



How to Guide: Paying for Applicant/Licensee Education Courses

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About this Guide:

When an applicant or licensee is registering for a course, they have the option to select that they have an agreement with a licensed agency/firm to pay for their course. Once they select this option their agency/firm's nominee or nominee's delegate can pay for their course in their online portal account.

This guide provides step-by-step instructions on how to pay for an applicant/licensee's Insurance Council of BC provided course in the online portal, with screenshots **below** each step.

Note: This guide is intended for agencies/firms who are paying for applicant/licensee courses. If you are an applicant or licensee who is looking to register for a course or for more information on how to select that you have an agreement with a licensed agency/firm to pay for your Insurance Council of BC provided course, please follow [this](#) guide.

Paying for Applicant/Licensee Courses

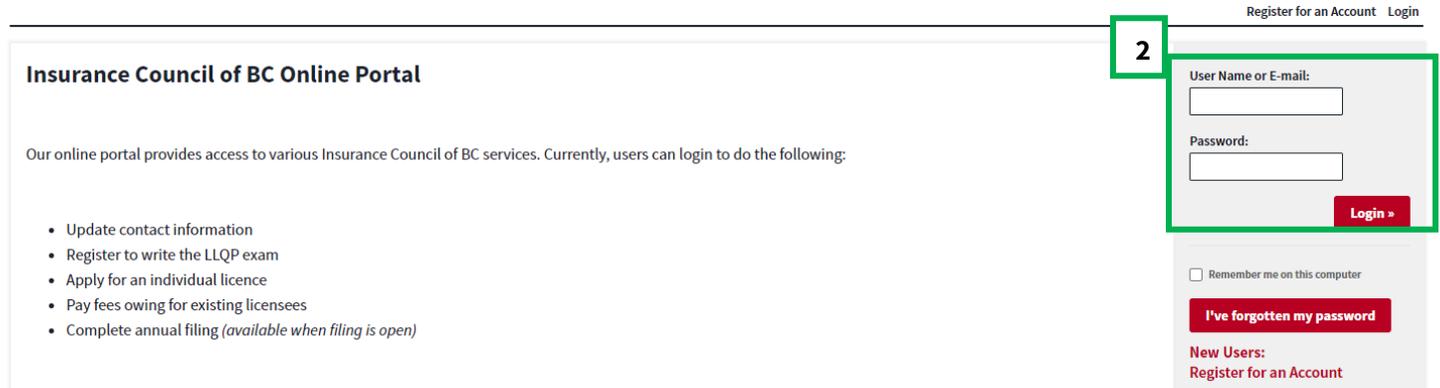
Step 1: Go to the online portal.

To access the online portal, go to the [Insurance Council of British Columbia](#) website and click on **“Portal Login.”**



Step 2: Enter your login information.

Insurance Council BRITISH COLUMBIA



Step 3: Once you have entered your login information on the online portal, you will see a main menu. Under “Corporate Licences”, click on “Manage Applicant/Licensee Courses.”

Note: Only nominees or nominee delegates will be able to complete fee payments on behalf of the agency/firm in their online portal account. If you do not have this ability, you will need to be added as a delegate by the nominee at your agency.

The screenshot shows the main menu of the Insurance Council portal. It is divided into two main sections: 'I want to ...' and 'For Corporations/Insurers/Direct Writers'. Under 'I want to ...', there are three columns: 'Licences', 'Exams', and 'Contact Information'. Under 'For Corporations/Insurers/Direct Writers', there are two columns: 'Corporate Licences' and 'Insurers/Direct Writers'. In the 'Corporate Licences' column, the option 'Manage Applicant/Licensee Courses' is highlighted with a green box and a red number 3.

Step 4: You will see a list of applicants/licenseses that have selected that your agency/firm will be paying for their course. To proceed to pay for the course(s) select “Pay Fees Due.”

The screenshot shows the 'Manage Applicant/Licensee Courses' page. It has a breadcrumb trail: Home / Manage Applicant/Licensee Courses. There is a search bar on the right. Below is a table with two columns: 'LMS Record' and 'Course Registrant'. The table has two rows of data. The first row has 'LMS-2022-0006424' and 'John Doe'. The second row has 'LMS-2022-0006423' and 'Jane Doe'. To the right of the table is an 'Action' column. For the first row, the 'Action' column contains 'Pay Fees Due' and 'Remove'. For the second row, the 'Action' column contains 'Pay Fees Due' and 'Remove'. The 'Pay Fees Due' button for the first row is highlighted with a red box and a red number 4.

Note: If you do not have an agreement with the applicant/licensee to pay or no longer wish to pay for the course, select remove. If you remove the course the applicant/licensee will receive an email informing them and they will need to re-register and pay for the course.

Step 5: Review the fee details and select “**Check Out**” to proceed.

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 [Main Menu](#)

Fees	Qty.	Amount
Insurance Council Rules: Life and/or Accident & Sickness Agents	1	\$100.00

TOTAL FEES: \$100.00



Note: If you do not want to add additional payment items at this point and want to proceed to complete payment, please move on to **Step 7**.

Step 6: To add additional payment items prior to completing payment select “**Return to Account Details.**” This will bring you back to the Main Menu where you can repeat steps 3-6 until you are ready to complete payment.

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 [Main Menu](#)

[Payment Items \(1\)](#) [Logout](#)

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

[View/Edit Payment Items](#)

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

No Address

1 Fee(s) | \$100.00

▶ [Learning Management System](#)
LMS-2022-0000078

Total due: \$100.00

Total amount to be paid: \$100.00

[Pay Fees](#) [Edit Payment Items >](#) [Return to Account Details](#)



Step 7: Once you are ready to complete payment, click **“Pay Fees.”**

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Main Menu Payment Items (1) Logout

Home / Payment Items

View/Edit Payment Items

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

No Address
1 Fee(s) | \$100.00
Learning Management System
LMS-2022-000078 Total due: \$100.00

Total amount **7** \$100.00

Pay Fees **Edit Payment Items** **Return to Account Details**

Step 8: Review the Terms of Use and Payment policy, if you wish to continue to make payment click the box **(A)** and click **“Continue” (B)**.

Insurance Council
BRITISH COLUMBIA Back to Payment Items

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/examiner.

A By clicking this box, 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** **B**

Step 9: Fill out your credit card information **(A)** and click **“Pay” (B)**.

The screenshot shows a payment form with the following elements:

- At the top, logos for VISA, Mastercard, American Express, Discover, and JCB.
- A green box labeled **A** encloses the input fields for:
 - Cardholder Name (a single text box)
 - Card Number (a single text box)
 - MMYY (a two-digit text box)
 - CW ? (a two-digit text box)
- Below the input fields, the text "Total \$100.00" is displayed.
- A green box labeled **B** encloses a red button labeled "Pay".
- To the left of the "Pay" button is a "Cancel" link.

Step 10: Once you complete your payment, you will see confirmation that it has been successfully submitted. You will also receive an email receipt. You can also click **“Print/View Receipt.”**

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[Main Menu](#)

[Payment Items \(0\)](#) [Logout](#)



Your payment has been successfully submitted.

Please print your receipt and retain a copy for your records.

[Print/View Receipt](#)

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[Return to Course Registration](#)

Note: Once you have paid for the applicant/licensee’s course, they will receive an automated email with their login information to complete the course in our learning management system. They can follow our [step-by-step guide](#), accessing and completing a course begins on page 10.