

**Insurance Council**  
BRITISH COLUMBIA

# Annual Licence Renewal

Bulk Payments

April 2024



# Login to Online Portal

**Insurance Council**  
BRITISH COLUMBIA

Portal Login   Licer  
Getting A Licence   LLQP

## Welcome to the Insurance Council of BC

The Insurance Council of British Columbia regulates and licenses life and general insurance agents, salespersons, and adjusters. We protect the public by ensuring that licensees act ethically, with integrity and competence.

[Learn More >](#)

User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer

[I've forgotten my password](#)

[I've forgotten my username](#)

**New Users:**  
[Register for an Account](#)

**Insurance Council**  
BRITISH COLUMBIA

# Main Menu

## For Corporations/Insurers/Direct Writers

### Corporate Licences

- ▶ Apply for a corporate licence
- ▶ Manage my applications
- ▶ Manage my Agencies/Firms
- ▶ List and manage bulk renewal payments
- ▶ Manage Prepaid Accounts
- ▶ Manage Authorization to Represent (ATR)/Licence Update
- ▶ Manage delegates
- ▶ Verify Applicant Applications
- ▶ Verify Trainee Registration Applications
- ▶ Manage Applicant/Licensee Courses



### Insurers/Direct Writers

- ▶ Pay my annual fee
- ▶ Manage Authorizations to Represent (ATR) - Direct Writers
- ▶ List and manage bulk renewal payment

# Action Column and Add to Payment Items

[Main Menu](#)
Payment Items (0) [Logout](#)

[Home](#) / [Licenses](#)

[Download/export selected](#) | [Add to Payment Items](#)
Quick Search

<input type="checkbox"/>	Licence Number	Licence Type	Licence Status	Licencee Name	City	Action	Next Renewal Date
<input checked="" type="checkbox"/>	LIC-2023-0039630-R02	General Licence - Individual	Active	Jasmine Green	Vancouver	Pay Fee Due for Renewal	2024-06-01
<input type="checkbox"/>	LIC-2023-0039629-R01	General Licence - Individual	Active	Earl Grey	Vancouver	Renew Licence	2024-06-01
<input type="checkbox"/>	LIC-2023-0039628-R01	General Licence - Individual	Active	Lady Grey	Vancouver	Renew Licence	2024-06-01
<input checked="" type="checkbox"/>	LIC-2023-0039626-R01	General Licence - Individual	Active	Orange Pekoe	Vancouver	Pay Fee Due for Renewal	2024-06-01
<input checked="" type="checkbox"/>	LIC-2023-0039624-R01	General Licence - Corporate	Active	Cup of Tea Insurance Agency Ltd.	Vancouver	Pay Fee Due for Renewal	2024-06-01
<input type="checkbox"/>	LIC-2023-0039623-R01	General Licence - Individual	Active	Camomile Chai	Vancouver	Renew Licence	2024-06-01

## Insurance Council

BRITISH COLUMBIA

[Main Menu](#)
Payment Items (3) [Logout](#)

[Home](#) / [Licenses](#)

Your selection has been added to cart.

[Download/export selected](#) | [Add to Payment Items](#)
Quick Search

<input type="checkbox"/>	Licence Number	Licence Type	Licence Status	Licencee Name	City	Action	Next Renewal Date
<input checked="" type="checkbox"/>	LIC-2023-0039630-R02	General Licence - Individual	Active	Jasmine Green	Vancouver	Pay Fee Due for Renewal	2024-06-01
<input type="checkbox"/>	LIC-2023-0039629-R01	General Licence - Individual	Active	Earl Grey	Vancouver	Renew Licence	2024-06-01
<input type="checkbox"/>	LIC-2023-0039628-R01	General Licence - Individual	Active	Lady Grey	Vancouver	Renew Licence	2024-06-01
<input checked="" type="checkbox"/>	LIC-2023-0039626-R01	General Licence - Individual	Active	Orange Pekoe	Vancouver	Pay Fee Due for Renewal	2024-06-01
<input checked="" type="checkbox"/>	LIC-2023-0039624-R01	General Licence - Corporate	Active	Cup of Tea Insurance Agency Ltd.	Vancouver	Pay Fee Due for Renewal	2024-06-01
<input type="checkbox"/>	LIC-2023-0039623-R01	General Licence - Individual	Active	Camomile Chai	Vancouver	Renew Licence	2024-06-01

# Paying by Credit Card

 [Main Menu](#)

[Home](#) / [Payment Items](#)

**View/Edit Payment Items**

Click on the arrow in front of a row to display additional information.

**PAY NOW**

3 Fee(s) | \$1,225.00

▶ General Licence - Corporate LIC-2023-0039624-R01	Total due: \$575.00
▶ General Licence - Individual LIC-2023-0039626-R01	Total due: \$325.00
▶ General Licence - Individual LIC-2023-0039630-R02	Total due: \$325.00

**Total amount to be paid: \$1,225.00**

[Pay Fees](#)

[Edit Payment Items »](#)

[Return to Account Details](#)

# Payment Policy

---


## Payment Policy

Insurance Council is permitted to collect and retain fees per Council Rule 5(1). Insurance Council application fee is non-refundable. Where an application has been made and is subsequently withdrawn, denied or not proceeded with, the application will be closed and only the provincial government fee (either \$25.00 or \$50.00) will be refunded. Where an application has been made and is subsequently approved and a corresponding licence has been generated, no monies will be refunded in any and all cases (e.g., including but not limited to the case where a licence is later revoked by the Insurance Council or voluntarily closed by the licensee). All fees related to annual licence renewals (including any late fees), exams, licence amendments, insurer assessments, course accreditation, and continuing education courses are similarly non-refundable once payment has been made.

In the event that the Insurance Council of British Columbia incurs bank service fees for returned cheque payments or credit card chargebacks, these service fees will be assessed to the relevant applicant/licensee/examinee.

By clicking this box, I confirm that I have read and accept the [Terms of Use and Payment policy](#), and I understand that the payment is non-refundable in any case.

Cancel

Continue 

# Payment Confirmation



**Your payment has been successfully submitted.**

Note: If you made a payment for renewal then your next renewal date will display as June 1, 2025, both on your licence certificate and on the public Licensee Directory. You can download or print a copy of your updated licence certificate by selecting [View/print my licence certificate](#) from the portal main menu.

Receipts for fees you have paid via online portal are available in your portal account by selecting [View/Print my receipts](#) from the main menu.

You can also access a copy of your submitted declaration from the portal main menu by selecting [Declaration Summary Report](#).

[Print/View Receipt](#)

[Back to Main Menu](#)

# Prepaid Account Set-up

## For Corporations/Insurers/Direct Writers

### Corporate Licences

- ▶ Apply for a corporate licence
- ▶ Manage my applications
- ▶ Manage my Agencies/Firms
- ▶ List and manage bulk renewal payments
- ▶ Manage Prepaid Accounts 
- ▶ Manage Authorization to Represent (ATR)/Licence Update
- ▶ Manage delegates
- ▶ Verify Applicant Applications
- ▶ Verify Trainee Registration Applications
- ▶ Manage Applicant/Licensee Courses

### Insurers/Direct Writers

- ▶ Pay my annual fee
- ▶ Manage Authorizations to Represent (ATR) - Direct Writers
- ▶ List and manage bulk renewal payment



# Prepaid Account Set-up

## Prepaid Accounts

The Insurance Council's finance team will need to set up a prepaid account before you can use this option. Please send an email to [accounting@insurancecouncilofbc.com](mailto:accounting@insurancecouncilofbc.com) and include the following information:

- Agency or firm's legal name
- Corporate licence number
- Contact Information

Please allow up to three business days for us to process your request and you will receive email confirmation when you can return to the online portal to add funds via credit card. Adding funds with EFT or cheque must be coordinated with the Insurance Council's finance team.

# Adding Funds to a Prepaid Account

## Prepaid Accounts

Download/export selected

<input type="checkbox"/>	Account ID	Balance	Status	Action
<input type="checkbox"/>	164955	\$3,875.00	Active	<a href="#">Deposit</a>

# Adding Funds to a Prepaid Account

To pay by credit card or Interac Debit, select “Pay with Credit Card below.”

To pay by EFT or by cheque, please contact the Insurance Council’s finance team at [accounting@insurancecouncilofbc.com](mailto:accounting@insurancecouncilofbc.com)

\* indicates a required field.

## Payment Options

Account ID:  
164955

\* Amount:

Pay with Credit Card

**Submit Payment »**

# Using a Prepaid Account

 [Main Menu](#)

---

Please select a payment method. To pay by Credit Card or Interac Debit select "Pay with Credit Card" below.

## Payment Options

---

Amount to be charged: \$1,125.00

- Pay with Credit Card
- Pay with Prepaid Account

## Select Prepaid Account

---

164955

Prepaid Account: 164955  
Amount Available: \$5,000.00

[Submit Payment »](#)

# Payment Confirmation



**Your payment has been successfully submitted.**

Note: If you made a payment for renewal then your next renewal date will display as June 1, 2025, both on your licence certificate and on the public Licensee Directory. You can download or print a copy of your updated licence certificate by selecting *View/print my licence certificate* from the portal main menu.

Receipts for fees you have paid via online portal are available in your portal account by selecting *View/Print my receipts* from the main menu.

You can also access a copy of your submitted declaration from the portal main menu by selecting *Declaration Summary Report*.

[Print/View Receipt](#)

[Back to Main Menu](#)

# Prepaid Account Transaction History

## Prepaid Accounts

Download/export selected

Quick Search

<input type="checkbox"/>	Account ID	Balance	Status	Action
<input type="checkbox"/>	164955	\$3,875.00	Active	Deposit

## Transactions

Download/export selected

From:



To:



**Filter Dates**

Quick Search

<input type="checkbox"/>	Trans ID	Trans Type	Payment Method	Trans Amount	Trans Date	Receipt Number	Record ID	Full Name
<input type="checkbox"/>	101	PAYMENT	Prepaid Account	-\$225.00	3/9/2021 4:48:14 PM	148156	FIL-2021-00059	Jasmine Green
<input type="checkbox"/>	100	PAYMENT	Prepaid Account	-\$225.00	3/9/2021 4:48:14 PM	148156	FIL-2021-00058	Dar Jeeling
<input type="checkbox"/>	99	PAYMENT	Prepaid Account	-\$225.00	3/9/2021 4:48:13 PM	148156	FIL-2021-00057	Orange Pekoe Orange Pekoe
<input type="checkbox"/>	98	PAYMENT	Prepaid Account	-\$225.00	3/9/2021 4:48:13 PM	148156	FIL-2021-00055	Lady Grey
<input type="checkbox"/>	97	PAYMENT	Prepaid Account	-\$225.00	3/9/2021 4:48:12 PM	148156	FIL-2021-00053	Earl Grey Earl Grey
<input type="checkbox"/>	96	DEPOSIT	EFT	\$5,000.00	3/9/2021 2:20:58 PM	148155		

# Confirming Renewal Completion

Download/export selected | Add to Payment Items

Quick Search

<input type="checkbox"/>	Licence Number	Licence Type	Licence Status	Licensee Name	City	Action	Next Renewal Date
<input type="checkbox"/>	LIC-2023-0039630-R02	General Licence - Individual	Active	Jasmine Green	Vancouver		2025-06-01
<input type="checkbox"/>	LIC-2023-0039629-R01	General Licence - Individual	Active	Earl Grey	Vancouver	Renew Licence	2024-06-01
<input type="checkbox"/>	LIC-2023-0039628-R01	General Licence - Individual	Active	Lady Grey	Vancouver	Renew Licence	2024-06-01
<input type="checkbox"/>	LIC-2023-0039626-R01	General Licence - Individual	Active	Orange Pekoe	Vancouver		2025-06-01
<input type="checkbox"/>	LIC-2023-0039624-R01	General Licence - Corporate	Active	Cup of Tea Insurance Agency Ltd.	Vancouver		2025-06-01
<input type="checkbox"/>	LIC-2023-0039623-R01	General Licence - Individual	Active	Camomile Chai	Vancouver	Renew Licence	2024-06-01

# Questions?

## Website:

[www.insurancecouncilofbc.com](http://www.insurancecouncilofbc.com)



Practice, regulatory and compliance inquiries:  
[practice@insurancecouncilofbc.com](mailto:practice@insurancecouncilofbc.com)  
604-695-2008



Portal inquiries:  
[portal@insurancecouncilofbc.com](mailto:portal@insurancecouncilofbc.com)  
604-695-2006



Licensing inquiries:  
[licensing@insurancecouncilofbc.com](mailto:licensing@insurancecouncilofbc.com)  
604-695-2007

