

Insurance Council
BRITISH COLUMBIA

Annual Licence Renewal

Individual Licence

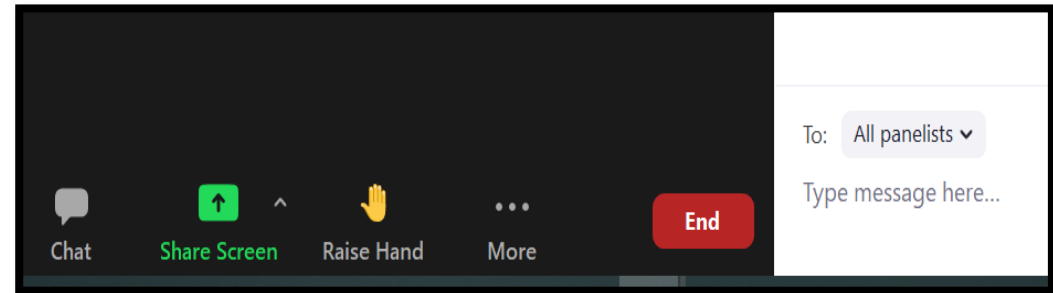
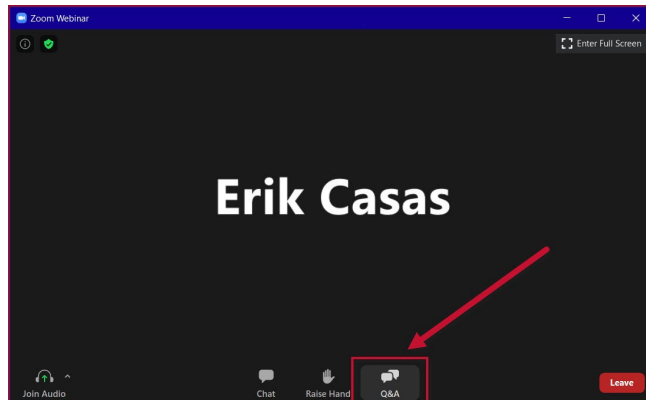
March 2022

Melissa Radic
Manager, Administrative Services



Webinar Tips

Using the Q&A and chat: Use the Q&A function to submit a question and Chat to Panelists if you need technical support. We will post relevant links in Chat.



What We'll Cover:



- Overview of annual licence renewal requirements
- Step-by-step process for individual licence
- Frequently asked questions
- Q&A

Annual Licence Renewal Requirements



Overview of Annual Licence Renewal Requirements (formerly 'Annual Filing')

- **Who needs to renew?**

- An annual licence renewal is required for every licence that is held with the Insurance Council (individual or corporate), regardless of active, inactive or suspended status.

- **When does the renewal period start and end?**

- Annual licence renewal opens in early April (this year, April 1st) and the deadline to submit the payment is June 1st annually.
- The late renewal period starts June 2nd and runs until Tuesday August 2nd, 2022.

Overview of Annual Licence Renewal Requirements

- **What is required for an annual licence renewal?**
 - Confirming your awareness and compliance with licensing requirements (Declaration)
 - The annual licence renewal fee
- **What is the annual licence renewal fee?**

	If paid by June 1, 2022	If paid after June 1 and by August 2, 2022
Individual	\$260	\$260 + \$150 late fee
Corporate	\$475	\$475 + \$300 late fee

Overview of Annual Licence Renewal Requirements

- **Where to submit the declaration and fee?**
 - All annual licence renewal declarations and fees are submitted via the online portal.
- **Why is annual licence renewal required?**
 - It is a requirement under Council Rule 4(4) for continuous licensing.
 - Licences will be automatically terminated if the fee is not received by Tuesday August 2nd, 2022.

Individual Licence Renewal Step-by-Step



Login to Online Portal

Insurance Council
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Portal Login Licer
Getting A Licence LLQP

Welcome to the Insurance Council of BC

The Insurance Council of British Columbia regulates and licenses life and general insurance agents, salespersons, and adjusters. We protect the public by ensuring that licensees act ethically, with integrity and competence.

[Learn More >](#)

User Name or E-mail:

Password:

[Login »](#)

☐ Remember me on this computer

[I've forgotten my password](#)

[I've forgotten my username](#)

New Users:
[Register for an Account](#)

Insurance Council
BRITISH COLUMBIA

Main Menu

I want to ...

Licences

- ▶ Apply for a personal licence
- ▶ Complete my annual licence renewal
- ▶ View my licence record(s)
- ▶ Manage my applications
- ▶ View/Print my receipts
- ▶ View/Print my licence certificate
- ▶ Update my declarations



Exams

- ▶ Register/Manage my LLQP exams
- ▶ Confirmation of Online LLQP Exams
- ▶ View my exam confirmation letter
- ▶ View my exam results
- ▶ View/Print my receipts

Continuing Education

- ▶ CE Self-Tracker
- ▶ CE Course Registration

Contact Information

- ▶ Update my portal login information
- ▶ Change my password
- ▶ Update my contact information

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 Authorizations to Represent (ATR)
- ▶ Manage delegates
- ▶ Verify Applicant Applications

Insurers/Direct Writers

- ▶ Pay my annual fee
- ▶ Manage Authorizations to Represent (ATR) - Direct Writers
- ▶ List and manage bulk renewal payment

Annual Licence Renewal Instructions

Annual Licence Renewal

Online licence renewal for 2022 is now open. Submitting your annual licence renewal online consists of several steps; the instructions below will show you the steps to expect. This process will take approximately 10 minutes.

Please use the buttons in the portal to navigate from screen to screen and avoid using your browser buttons.

While completing the renewal process, be prepared to:


1. Review your contact information and update it, if necessary. The Insurance Council sends important communications to licensees by email; consider adding a second email address to your account and ensure you are receiving Insurance Council communications.
2. Review your authority to represent information, if applicable.
3. Submit the necessary declarations to confirm you are meeting your licensing requirements. These declarations are as follows and will differ depending on your licence class:
 - You understand and are aware of your obligations under [Council Rules](#) and the [Code of Conduct](#) (applies to all licensees).
 - You have completed, or will complete by May 31, 2022, your [Continuing Education requirements](#) (applies to all individual licensees, even if you're not actively working).
 - For non-resident licensees, your home jurisdiction has continuing education requirements and you are meeting those (applies to individual non-resident licensees).
 - You have the authority to represent (ATR) at least one insurer (applies to all licensees).
 - You are currently covered by [Errors and Omissions insurance](#) in the amount required under Council Rule 7(11) (applies to all licensees).
 - Where required, you have submitted all [mandatory notifications/disclosures](#) to the Insurance Council (applies to all licensees).

If you are unable to declare that you are meeting the above licensing requirements, then you'll need to explain why you do not meet the requirement before you are able to complete your renewal.


4. Submit payment **OR** indicate that you have an agreement with your agency or firm that they will submit payment for you.

See our 2022 Annual Licence Renewal Page for [detailed instructions](#) and [more information](#).

[Proceed to Annual Licence Renewal](#)



Step 1: Start Renewal Process

 Main Menu

Payment Items (0) Logout


Home / Licenses

Download/export selected | Add to Payment Items

Quick Search

<input type="checkbox"/>	Licence Number	Licence Type	Licence Status	Licensee Name	City	Action	Next Renewal Date
<input type="checkbox"/>	LIC-2022-0032897-R01	Life Licence - Individual	Active	Camomile Chai	Vancouver	Renew Licence	2022-06-01

Step 2: Review/Update Contact Information

 Main Menu

Payment Items (0) Logout

Home / Annual Licence Renewal / Contact Information Verification

Contact Information Verification

Licensees have an obligation to provide notification to the Insurance Council of BC of a change in contact information.

Please confirm that your contact information is up to date by selecting "Yes".

If you are unsure or need to make a change to your contact information, please select "No", and then click on the link provided to update your contact information before proceeding with your annual licence renewal.

☐ Yes ☒ No

Before completing your annual licence renewal you must review your contact information and update as necessary. To review and update your contact information click [here](#).

Continue




Update Contact Information

Contact Information

Camomile Chai
Birth Date: 12/25/1984
Email: camy@tea.com
Home Phone: 604-123-4567

[Manage Addresses](#)
[Edit Contact](#)


Add New Address

Residence Address

1234 Tea Time Lane
Vancouver, BC V6E4H1

Edit Address

Service Address

1234 Rooibos Road
Vancouver, BC V6E4H1

Edit Address

Camomile Chai
Email: camy@tea.com
Alternate Email:
Home Phone: 6041234567
Mobile Phone:
Business Phone:

Residence Address
1234 Tea Time Lane
Vancouver, BC V6E4H1
Canada

Service Address
1234 Rooibos Road
Vancouver, BC V6E4H1
Canada

Edit Address and Contact Info

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Step 2: Review/Update Contact Information

Contact Information Verification

Licenses have an obligation to provide notification to the Insurance Council of BC of a change in contact information.

Please confirm that your contact information is up to date by selecting "Yes".

If you are unsure or need to make a change to your contact information, please select "No", and then click on the link provided to update your contact information before proceeding with your annual licence renewal.

☒ Yes ☐ No

Continue



Step 3: Select Payment Preference

Payment Options

PAYMENT OPTIONS

* I have an agreement with my agency/firm that they will pay for this renewal: ☒ Yes ☐ No

Continue »



Payment Options

PAYMENT OPTIONS


* I have an agreement with my agency/firm that they will pay for this renewal: ☐ Yes ☒ No

Continue »



Step 4: Practice Questions

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 Main Menu

Payment Items (0) Logout

To help the Insurance Council offer more effective services and technology, we are asking a few questions about licensees' practice information that will allow the Insurance Council to better understand licensees' needs and business environment.

Providing this information is entirely optional, but is encouraged as it will help us develop appropriate practice tools and resources for licensee support.


* indicates a required field.

Practice Information (Optional)

Questions in Development

« Back

Continue »



Step 5: Review ATR Information

* indicates a required field.

Active Agencies/Firms Represented List

ACTIVE ATR

Please review the authorization to represent information that the Insurance Council has on file for you. If any of the information displayed here requires updating, this can be done, by the agency/firm you represent, via the corporate portal account or by submitting an Add/Remove ATR form to the licensing team. Please refer to our **Holding Out (Authority to Represent)** section on our website for more information. You cannot update this information through your portal account.

If your current agency/firm that you represent is not listed, they will not be able to submit payment for your annual renewal fee on your behalf, but you can still complete your renewal declaration now.

Please click Continue to proceed with your annual renewal.

Showing 1-1 of 1

Employer Name	Effective Date
Cup of Tea Insurance Agency Ltd.	03/01/2021

[« Back](#) [Continue »](#)



Step 6: Confirming Awareness and Compliance with Licensing Requirements (Declaration)

Individual Declaration

- ☐ I understand and am aware of my obligations under the Council Rules and the Code of Conduct
 - ☐ *Confirmation of CE (statement shown is dependent on province of residence).*
 - ☐ Where required, I have submitted all mandatory disclosures to Insurance Council.
 - ☐ I am covered by errors and omissions insurance, as required under Council Rule 7(11)
 - ☐ I have written Authorization To Represent (ATR) at least one insurer, as required under Council Rule 7(16)
- } All licence classes
- } Life and/or A&S only


Confirm

Individual Declaration

- ☐ I understand and am aware of my obligations under the Council Rules and the Code of Conduct

You've not confirmed that you are aware of your obligations under the Council Rules and the Code of Conduct. Explain why

Step 7: Review and Submit

 Main Menu

Payment Items (0) Logout

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Continue »

Individual Licence Filing

Please review information below. If any updates are needed, click Edit beside the section requiring updates. Once review is complete click Continue at the bottom.

Payment Options

PAYMENT OPTIONS

I have an agreement with my agency/firm that they will pay for this renewal:

Edit

Practice Information (Optional)

GENERAL INFORMATION

Edit

Step 8: Confirmation



Your renewal declaration has been submitted!

NOTE: Your annual renewal is not fully complete until Insurance Council of BC receives payment from your agency/firm. Please follow up with your agency/firm regarding timing of payments. Your renewal status can be confirmed by viewing your records in your online account.

It is your responsibility to ensure that your renewal fee is paid, even if your agency or firm is submitting it on your behalf.

[Back to Main Menu](#)

Paying by Credit Card / Interac Online

 [Main Menu](#)

Fees	Qty.	Amount
Annual Renewal	1	\$235.00
Annual Renewal - Provincial Government Licence Fee	1	\$25.00

TOTAL FEES: \$260.00

Check Out »

 [Main Menu](#)

[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) | \$260.00

▶ Life Licence - Individual

Total due: \$260.00

Total amount to be paid: \$260.00

Pay Fees

Edit Payment Items »

Return to Account Details

Payment Policy

Payment Policy

Council is permitted to collect and retain fees per Council Rule 5(1). Council's 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.

☒ By clicking this box, I 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



Payment Confirmation

 [Main Menu](#)



Your payment has been successfully submitted.


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

[Print/View Receipt](#)



[Back to Main Menu](#)

Confirming Renewal Completion

 Main Menu

Payment Items (0) Logout

Home / Licenses

Download/export selected | Add to Payment Items

Quick Search

	Licence Number	Licence Type	Licence Status	Licensee Name	City	Action	Next Renewal Date
<input type="checkbox"/>	LIC-2022-0032897-R01	Life Licence - Individual	Active	Camomile Chai	Vancouver		2023-06-01

Annual Licence Renewal Questions



Declaration or Licensing Requirement Questions?

For practice-related inquiries:

Visit our website: InsuranceCouncilofBC.ca

Email us:

practice@insurancecouncilofbc.com

Call us:

604-695-2008

(or toll free at 1-877-688-0321)

and press 3

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Any other questions?

For portal-related inquiries:

Call us:

604-688-0321 (or toll free at 1-877-688-0321)
and press 6 for portal support

Email us: portal@insurancecouncilofbc.com



Let's Work Together



- Get started early! We're here to help.
- Don't hesitate to use the *I've forgotten my password* button. A portal account will lock after 10 incorrect password attempts and we will need to unlock it.
- We recommend using a personal email for your portal account, and the email that you check regularly in your contact information.
- Every licensee already has a portal account and does not need to register for a new one.

Questions?

