

# Annual renewal of an LEI Record

LEI's are required to be revalidated each year, this page will guide you through the steps to do so. An automated email will be sent to you 30 days prior to your renewal date, to remind you to renew your LEI request.

Domain: Data Portal View As: Stephen Munro T

Search: Pre-LEI Import ?

Search Search

LEI

Pre-LEI Consolidated Search 0.277M

My IEI Data 118

1. Click the "number" to the right of the My IEI Data folder to display your LEI records.

2. Select the record/s you require to renew, You should only select records that are due for renewal (LEI Event – Validated, the annual Renewal date should not be greater than 30 days before renewal) or records that have passed their renewal date (LEI Event - Required Annual Renewal or Lapsed). Click the "Select for Renewal" Button.

Options Submit SPA Request Submit Card Pymnt Submit Bulk Request Challenge Record View LEI Select for Renewal Annual Renewal Card Pymnt

	Docs	LEI Status	LEI Event	Entity Status	Entity Event	LOU	OfficialEntityName	LEI	CountryLegalForm	Pa
1	<input checked="" type="checkbox"/>	Active	Validated	Active	No event	IEI	TEST BT LLC	UAT23456789021011493	UNITED KINGDOM	B
2	<input type="checkbox"/>	Active	Requires Annual Renewal	Active	No event	IEI	SMBULKREN7	UAT23456789020276168	FRANCE	IN
3	<input type="checkbox"/>	Active	Requires Annual Renewal	Active	No event	IEI	SMBULKREN9	UAT23456789020276170	UNITED KINGDOM	IN
4	<input type="checkbox"/>	Active	Requires Annual Renewal	Active	No event	IEI	SMBULKREN10	UAT23456789020276171	BELGIUM	IN

3. You will then be prompted to accept the "IEI Terms and Conditions of issue" before you can continue.

Information

One or more of the following is true for the selected rows:

- By clicking "yes" to continue your submission, you are thereby accepting the [IEI Terms and Conditions of Issue](#).

Are you sure you want to continue?

Yes No

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4. You will now be able to Select the “**Edit Button**”, This will open the LEI Edit view Screen, please review the details and update any information that has changed and click “**Save**”

Options	Submit SPA Request	Submit Card Pymnt	Submit Bulk Request	Challenge Record	View LEI	Select for Renewal	Annual Renewal Card Pymnt	
LEI Status	LEI Event	Entity Status	Entity Event	LOU	OfficialEntityName	LEI	CountryLegalForm	
1	Active	Validated	Active	No event	IEI	TEST BT LLC	UAT23456789021011493	UNITED KINGDOM
2	Active	Requires Annual Renewal	Active	No event	IEI	SMBULKREN7	UAT23456789020276168	FRANCE
3	Active	Requires Annual Renewal	Active	No event	IEI	SMBULKREN9	UAT23456789020276170	UNITED KINGDOM
4	Active	Requires Annual Renewal	Active	No event	IEI	SMBULKREN10	UAT23456789020276171	BELGIUM

5. Once you are ready to submit for renewal, select the “**Annual Renewal Card Pymnt**” button. You will now be prompted to enter your **Payment Details**. If the green continue button is not visible then click and drag the edges of the box to expand it.

**Payment Details**

Payment Reference: LEI1149320140813100158030964  
Amount: 84.00 GBP

CREDIT / DEBIT CARD

Card Number:   
Expiry Date (MM/YYYY): 01 / 2010  
Card Security Code:   
Issue Number:  (If Available)

Continue

6. A email will then be sent to you confirming your payment has been approved. The LEI annual renewal request will now be checked & validated.  
Once validation checks have been completed and the LEI annual renewal approved, **you will receive a email which will include the LEI details with the new renewal date and an Invoice of payment.**