

Instructions for Individual Licensees to Set up Online Portal Access

Step 1: Open the email from Council sent April 15, 2019, which contains a unique pin. If you did not receive this email, please [click here](#) for instructions on retrieving your PIN.

Step 2: [Click here](#) to access the online portal, then click on “Register for an Account.”

Step 3: Click on the checkbox to accept the terms and conditions and click “Continue Registration.”

Step 4: Complete the boxes and click “Link Licensee to Account.”

Step 5: Enter your date of birth and the PIN number that was provided to you by email and then click “Continue.”

Step 6: Click the checkbox to confirm that the displayed contact is your own identity, then click “Confirm.”

Step 7: The addresses will appear at the bottom of the screen with green text that displays “Contact information added successfully.” Verify that the information is correct and then click “Continue Registration.”

Step 8: The next screen will display confirmation text that your account has been created successfully. Click “Login” at the top or “Login Now” at the bottom of the screen.

If you wish to submit your annual filing online, please [click here](#) to view the instruction guide.

Step 1:

Council issued an email to all licensees with an email on file on Monday April 15, 2019, which contains a link to the portal and your unique PIN. Each individual licensee will be provided with a unique pin and will create their own unique user ID. Corporate licences will be provided with a login and password.

If you received the email instructions and follow the following steps and experience issues, call 604-688-0321 and press 6 at the prompt.

If you did not receive Council's email with your portal instructions and PIN (login information for corporations), please [click here](#) for instructions.

Step 2:

Click on the link to the online portal in the email, then click on "Register for an Account."

Insurance Council

BRITISH COLUMBIA

[Register for an Account](#) [Login](#)

Home

Welcome to the Insurance Council of British Columbia's on-line licensing and regulator portal

New Users

If you are a new user, you must first register for an account. The process only takes a few minutes and once completed you'll have the added benefits of the following:

- Seeing a complete history of your licence(s),
- Updating your contact information online
- Paying for and completing your filing online with your credit/debit card
- Checking on the status of your filing, and more.

To register your account, you will be required to provide the personal PIN number that was sent to your contact email address that we have on file for you. If you have not received a PIN, or you have misplaced the one sent to you, please contact the Insurance Council of BC as soon as possible.

If you have questions or require assistance, please contact Insurance Council at:
Within Metro Vancouver: 604-688-0321
Within Canada, toll-free: 1-877-688-0321
Press 4 to reach the annual filing support line
Press 5 for help with accessing the online portal

Please note that your annual filing must be completed and the filing fee of \$225.00 must be received by Council by end of day Monday June 3, 2019. If you file after Monday June 3rd and before end of day Tuesday August 6th, you will be required to pay a late filing fee of \$425.00. Any licensees who have NOT submitted their annual filing by end of day Tuesday August 6, 2019 will have their license(s) terminated.

Login is available for Licensees and Regulators only

User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)

Step 3:

Click on the checkbox to accept the terms and conditions and click “Continue Registration.”

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Home

Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information including name, e-mail and date of birth (we use your date of birth to help us match and link you to your licence record)

Website Disclaimer

The use of this website is subject to the following terms and conditions and constitutes the user's agreement to those terms and conditions. Information on this website is provided solely for the user's information and while thought to be accurate it is provided without warranty of any kind, either express or implied. The Insurance Council of British Columbia will not be liable for any damages, direct or indirect, arising from use of the information provided on this website.

I have read and accepted the above terms.

[Continue Registration »](#)

Step 4:

Complete the boxes and click “Link Licensee to Account.”

[Register for an Account](#) [Login](#)

[Home](#)

Account Registration Step 2: Enter/Confirm Your Account Information

* indicates a required field.

Login Information

Enter your preferred new User Name and Password (passwords must be a minimum of 8 characters long). You must also enter a unique email address which must match the email address we have on file for you. On the Licensee Information section below you will be asked to enter additional information including your date of birth to help us match and link your license record(s).

* User Name:

Create a unique login for your account.

* E-mail Address:

Enter your current email address.

* Password:

Create a unique password and both boxes must match exactly.

* Type Password Again:

* Enter Security Question:

Create a security question and answer that will be used if you forget your password and need to reset it.

* Answer:

Licensee Information

Please click Link Licensee to Account and enter your existing Licensee contact information on file with the Insurance Council of BC to connect to your new online account.

[Link Licensee to Account](#)

Step 5:

Enter your date of birth and the PIN number that was provided to you by email and then click “Continue.”

Contact Information

×

* Birth Date:

* PIN:

[Continue](#)

[Clear](#)

[Discard Changes](#)

Here is a sample of the text in the email that contains the unique PIN (highlighted):

To register your account, you will be required to provide your date of birth, and this unique personal identification number (PIN): 00012345. (Note: you must use all digits including any leading zeros)

Step 6:

Click the checkbox to confirm that the displayed contact is your own identity, then click “Confirm.” If this is not your identity, please click “Back” and correct the information. If you entered the correct information, and this is still not your identity, please call 604-688-0321 and at the prompt press 6.

Contact Detail ×

* Birth Date:

07/12/1989 

* PIN:

***-**-6789

▼ Contact Addresses

Showing 1-2 of 2

	Address Type	Address	Status	Action
	Residence Address	123 Main Street	Active	
	Service Address	123 Main Street	Active	

I confirm the displayed contact as my own identity.

Confirm

Back

Step 7:

The addresses will appear at the bottom of the screen with green text that displays “Contact information added successfully.” Verify that the information is correct and then click “Continue Registration.”

Home

Account Registration Step 2: Enter/Confirm Your Account Information

* indicates a required field.

Login Information

Enter your preferred new User Name and Password (passwords must be a minimum of 8 characters long). You must also enter a unique email address which must match the email address we have on file for you. On the Licensee Information section below you will be asked to enter additional information including your date of birth to help us match and link your license record(s).

*User Name: 

*E-mail Address:

*Password: 

*Type Password Again:

*Enter Security Question: 

*Answer: 

Licensee Information

Please click [Link Licensee to Account](#) and enter your existing Licensee contact information on file with the Insurance Council of BC to connect to your new online account.

 **Contact added successfully.**

Home phone:
Mobile Phone:
Work Phone:
[Edit](#) [Remove](#)

▼ Contact Addresses

Showing 1-2 of 2

	Address Type	Address	Status	Action
	Residence Address	123 Main Street	Active	
	Service Address	123 Main Street	Active	

[Continue Registration »](#)



Step 8:

The next screen will display confirmation text that your account has been created successfully. Click “Login” at the top or “Login Now” at the bottom of the screen.

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[Register for an Account](#) [Login](#)

Home



Your account has been created successfully. You can login immediately using your User Name and Password

Your account has been successfully created.

Congratulations. You have successfully created an account with the Agency and can login immediately. If you have registered as a licensed professional, additional activation by the Agency may be required. If activation is necessary, another e-mail will be sent notifying you when activation is complete.

Account Information

User Name: MJSmith1
E-mail: info@insurancecouncilofbc.com
Password: *****
Security Question: What is my dog's name?

Contact Information

Mary Jane Smith

Contact Address List

▼ Contact Addresses

Showing 1-2 of 2

	Address Type	Address	Status	Action
	Residence Address	123 Main Street	Active	
	Service Address	123 Main Street	Active	

[Login Now](#)