2024

Cybersecurity Event Reporting Module

Industry Access Portal - User Manual

LOUISIANA DEPARTMENT OF INSURANCE

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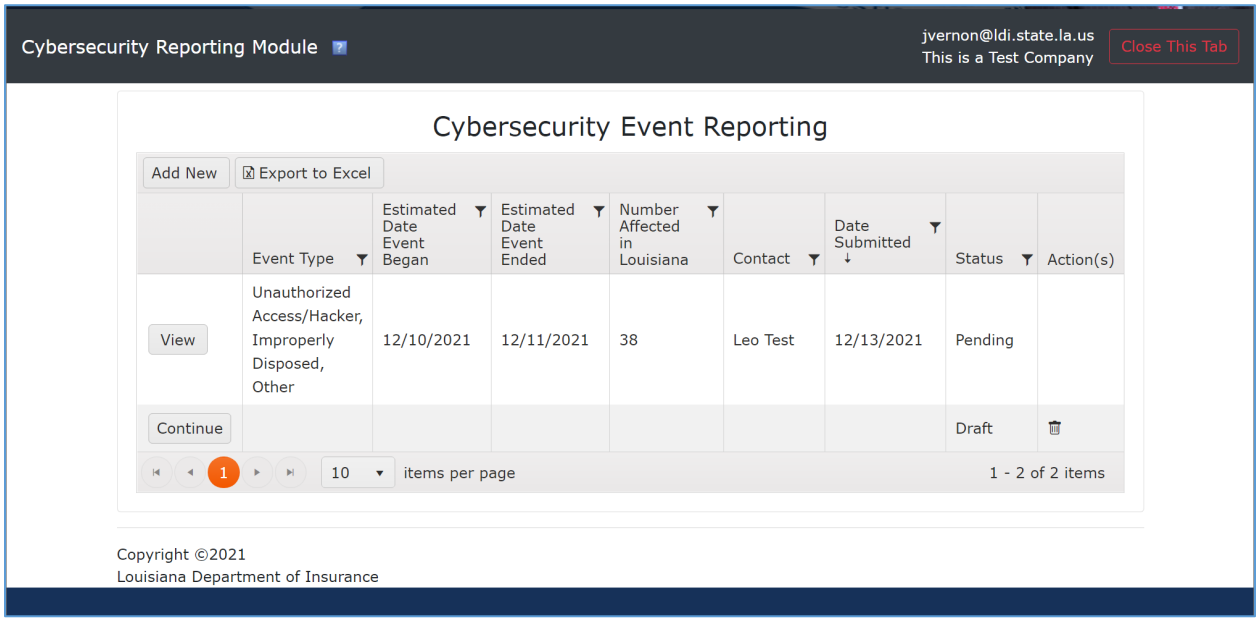
Cybersecurity Event Reporting

Per Act 283, Insurance Data Security Law, this module allows insurance industry users to notify the Louisiana Department of Insurance if they experience a cybersecurity event.

The home page of the Cybersecurity Event Reporting module contains a grid that displays all previously submitted events. If you have not yet submitted any events, this grid will be blank.

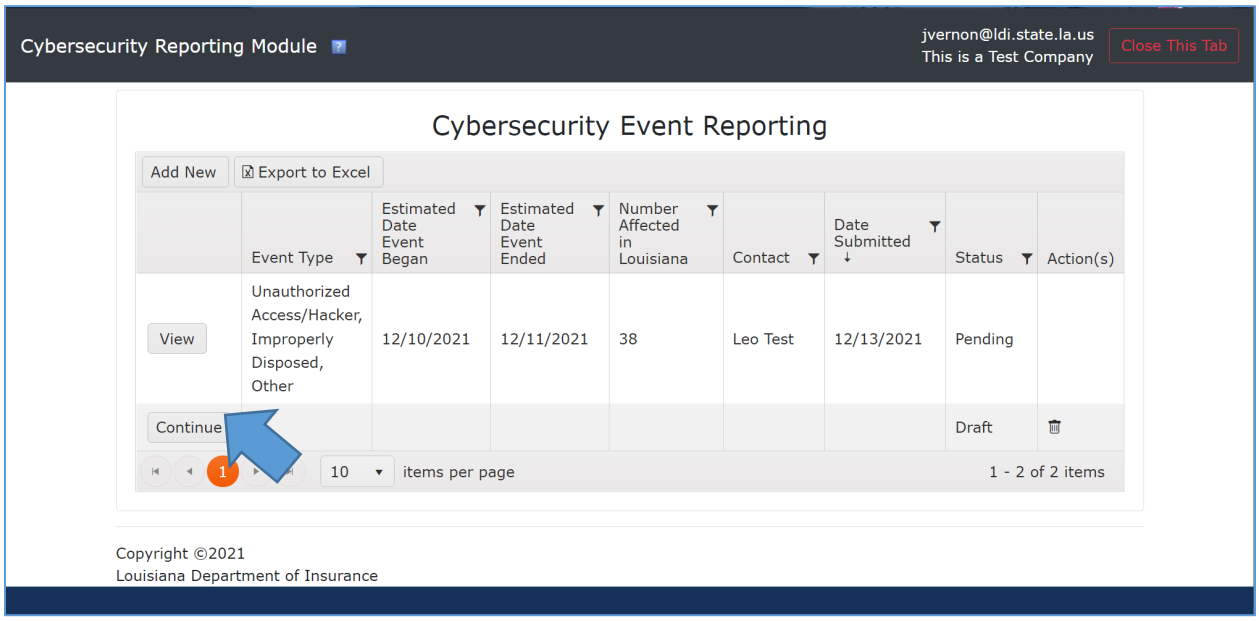
On the home page, you can perform the following actions:

- Add new cybersecurity event
- Export to Excel
- View cybersecurity event
- Continue draft
- Delete draft



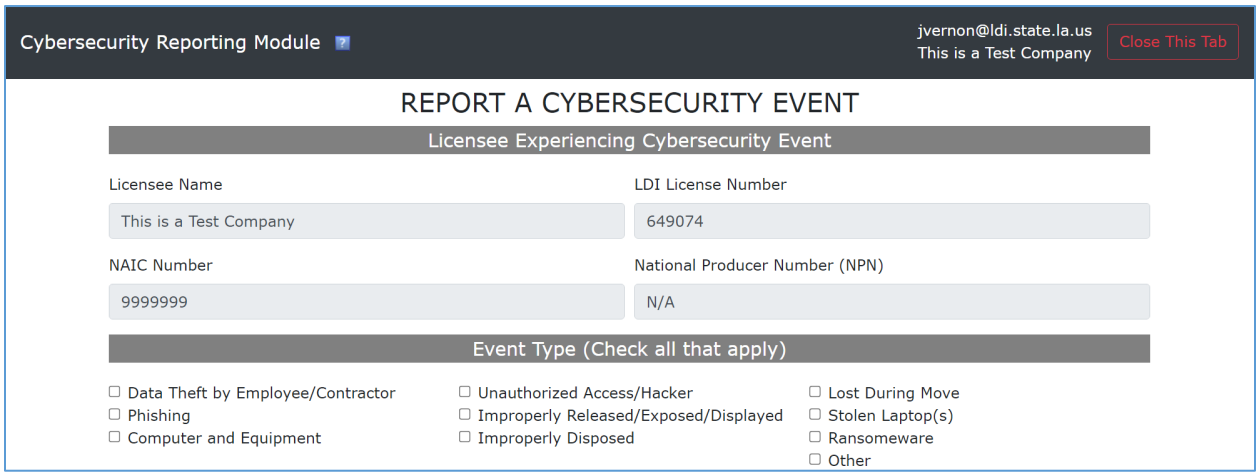
Add New Cybersecurity Event

To report a cybersecurity event, click the “Add New” button on the home page.



The Report a Cybersecurity Event page will open. This page contains fields for reporting information related to the cybersecurity event. All fields marked with a red asterisk are required for submission. These fields are divided into the following sections:

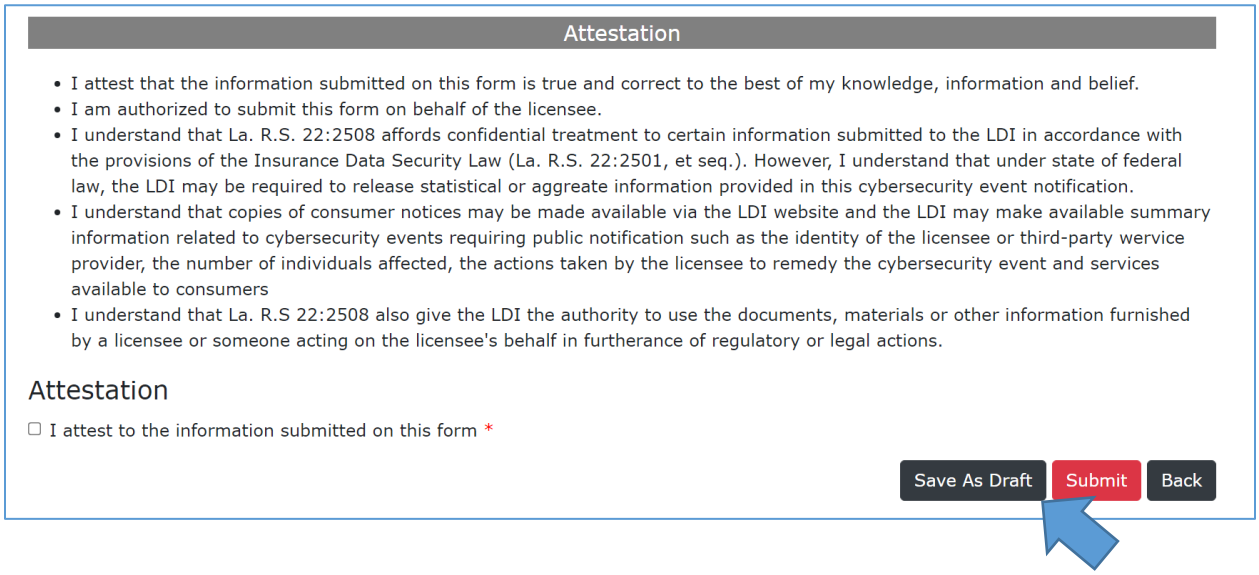
- Licensee Experiencing Cybersecurity Event
- Event Type
- Event Dates
- Circumstances Surrounding the Cybersecurity Event
- Third Party Involvement
- Information Involved
- Number of Consumers Affected
- Business-Related Information
- Notification Requirements
- Law Enforcement and Regulatory Agencies
- Contact Information of Individual with Knowledge of Cybersecurity Event and Authorized to Act on Behalf of the Licensee
- Attachments
- Documents
- Attestation



Please read each section carefully and enter the required information as accurately as possible.

Save as Draft

At any point while filling out the information on this page, you can save a draft of your current progress. To do this, click the “Save as Draft” button at the bottom of the page.



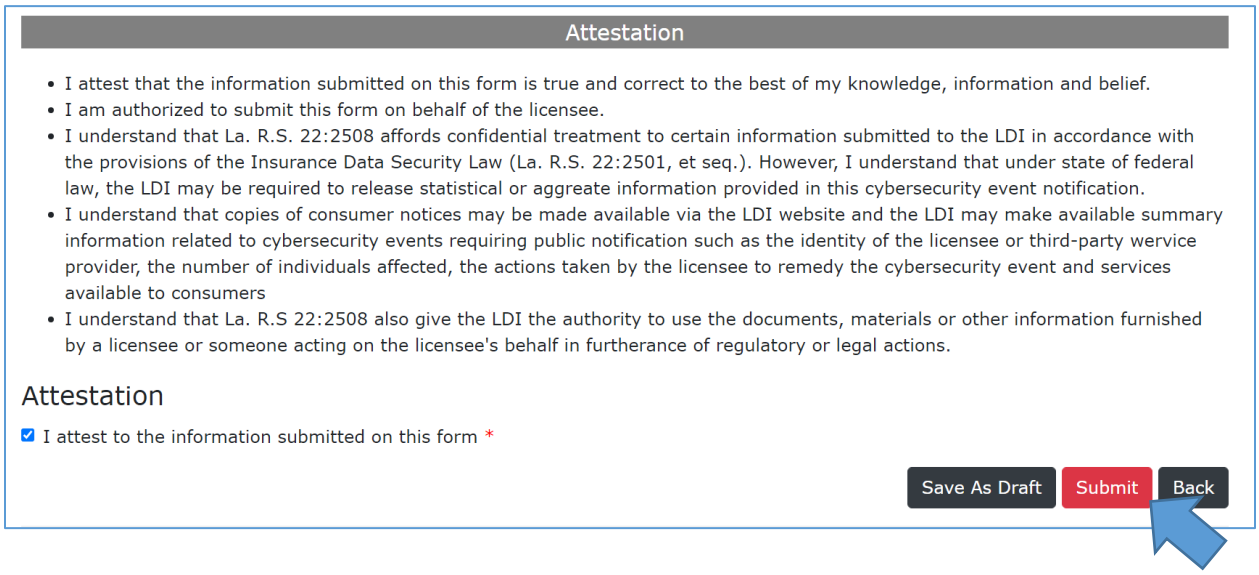
All information you have entered will be saved. You may now access this draft from the home page of the Cybersecurity Event Reporting module.

Submit Event

Once you have completed filling out all of the required fields and are ready to submit the event to the Louisiana Department of Insurance for review, click the “Submit” button at the bottom of the page.

Note: you will no longer be able to edit fields once you submit the event; please ensure the information is completed and correct before submitting the event.

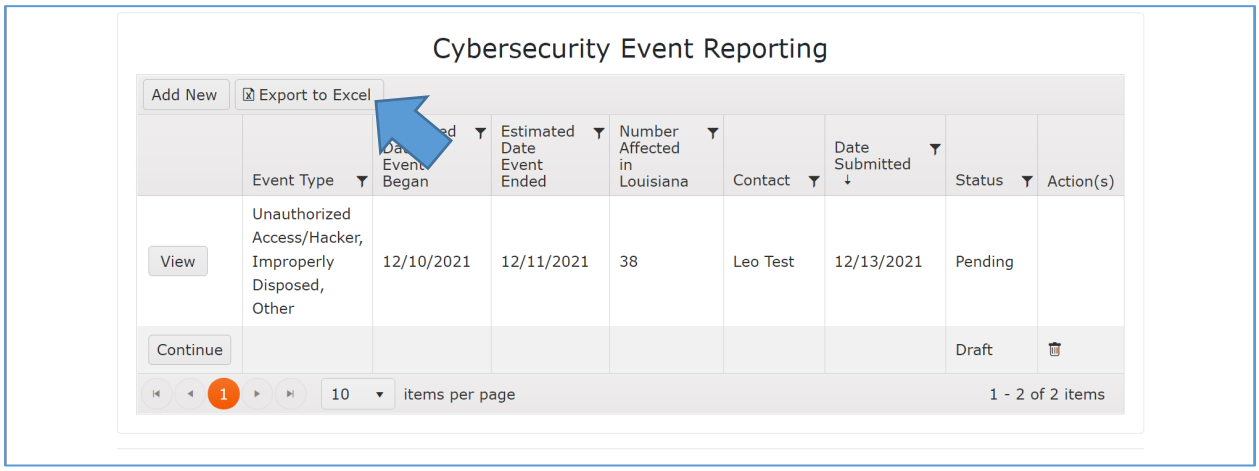
The module will not allow you to submit the event if you have left any required information incomplete. If prompted, please review the event and fill in the missing information, then click the “Submit” button again.



The event will now be in pending mode, awaiting review by the Louisiana Department of Insurance.

Export to Excel

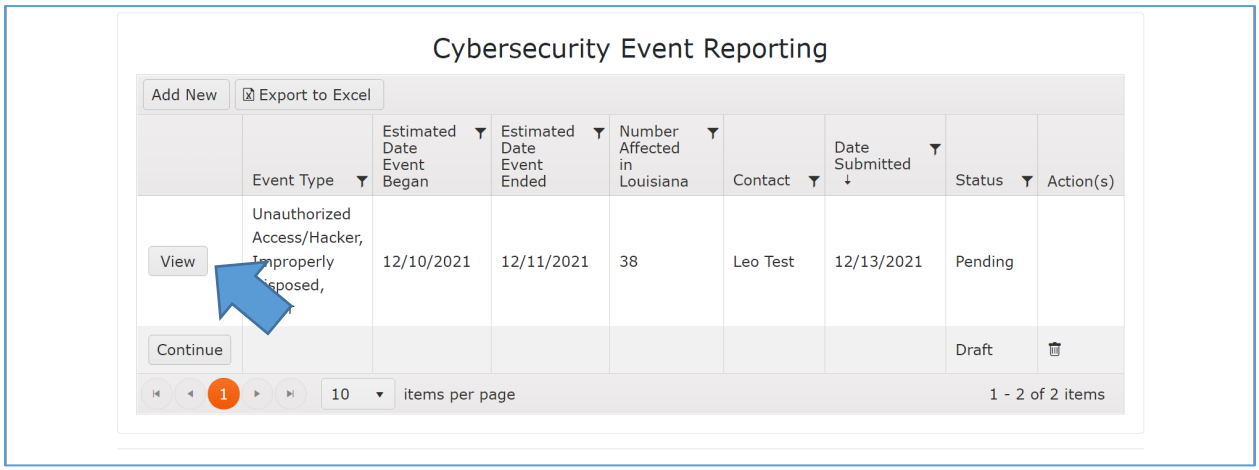
To export the contents of the grid to Excel, click the “Export to Excel” button on the home page.



All of the data currently contained in the grid will be exported to an Excel spreadsheet.

View Cybersecurity Event

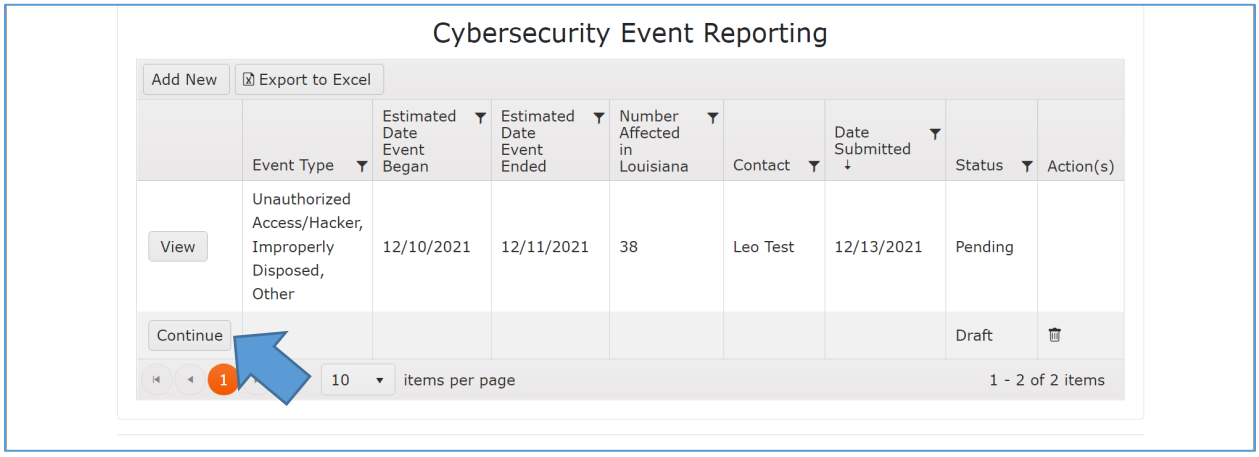
To view a previously submitted event, click the “View” button in the grid on the home page.



The event will open in read-only mode. You can view all information but you cannot edit any fields.

Continue Draft

To continue working on a previously saved draft, click the “Continue” button in the grid on the home page.



The Report a Cybersecurity Event page will open in edit mode.

Delete Draft

To delete a draft, click the trashcan icon in the grid on the home page.

Note: this action cannot be undone; please be certain you wish to delete the draft.



The draft will be removed from the grid.