

Instructions for Submitting an Annual Filing Online

If you haven't yet set up your online portal account, [click here](#) to access the instructions on setting up your account.

Step 1: Click on My Records.

Step 2: Click on Renew License.

Step 3: 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."

Step 6: Click "Checkout." Enter your payment information on Moneris' site.

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

Step 8: 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.

Insurance Council

BRITISH COLUMBIA

Logged in as: Mary Jane Smith Collections (0)  Cart (0) Account Management Logout

Home Licences

Dashboard My Records My Account

Hello, Mary Jane Smith

Saved in Cart (0) [View Cart](#)

There are no items in your shopping cart right now.

The shopping cart will contain fees that you have selected to pay.

My Collection (0) [View Collections](#)

You do not have any collections right now.

This area is optional. Collections can be used to manage multiple records for user convenience.

Work in progress [?](#) [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				

If you start your annual filing, but don't complete the payment, your filing will display here.

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.

Insurance Council

BRITISH COLUMBIA

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Home Licences

Dashboard **My Records** My Account

▼ Licences

Showing 1-1 of 1 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Record Number	Licence/Record Type (View ATR for Employer Info)	Next Filing Date	Status	Action
<input type="checkbox"/>	LIC-2019-0013560-R01	General Licence - Individual	06/01/2019	Active	Renew License



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You will have the option to review and edit your contact information if it is outdated.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.

Insurance Council

BRITISH COLUMBIA

Logged in as: Mary Jane Smith Collections (0)  Cart (0) Account Management Logout

Suite 300, 1040 West Georgia Street
Vancouver, British Columbia, Canada V6E 4H1

Phone: 604-688-0321 Toll Free Within BC: 1-877-688-0321
General Inquiries: Press 3 for Regulatory Services

Home **Licences**

Individual Licence Filing

1 Filing	2 Review	3 Pay Fees	4 Record Issuance
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Step 1: Filing > Filing Information

* Indicates a required field.

Licensee

Please review the contact information on file for your Licence record. If any changes are required, please update by clicking the 'Account Management' link at the top of the page before proceeding with your filing.

Mary Jane Smith

Home phone:
Mobile Phone: 3062788302
Work Phone: 2504912400

[Edit](#)

▼ Contact Addresses

To add a new contact address, click the Add Contact Address link. To edit a contact address, click the Edit link. To remove one of your addresses from this application, click on the Remove link.

Showing 1-2 of 2

	Address Type	Recipient	Address	Action
	Residence Address		123 Main Street	
	Service Address		123 Main Street	

Filing Options

FILING

Pay by Agency?: * Yes No

This option is only available to general agents who have one authorization to represent.

[Continue Application »](#)

[Save and resume later](#)

Step 4:

Read the declaration, click the checkbox below, and click “Continue Application.”

Insurance Council

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Individual Licence Filing

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Step 2: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on. You must check the box to agree to the declaration at the bottom of the page before you can continue.

Record Type

Individual Licence Filing

Licensee

[Edit](#)

Individual
Mary Jane Smith

Filing Options

FILING

[Edit](#)

Pay by Agency?: Yes

In making this annual filing, I confirm that I am in compliance with all Council Rules, which may include, but are not limited to, requirements relating to mandatory errors and omissions insurance, authority to represent at least one insurer, all mandatory disclosures to Council, and continuing education.

By checking this box, I agree to the above declaration.

Date: 04/05/2019

[Continue Application »](#)

[Save and resume later](#)

Step 5:

If you selected “My Agency will pay,” your filing fee will display on the dashboard as follows:

<input type="checkbox"/>	R01	LIC-2019-R01	General Licence - Individual	Pay Fee Due for Renewal	06/01/2019	Renewal: Deferred
<input type="checkbox"/>	LIC-2019-R01		General Licence - Individual			Active

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.”

Insurance Council

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Individual Licence Filing

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Step 3: Pay Fees

Listed below are the license application fees based upon the information you've entered.

Application/Renewal Fees

Fees	Qty.	Amount
Annual Filing	1	\$200.00
Annual Filing - Provincial Government Licence Fee	1	\$25.00

TOTAL FEES: \$225.00

Note: This does not include additional fees which may be assessed later.

Check Out » 

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.

Insurance Council

BRITISH COLUMBIA

Logged in as: Mary Jane Smith Collections (0)  Cart (1) Account Management Logout

Home Licences

Dashboard My Records My Account

Cart

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
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Step 1: Select item to pay

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 Application(s) | \$225.00

▶ General Licence - Individual
LIC-2019-0013560-R01

Total due: \$225.00

Total amount to be paid: \$225.00

Note: This does not include additional inspection fees which may be assessed 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.

Insurance Council

BRITISH COLUMBIA

Logged in as: Mary Jane Smith Collections (0)  Cart (0) Account Management Logout

Home Licences

Dashboard My Records My Account

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3 : Receipt/Record issuance

Receipt



Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

[Print/View Receipt](#)



No Address

FIL-2019-00055

[View Receipt](#)

[Print/View Receipt](#)

Step 8:

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

Insurance Council

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