

Insurance Council

BRITISH COLUMBIA

Annual Licence Renewal

Individual Licence

April 2024



Login to Online Portal

Insurance Council
BRITISH COLUMBIA

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[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

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I want to ...

Licences

- ▶ Apply for a personal licence
- ▶ Complete my annual licence renewal
- ▶ View my licence record(s)/Pay fee(s)
- ▶ Manage my applications
- ▶ View/Print my receipts
- ▶ View/Print my licence certificate
- ▶ Licence History Report
- ▶ Declaration Summary Report

Trainee Registrations

- ▶ Apply for a Trainee Registration
- ▶ Manage my Trainee Registration

Exams

- ▶ Register/Manage my LLQP exams
- ▶ View my exam confirmation letter
- ▶ View my exam results
- ▶ View/Print my receipts

Continuing Education

- ▶ CE Self-Tracker
- ▶ CE Course Registration

Contact Information

- ▶ Update my portal login information
- ▶ Change my password
- ▶ Update my contact information
- ▶ Review the Agencies/Firms I am a delegate of



Annual Licence Renewal Instructions

Annual Licence Renewal

Annual licence renewal for 2024 is now open. Submitting your annual licence renewal online consists of several steps; the instructions below will show you the steps to expect. The renewal process may take approximately 15 minutes.

Please use the buttons in the portal to navigate from screen to screen and avoid using your browser buttons otherwise you may lose information previously entered.

Please note that you must confirm you have met your CE credits and are covered by E&O insurance BEFORE you are able to proceed to renew your licence, in line with Council Rule 4(4).

see our [2024 Annual Licence Renewal Page](#) for [detailed instructions](#) and [more information](#).

[Proceed to Annual Licence Renewal](#)



Step 1: Review/Update Contact Information

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Contact Information Verification

Licenses have an obligation to provide notification to the Insurance Council of BC of a change in contact information.

Please confirm that your contact information is up to date by selecting "Yes".

If you are unsure or need to make a change to your contact information, please select "No", and then click on the link provided to update your contact information before proceeding with your annual licence renewal.

Yes No

Before completing your annual licence renewal you must review your contact information and update as necessary. To review and update your contact information click [here](#).

[Continue](#)

Update Contact Information


Contact Information

Camomile Chai

Birth Date: 12/25/1984
Email: camy@tea.com
Home Phone: 604-123-4567

[Manage Addresses](#)
[Edit Contact](#)

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Add New Address

Residence Address
1234 Tea Time Lane
Vancouver, BC V6E4H1
[Edit Address](#)

Service Address
1234 Rooibos Road
Vancouver, BC V6E4H1
[Edit Address](#)

[Edit Address and Contact Info](#)

Camomile Chai

Email: camy@tea.com
Alternate Email:
Home Phone: 6041234567
Mobile Phone:
Business Phone:

Residence Address **Service Address**
1234 Tea Time Lane 1234 Rooibos Road
Vancouver, BC V6E4H1 Vancouver, BC V6E4H1
Canada Canada

Step 1: Review/Update Contact Information

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Contact Information Verification

Licensees have an obligation to provide notification to the Insurance Council of BC of a change in contact information.

Please confirm that your contact information is up to date by selecting "Yes".

If you are unsure or need to make a change to your contact information, please select "No", and then click on the link provided to update your contact information before proceeding with your annual licence renewal.

Yes No


Continue


Step 2: Start Renewal Process

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

<input type="checkbox"/>	Licence Number	Licence Type	Licence Status	Licensee Name	City	Action	Next Renewal Date
<input type="checkbox"/>	LIC-2023-0039628-R01	General Licence - Individual	Active	Lady Grey	Vancouver	Renew Licence	2024-06-01



Step 3: Select Payment Preference

Payment Options

PAYMENT OPTIONS

* I have an agreement with my agency/firm that they will pay for this renewal: Yes No

Continue »



Payment Options

PAYMENT OPTIONS

* I have an agreement with my agency/firm that they will pay for this renewal: Yes No


Continue »



Step 4: Practice Questions

Practice Information (Optional)

GENERAL INFORMATION

Is insurance your primary occupation?: 


Yes No

Do you interact or work directly with clients:

Yes No

AREA OF SPECIALIZATION

What are your areas of insurance practice/insurance specialization? (Indicate all that apply)



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Step 5: Review Authority To Represent (ATR) Information

* indicates a required field.

Active Agencies/Firms Represented List

ACTIVE ATR

Please review the authorization to represent information that the Insurance Council has on file for you. If any of the information displayed here requires updating, this can be done, by the agency/firm you represent, via the corporate portal account or by submitting an Add/Remove ATR form to the licensing team. Please refer to our [Holding Out \(Authority to Represent\)](#) section on our website for more information. You cannot update this information through your portal account.

If your current agency/firm that you represent is not listed, they will not be able to submit payment for your annual renewal fee on your behalf, but you can still complete your renewal declaration now.

Please click Continue to proceed with your annual renewal.

Showing 1-1 of 1

Employer Name	Effective Date
Cup of Tea Insurance Agency Ltd.	03/01/2021

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Step 6: Confirming Awareness and Compliance with Licensing Requirements (Declaration)

Council Rules/Code of Conduct


Council Rules/Code of Conduct

All Insurance Council licensees are expected to abide by and stay up to date on the most current **Council Rules and Code of Conduct** requirements, and be aware of their licensee responsibilities. Please select from the declaration responses below to confirm you understand and are aware of your obligations under the Council Rules and the Code of Conduct.

* I declare that I understand and am aware of my obligations under the Council Rules and Code of Conduct: [?](#)

--Select--

--Select--
I confirm and submit my declaration.
I do not confirm and will provide additional information to explain.



Step 7: Review and Submit

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Individual General Licence Renewal

Please review information below. If any updates are needed, click Edit beside the section requiring updates. Once review is complete click Continue at the bottom.

Payment Options

PAYMENT OPTIONS

I have an agreement Yes
with my agency/firm
that they will pay for
this renewal:

[Edit](#) 

Step 8: Declarations Submitted



Your annual licence renewal declarations have been submitted, **but your annual licence renewal is not yet complete.**

As you indicated that your agency or firm will be paying the renewal fee on your behalf, **it is your responsibility to ensure that your agency or firm submits the fee by the deadline.**

After your agency or firm has submitted your payment, you can confirm that your renewal is complete by selecting *View my licence record(s)* from the main menu. Your next renewal date will display as June 1, 2025. This renewal date will also be displayed on your licence certificate and the online Insurance Licensee Directory.

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

Paying your own renewal fee instead? Please select *View my licence record(s) and pay fees* from the portal main menu, and click on *Pay Fee Due for Renewal*.

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

<input type="checkbox"/>	Licence Number	Licence Type	Licence Status	Licensee Name	City	Action	Next Renewal Date
<input type="checkbox"/>	LIC-2023-0039628-R01	General Licence - Individual	Active	Lady Grey	Vancouver	Pay Fee Due for Renewal	2024-06-01

Paying by Visa / Mastercard / Interac Online

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Fees	Qty.	Amount
Annual Renewal	1	\$300.00
Annual Renewal - Provincial Government Licence Fee	1	\$25.00

TOTAL FEES: \$325.00

[Check Out »](#)

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View/Edit Payment Items

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

PAY NOW

1 Fee(s) | \$325.00

Total due: \$325.00

Total amount to be paid: \$325.00

[Pay Fees](#)

[Edit Payment Items »](#)

[Return to Account Details](#)

Payment Policy

Payment Policy

Council is permitted to collect and retain fees per Council Rule 5(1). Council's 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 online Insurance 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](#)

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Confirming Renewal Completion

Home / Licenses

Download/export selected | Add to Payment Items

Payment Items (0) Logout

Quick Search

<input type="checkbox"/>	Licence Number	Licence Type	Licence Status	Licensee Name	City	Action	Next Renewal Date
<input type="checkbox"/>	LIC-2023-0039628-R01	General Licence - Individual	Active	Lady Grey	Vancouver		2025-06-01

Questions?

Website:

www.insurancecouncilofbc.com



Practice, regulatory and compliance inquiries:
practice@insurancecouncilofbc.com
604-695-2008



Portal inquiries:
portal@insurancecouncilofbc.com
604-695-2006



Licensing inquiries:
licensing@insurancecouncilofbc.com
604-695-2007

