Lowercase letter
- Special character



The screenshot shows a registration form titled "Create a Lexham Insurance account" overlaid on a cityscape background. The form includes fields for Email (joebloggs@gmx.co.uk), Date of Birth (1 / January / 1980), Password, and Confirm password. A yellow "Register" button is at the bottom.

### 4. Portal home page

If entered correctly you will now arrive at your portal home page.



The screenshot shows the Lexham Insurance portal home page. The header includes the Lexham Insurance logo, a navigation bar with "Home" and "Documents", and a top bar with "Get a Quote 01379 646 529", "Make a Claim", "My Account", and "Log Out". The main content area greets "Hi Mr. Joe Bloggs" and displays "Your Policy Details" for a Motorcycle policy. The policy details include the policy number, registration, and duration. A "My Documents" button is also visible. The footer contains links to products, manufacturers, company information, contact details, and social media.

**PRODUCTS**

- Moped & Scooter Insurance
- Car Insurance for Motorcyclists
- Classic Scooter Insurance
- Motorcycle Insurance
- Cycle Insurance
- Motor Trade Insurance
- [View all products](#)

**MANUFACTURERS**

- Aprilia Insurance
- Moto Guzzi Insurance
- Piaggio Insurance
- Peugeot Insurance
- Yamaha Insurance
- Vespa Insurance
- [More manufacturers](#)

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**CONTACT**

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Gillray Road  
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IP22 4NG  
Tel: 01379 646 529

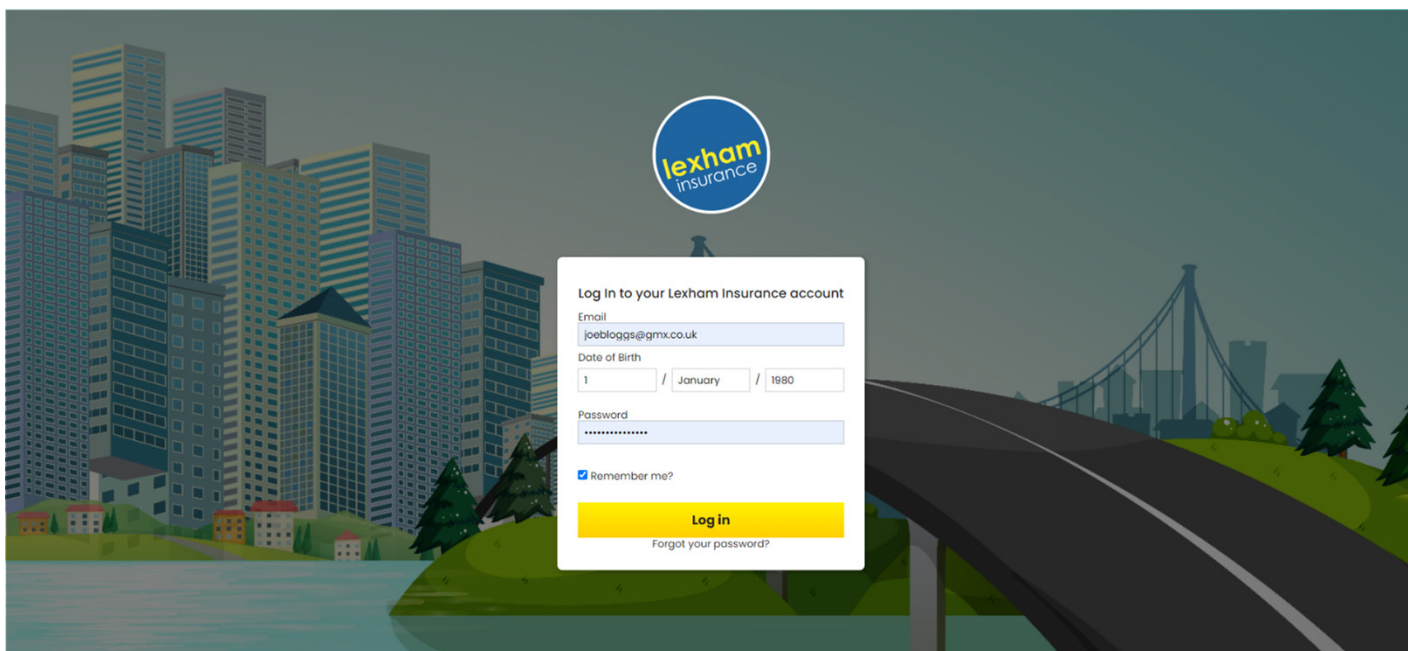
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Facebook, Twitter, Instagram, YouTube icons

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## 5. Log in

When you try to log in another time you will need to enter the same details you registered with on the My Account login page.

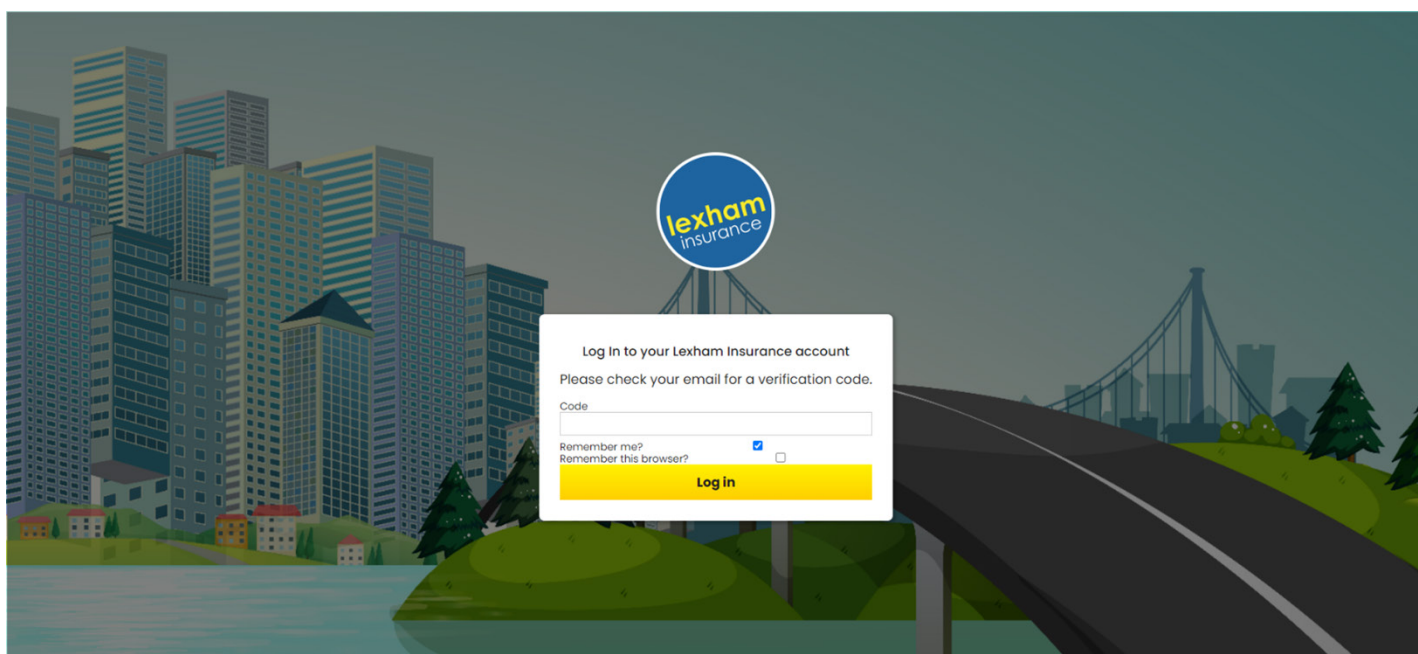


The image shows the Lexham Insurance login page. The background is a stylized illustration of a city skyline with a bridge and a river. The Lexham Insurance logo is at the top center. The login form is a white box with the following fields:

- Email:** joebloggs@gmx.co.uk
- Date of Birth:** 1 / January / 1980
- Password:** (masked with dots)
- ☒ Remember me?
- Log in** button
- [Forgot your password?](#)

## 6. Verification code request

You will now be greeted with a verification code request, pointing you to check your emails for the code.

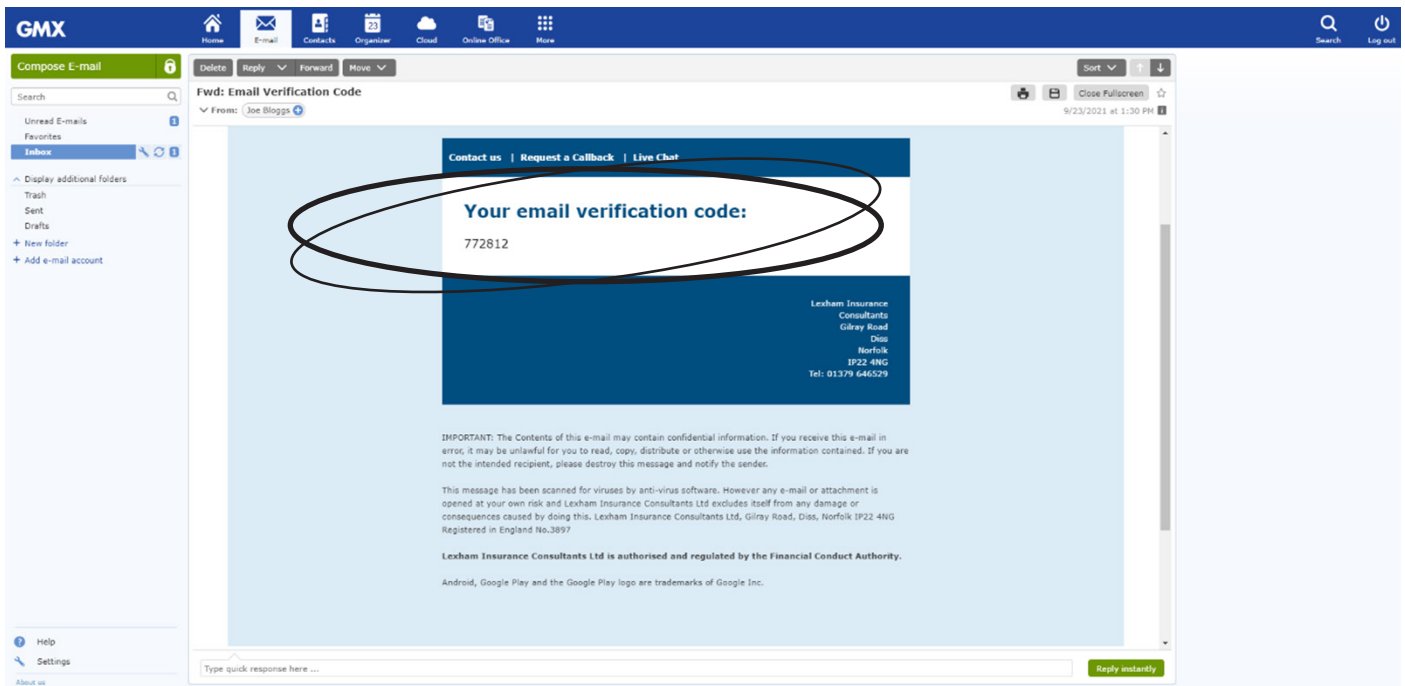


The image shows the Lexham Insurance verification code request page. The background is the same stylized illustration as the login page. The verification form is a white box with the following fields:

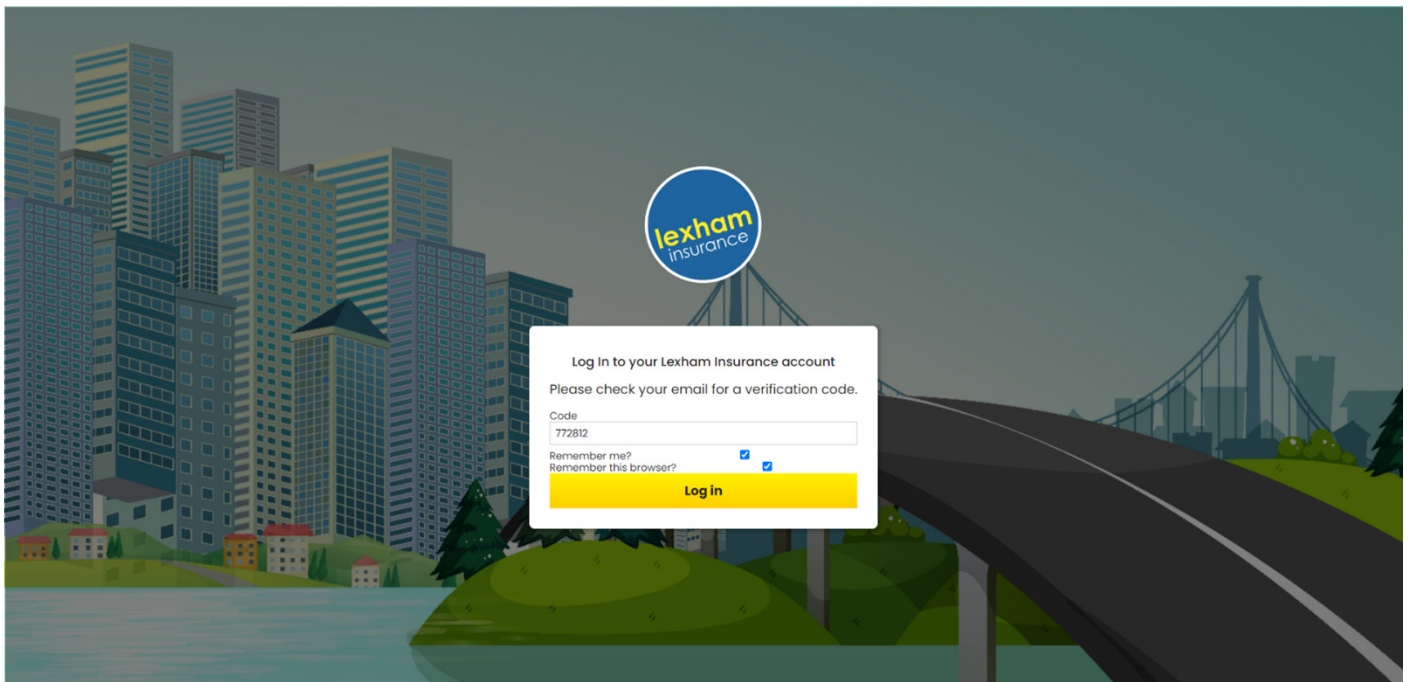
- Log in to your Lexham Insurance account**
- Please check your email for a verification code.**
- Code:** (input field)
- ☒ Remember me?
- ☐ Remember this browser?
- Log in** button

## 7. Verification code email

1. The verification email will look like this. Please **check your spam folder** if you can't find it.



2. Enter this code on the site.





## 8. Portal home page

If entered correctly you will now arrive at your portal home page.

The screenshot shows the Lexham Insurance portal home page. At the top, there is a navigation bar with the Lexham Insurance logo, a 'Get a Quote 01379 646 529' link, a 'Make a Claim' button, a 'My Account' link with a user icon, and a 'Log Out' link. Below the navigation bar, the user is greeted with 'Hi Mr. Joe Bloggs' and 'Welcome to Lexham Portal'. The 'Your Policy Details' section displays a motorcycle icon, the policy number '125/4007587/W107/AGG', registration 'NOREG', and duration '23 September 2021 - 22 September 2022'. It also shows 'Extra Cover: There is No Extra Cover for this policy'. A 'My Documents' button is located below the policy details. The footer contains five columns of links: PRODUCTS (Moped & Scooter Insurance, Car Insurance for Motorcyclists, Classic Scooter Insurance, Motorcycle Insurance, Cycle Insurance, Motor Trade Insurance, View all products), MANUFACTURERS (Aprilia Insurance, Moto Guzzi Insurance, Piaggio Insurance, Peugeot Insurance, Yamaha Insurance, Vespa Insurance, More manufacturers), COMPANY (About Us, Careers, Blog, FAQs, Contact Us, Terms And Conditions, Privacy And Cookies), CONTACT (Lexham Insurance Consultants Ltd., Gillyard Road, Diss, Norfolk, IP22 4NG, Tel: 01379 646 529), and CONNECT WITH US (Facebook, Twitter, Instagram, YouTube, Receive latest updates?, Subscribe now).

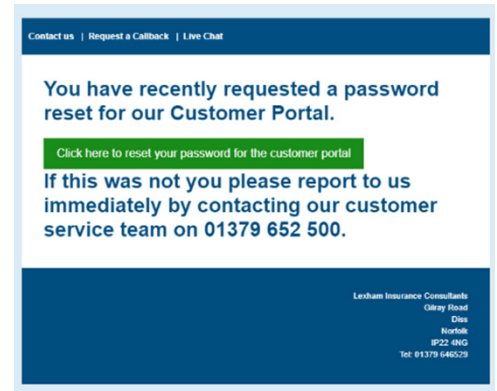
## 9. Forgotten password

Should you forget your password, you can click the forgotten password link on the login page. Exactly enter the email address and date of birth that is saved on the policy.

The screenshot illustrates the process of recovering a forgotten password. It shows two side-by-side login forms against a cityscape background. The first form, labeled '1.', is the 'Log in to your Lexham Insurance account' form, which includes fields for Email (joebloggs@gmx.co.uk), Date of Birth (1 / January / 1980), Password, and a 'Remember me?' checkbox. A yellow 'Log in' button is at the bottom, with a link for 'Forgot your password?'. The second form, labeled '2.', is the 'Forgot your password?' form, which includes fields for Email (joebloggs@gmx.co.uk) and Date of Birth (1 / January / 1980), followed by a yellow 'Submit' button. A white arrow points from the 'Forgot your password?' link in the first form to the second form.

## 10. Reset password email

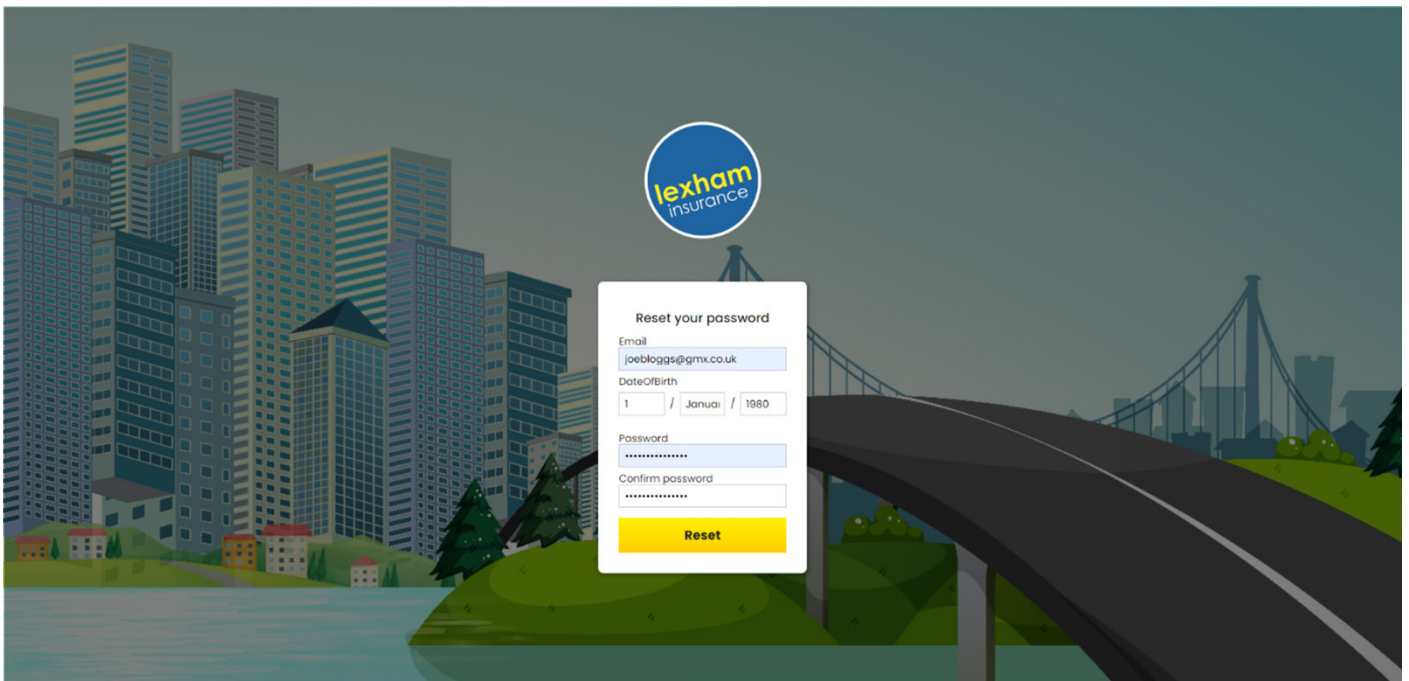
You will receive an email with a link to change your password. Please **check your spam folder** if you can't find it.



## 11. Reset password

The password you choose must contain a minimum of six characters with at least one:

- Number
- Uppercase letter
- Lowercase letter
- Special character



## 12. Reset password confirmation

You will be presented with the confirmation below.

