Insurance Council

BRITISH COLUMBIA

Annual Licence Renewal

Bulk Payments

April 2025



Login to Online Portal





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

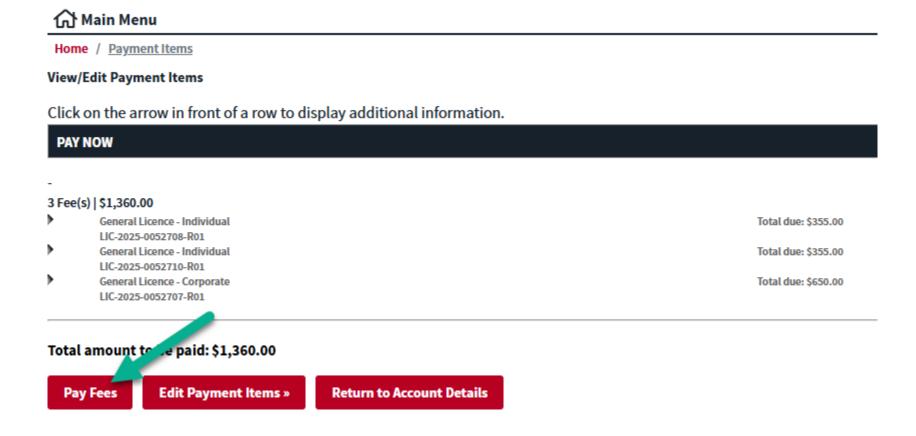


Action Column and Add to Payment Items

Main Menu Home / Licenses	_									
Download/export selected Add to Payment Items										
Licence Number	Licence Type	Licence Status	Licensee Name	City	Action	Next Renewal Date				
LIC-2025-0052712-R01	General Licence - Individual	Active	Earl Grey	Vancouver	Renew Licence	2025-06-01				
LIC-2025-0052711-R01	General Licence - Individual	Active	Camomile Chai	Vancouver	Renew Licence	2025-06-01				
✓ LIC-2025-0052710-R01	General Licence - Individual	Active	Orange Pekoe	Vancouver	Pay Fee Due for Renewal	2025-06-01				
LIC-2025-0052709-R01	General Licence - Individual	Active	Lady Grey	Vancouver	Renew Licence	2025-06-01				
✓ LIC-2025-0052708-R01	General Licence - Individual	Active	Jasmine Green	Vancouver	Pay Fee Due for Renewal	2025-06-01				
✓ LIC-2025-0052707-R01	General Licence - Corporate	Active	A Cup of Tea Insurance Agency Ltd.	Vancouver	Pay Fee Due for Renewal	2025-06-01				
						Payment Items (
分 Main Menu Home / <u>Licenses</u>			Your selection has been added to cart.			Payment Items (:				
Home / <u>Licenses</u>	Payment Items		Your selection has been added to cart.			Payment Items (: Quick Search				
Home / <u>Licenses</u>	Payment Items Licence Type	Licence Status	Your selection has been added to cart. Licensee Name	City	Action					
Pownload/export selected Add to	•	Licence Status Active		City Vancouver	Action Renew Licence	Quick Search				
Home / Licenses Download/export selected Add to	Licence Type		Licensee Name			Quick Search Next Renewal Date				
Home / Licenses Download/export selected Add to Licence Number LIC-2025-0052712-R01	Licence Type General Licence - Individual	Active	Licensee Name Earl Grey	Vancouver	Renew Licence	Quick Search Next Renewal Date 2025-06-01				
Download/export selected Add to Licence Number LIC-2025-0052712-R01	Licence Type General Licence - Individual General Licence - Individual	Active Active	Licensee Name Earl Grey Camomile Chai	Vancouver Vancouver	Renew Licence Renew Licence	Quick Search Next Renewal Date 2025-06-01 2025-06-01				
Download/export selected Add to Licence Number LIC-2025-0052712-R01 LIC-2025-0052710-R01	Licence Type General Licence - Individual General Licence - Individual General Licence - Individual	Active Active Active	Licensee Name Earl Grey Camomile Chai Orange Pekoe	Vancouver Vancouver Vancouver	Renew Licence Renew Licence Pay Fee Due for Renewal	Quick Search Next Renewal Date 2025-06-01 2025-06-01 2025-06-01				



Paying by Credit Card





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



Cancel





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, 2026, 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

Back to Main Menu



Prepaid Account Set-up

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Prepaid Account Set-up



Payment Items (0) Logout

Home / Prepaid Accounts

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 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.

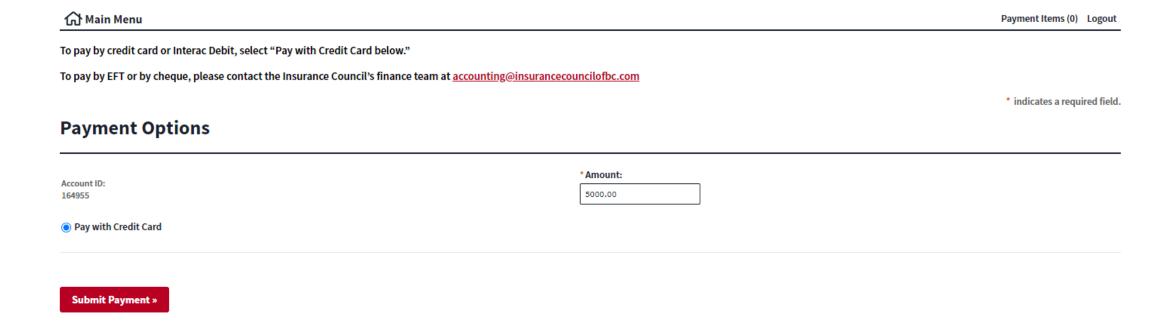


Adding Funds to a Prepaid Account



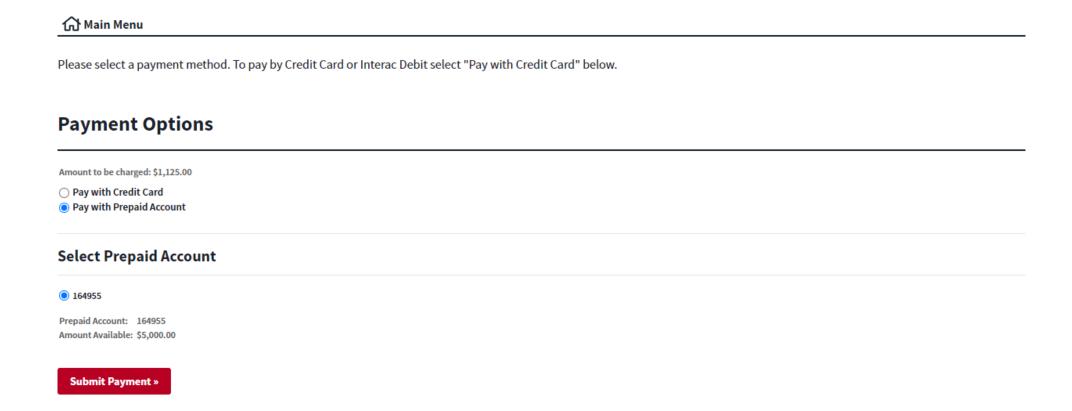


Adding Funds to a Prepaid Account





Using a Prepaid Account





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.

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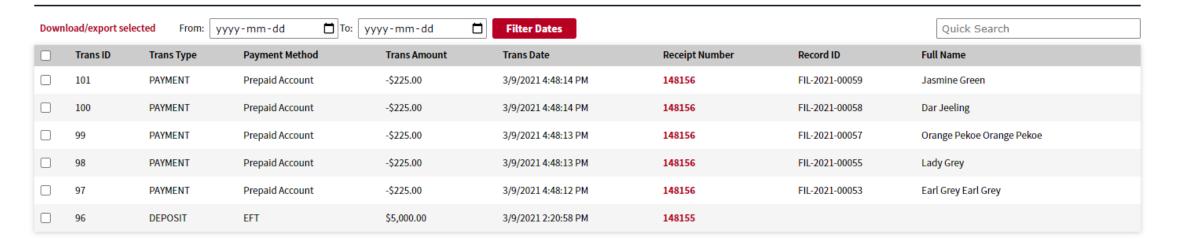
Back to Main Menu



Prepaid Account Transaction History



Transactions





Confirming Renewal Completion

Download/export selected Add to Payment Items								
	Licence Number	Licence Type	Licence Status	Licensee Name	City	Action	Next Renewal Date	
	LIC-2023-0039630-R02	General Licence - Individual	Active	Jasmine Green	Vancouver		2025-06-01	
	LIC-2023-0039629-R01	General Licence - Individual	Active	Earl Grey	Vancouver	Renew Licence	2024-06-01	
	LIC-2023-0039628-R01	General Licence - Individual	Active	Lady Grey	Vancouver	Renew Licence	2024-06-01	
	LIC-2023-0039626-R01	General Licence - Individual	Active	Orange Pekoe	Vancouver		2025-06-01	
	LIC-2023-0039624-R01	General License - Corporate	Active	Cup of Tea Insurance Agency Ltd.	Vancouver		2025-06-01	
	LIC-2023-0039623-R01	General Licence - Individual	Active	Camomile Chai	Vancouver	Renew Licence	2024-06-01	



Questions?

Website:

www.insurancecouncilofbc.com



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



Portal inquiries: portal@insurancecouncilofbc.com 604-695-2005



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



