Insurance Council

BRITISH COLUMBIA

Instructions for Submitting an Annual Filing Online

If you haven't yet set up your online portal account, <u>click here</u> to access the instructions on setting up your account.

<u>Step 1</u>: Click on My Records.

<u>Step 2</u>: Click on Renew License.

<u>Step 3</u>: Review contact information, then click on "Continue Application."

Step 4: Read the declaration, click the checkbox below, and click "Continue Application."

Step 5: Click "Check Out."

<u>Step 6</u>: Click "Checkout." Enter your payment information on Moneris' site.

Step 7: Click on "Print/View Receipt" to retain a receipt for your records.

<u>Step 8</u>: Click on "My Records" and verify that your next filing date has been updated to 06/01/2020.

Step 1:

After you log in, you will be directed to the dashboard page. To submit your annual filing, click on My Records.

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Step 2:

Click on "Renew License." If you are renewing more than one licence, you will need to repeat the next step(s) for each licence.

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Showing 1-1 of 1 Download results Add to collect	ion Add to cart				

Step 3:

You will have the option to review and edit your contact information if it is outdated. If you are a general insurance agent, you will need to select if you are paying your filing fee or your agency is submitting payment on your behalf. Click "Continue Application" to continue.

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Step 4:

Read the declaration, click the checkbox below, and click "Continue Application."

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Step	5:					
lf you	u selected "My A	Agency will pay," your fi	ling fee will disp	olay on the dashboard as follows	:	
	R01		monaon caroo	000 11202 1	Renewal: Deferred	
	LIC-2019- R01	General Licence - Individual		Pay Fee Due for Renewal 06/01/2019	Active	
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It is the responsibility of the individual licensee to ensure that the filing fee is paid and received by Council, even if the licensee's agency is submitting the payment on their behalf. You will need to return to your dashboard or search your licence on the Licensee Directory to make sure that Council receives your filing fee. When your next filing date shows as 06/01/2020, your filing fee has been processed.

To pay your fees, click "Check Out."

	Logged in as:Mary Jane Smith	Collections (0)	📜 Cart (0)	Account Manag	jement Log	jout
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Step 6:

The next screen is your cart. Click "Checkout." You will then be redirected to Moneris' site where you will enter your payment information.

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Dashboard My Records	My Account			
Cart				
1 Select item to pay	2 Payment information		3 Receipt/Record issuance	
Step 1 : Select item to pa Nick on the arrow in front of a row to Ink. PAY NOW	y display additional information. Item	s can be saved for a futu	re checkout by clicking on the S	3ave for later
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Total amount to be paid: \$2 Note: This does not include additiona	25.00 I inspection fees which may be asse	ssed later.		
Checkout » Edit Cart	» Continue Shopping »			

Step 7:

Upon successful completion of payment, you may receive an email receipt from Moneris and you be redirected back to your online portal account. You will see text confirming that your filing has been successfully submitted and you can click on "Print/View Receipt" to retain a receipt for your records.

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Click on "My Records" and verify that your next filing date has been updated to 06/01/2020.

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