Insurance Council
BRITISH COLUMBIA

Annual Licence Renewal

Bulk Payments

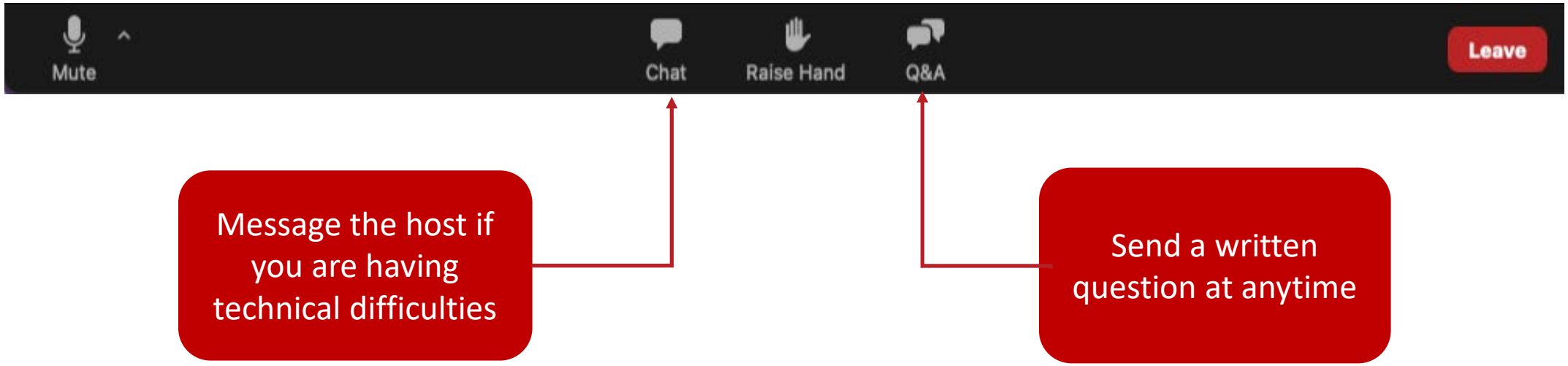
March 2023



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 the Chat.



Insurance Council of BC Team

- Alexandra Cavasin, *Manager, Practice and Quality Assurance*
- Melissa Radic, *Manager, Administrative Services*
- Niamh Relihan, *Practice and Quality Assurance Representative*
- Jihun Park, *Practice and Quality Assurance Advisor*
- Nayibe Blanquicet Rangel, *Licensing Officer*
- Miranda Pang, *Portal Support Administrator*

What We'll Cover:



- Overview of annual licence renewal requirements
- Step-by-step process for individual licensees
- Step-by-step process for nominee (or delegate)
- Bulk payment options
- Frequently asked questions
- Q&A

Annual Licence Renewal Requirements



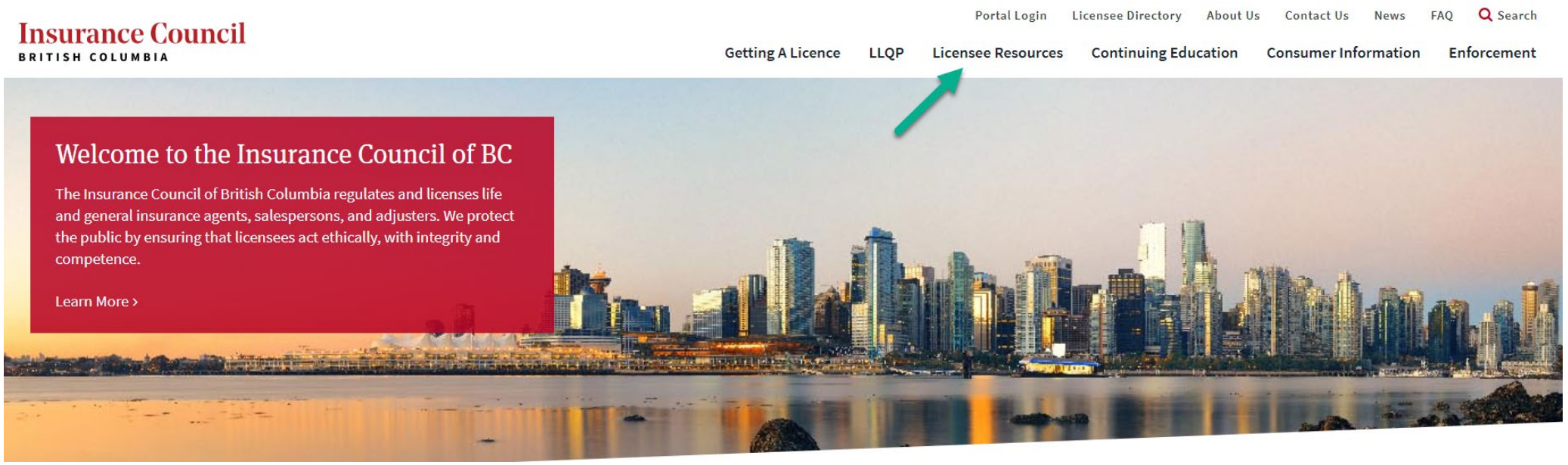
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Annual Licence Renewal Requirements

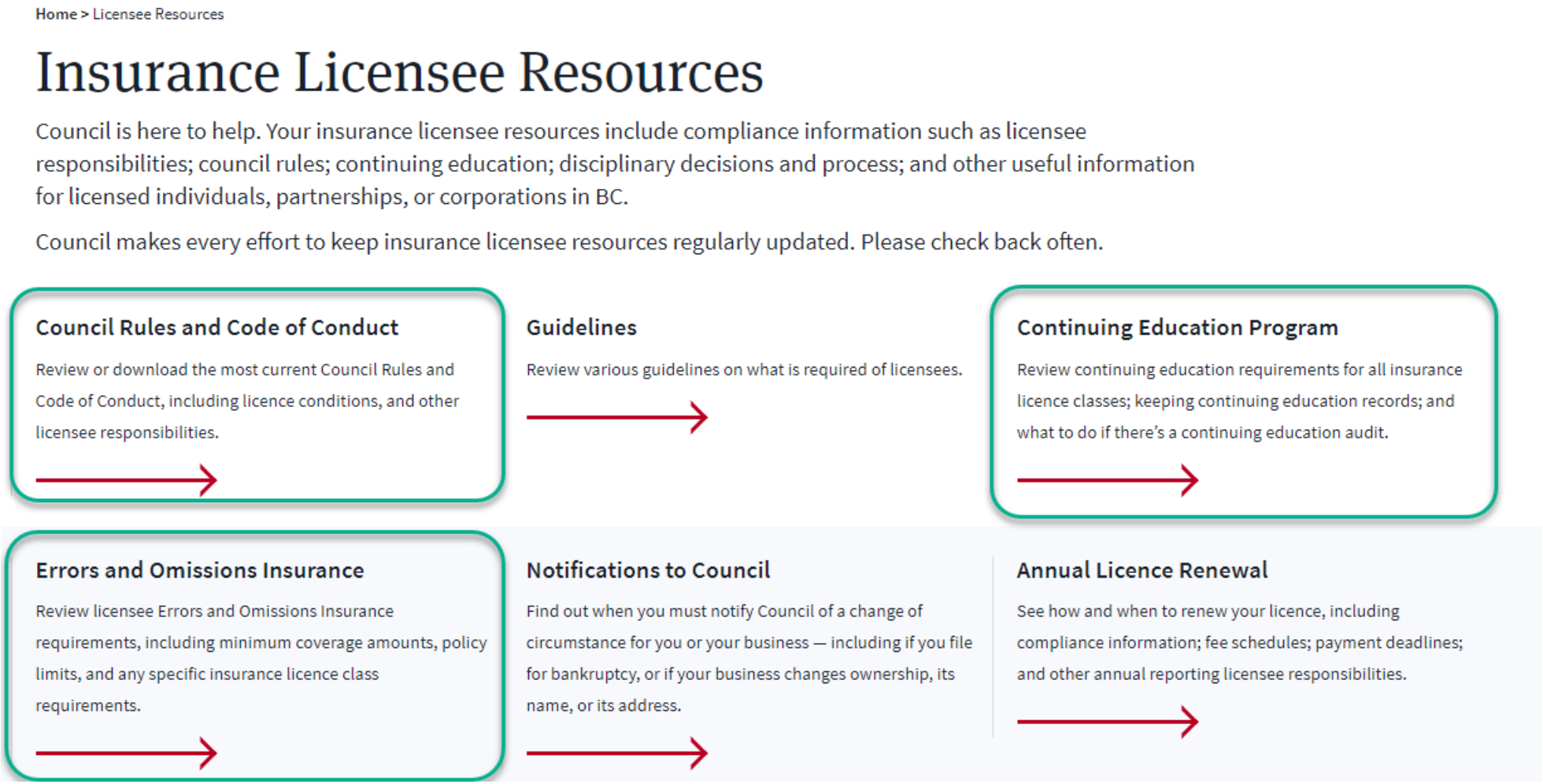
- **Who needs to renew?**
  - An annual licence renewal is required for every licence that is held with the Insurance Council, regardless of active, inactive or suspended status.
- **When does the renewal period start and end?**
  - Annual licence renewal will open on March 31st, 2023 and the deadline to submit the payment is June 1st, 2023. The late renewal period runs until Tuesday August 1st, 2023.

Annual Licence Renewal Requirements

- **New for 2023 Annual Licence Renewal – amendments to Rule 4(4)**
  - Licensees must meet CE and E&O requirements <u>before</u> they can renew



Annual Licence Renewal Requirements



Home > Licensee Resources

Insurance Licensee Resources

Council is here to help. Your insurance licensee resources include compliance information such as licensee responsibilities; council rules; continuing education; disciplinary decisions and process; and other useful information for licensed individuals, partnerships, or corporations in BC.

Council makes every effort to keep insurance licensee resources regularly updated. Please check back often.

Council Rules and Code of Conduct

Review or download the most current Council Rules and Code of Conduct, including licence conditions, and other licensee responsibilities.

Guidelines

Review various guidelines on what is required of licensees.

Continuing Education Program

Review continuing education requirements for all insurance licence classes; keeping continuing education records; and what to do if there's a continuing education audit.

Errors and Omissions Insurance

Review licensee Errors and Omissions Insurance requirements, including minimum coverage amounts, policy limits, and any specific insurance licence class requirements.

Notifications to Council

Find out when you must notify Council of a change of circumstance for you or your business — including if you file for bankruptcy, or if your business changes ownership, its name, or its address.

Annual Licence Renewal

See how and when to renew your licence, including compliance information; fee schedules; payment deadlines; and other annual reporting licensee responsibilities.

Annual Licence Renewal Requirements

- **What is required for an annual licence renewal?**
  - Confirming compliance with licensing requirements (Declaration)
  - A fee (paid at the time of the declaration, or by the agency/firm at a later date)
- **What is the annual licence renewal fee?**

	If paid by June 1, 2023	If paid by August 1, 2023
Individual	$285	$285 + $200 late fee
Agency/Firm	$525	$525 + $350 late fee

Annual Licence Renewal Requirements

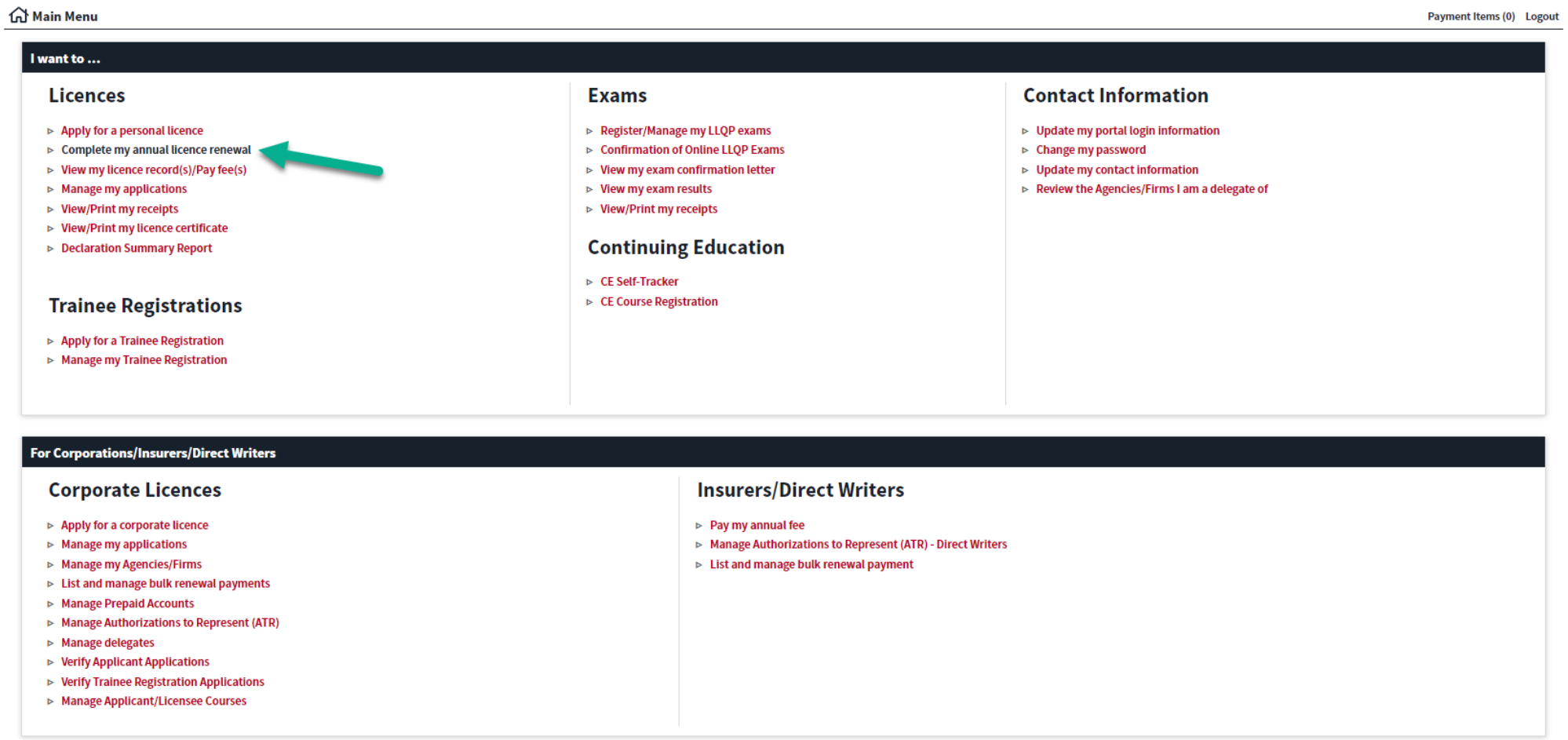
- **Where to submit the declaration and fee?**
  - All annual licence renewal declarations and fees are submitted via the online portal.
- **Why is annual licence renewal required?**
  - It is a requirement under Council Rule 4(4) for continuous licensing.
  - Licences will be automatically cancelled if the fee is not received by Tuesday August 1st, 2023.

Individual Licence Renewal Step-by-Step



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Main Menu


Main Menu
Payment Items (0) Logout
I want to ...
Licences
Apply for a personal licence
Complete my annual licence renewal
View my licence record(s)/Pay fee(s)
Manage my applications
View/Print my receipts
View/Print my licence certificate
Declaration Summary Report
Trainee Registrations
Apply for a Trainee Registration
Manage my Trainee Registration
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
Review the Agencies/Firms I am a delegate of
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
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

Annual Licence Renewal Instructions

Annual Licence Renewal

Online licence renewal for 2023 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 15 minutes.

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

Please note that you must confirm you have met your CE credits and have the required E&O insurance BEFORE you are able to proceed to renew your licence, in line with with Council Rule 4(4).

Freedom of Information and Protection of Privacy Act

Personal information provided by you to the Insurance Council of British Columbia is collected, used, and disclosed in compliance with the provisions of the *Financial Institutions Act* and *Freedom of Information and Protection of Privacy Act*.

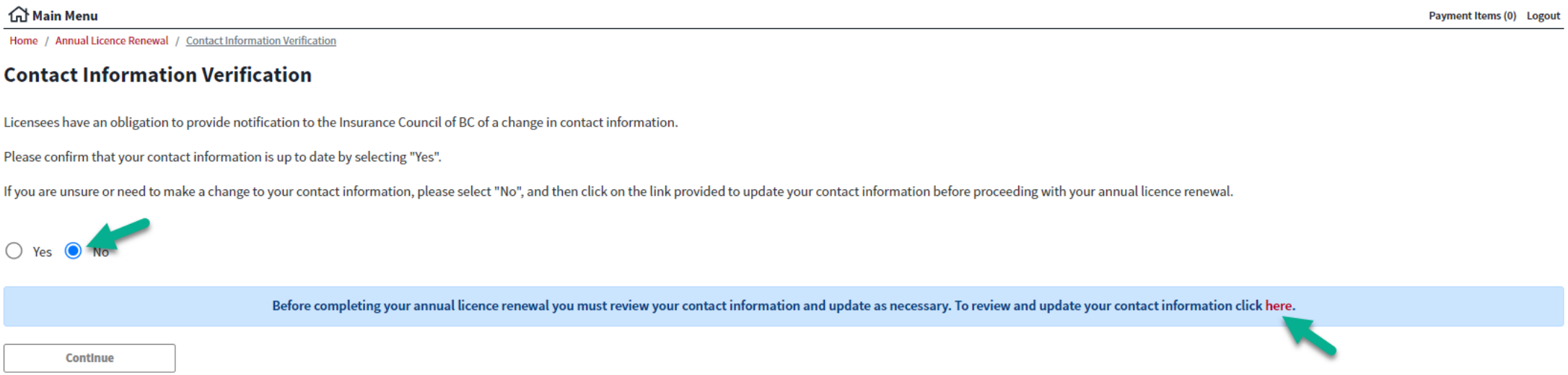
See our 2023 Annual Licence Renewal Page for detailed instructions and more information.

Proceed to Annual Licence Renewal

What You Need to Know

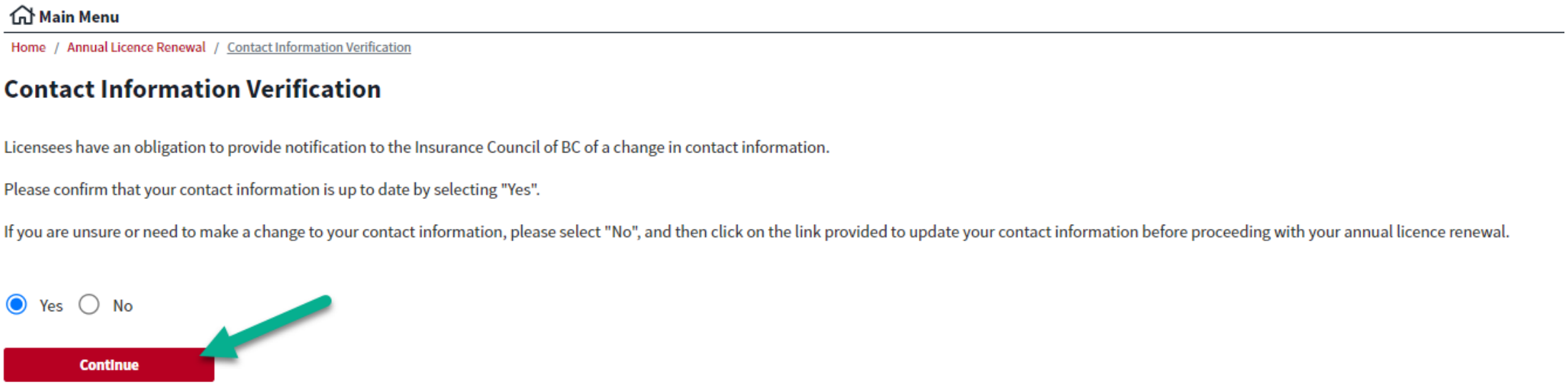
- The deadline to complete your annual licence renewal is **June 1, 2023**. The renewal deadlines is the same for all licence types and classes.
- Annual licence renewal applies to all licensees, regardless of licence status *(active, inactive, suspended)* and **must be completed for each individual and agency/firm licence type.**
- You must have met your annual CE requirements for your licence class **before** you renew your licence. During the renewal process, you will be asked to declare that you have done so in order to proceed.
- Corporate licensees and individual life and/or accident & sickness agents are required to declare they meet E&O insurance requirements.
- Even if your agency or firm is paying your renewal fee, 1) **you are still responsible for submitting your annual licence renewal declarations,** and 2) **you are responsible for ensuring the renewal fee is received by the Insurance Council.**

Step 1: Review/Update Contact Information

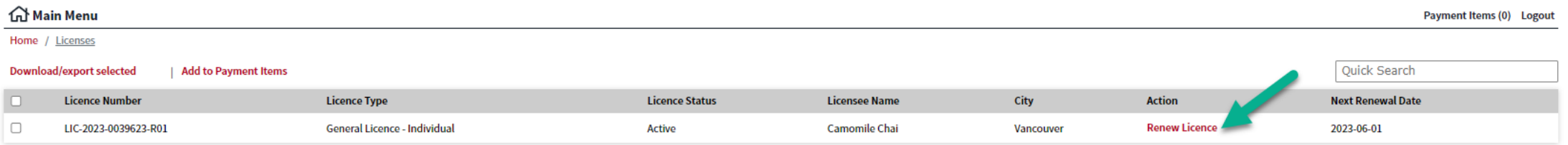


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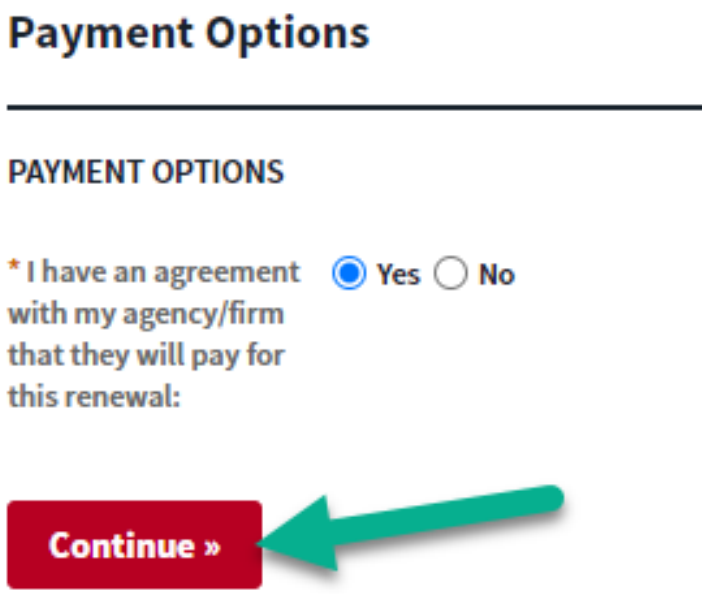
Step 1: Review/Update Contact Information



Step 2: Start Renewal Process



Step 3: Select Payment Preference



Step 4: Practice Questions

To help the Insurance Council offer more effective services and technology, we are asking a few questions about licensees' practice 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.

Practice Information (Optional)

GENERAL INFORMATION

Is Insurance your primary occupation?

Yes No

Do you offer clients a self-serve or online sales option where clients are able to purchase, transact, or amend their coverage themselves?

Yes No

Do you interact or work directly with clients/insureds?

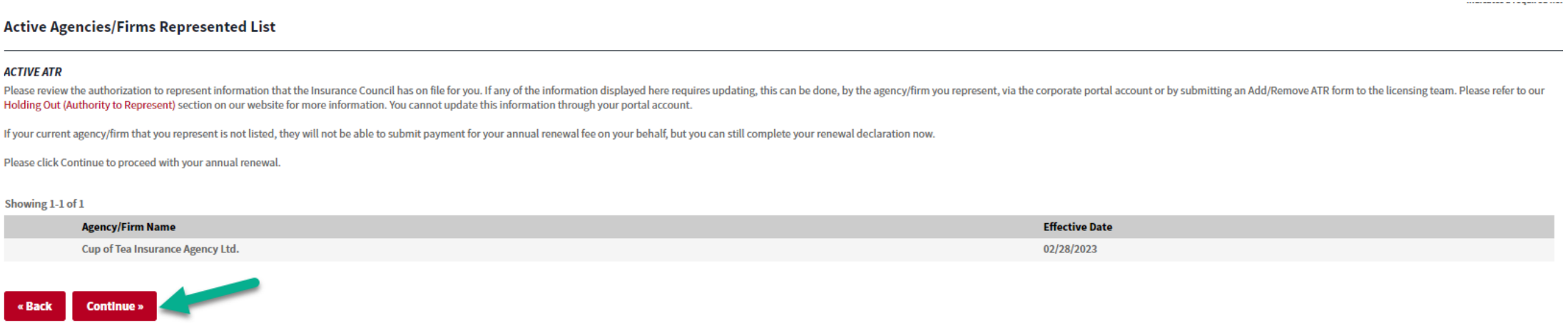
Yes No

AREAS OF INSURANCE PRACTICE

What are your areas of insurance practice / insurance specialization? (Select all that apply)

« Back Continue »

Step 5: Review Authority to Represent (ATR) Information



Step 6: Confirming Compliance with Licensing Requirements (Declaration)

Individual Declaration

By submitting this annual renewal declaration, I confirm that:

- [x] I understand and am aware of my obligations under the Council Rules and the Code of Conduct.

- [x] I have met my Continuing Education requirements for the licence period June 1, 2022 to May 31, 2023 as required on or before May 31, 2023.

- OR -

- [ ] I have met my Continuing Education requirements for the licence period June 1, 2022 to May 31, 2023 but did not complete them on or before May 31, 2023.

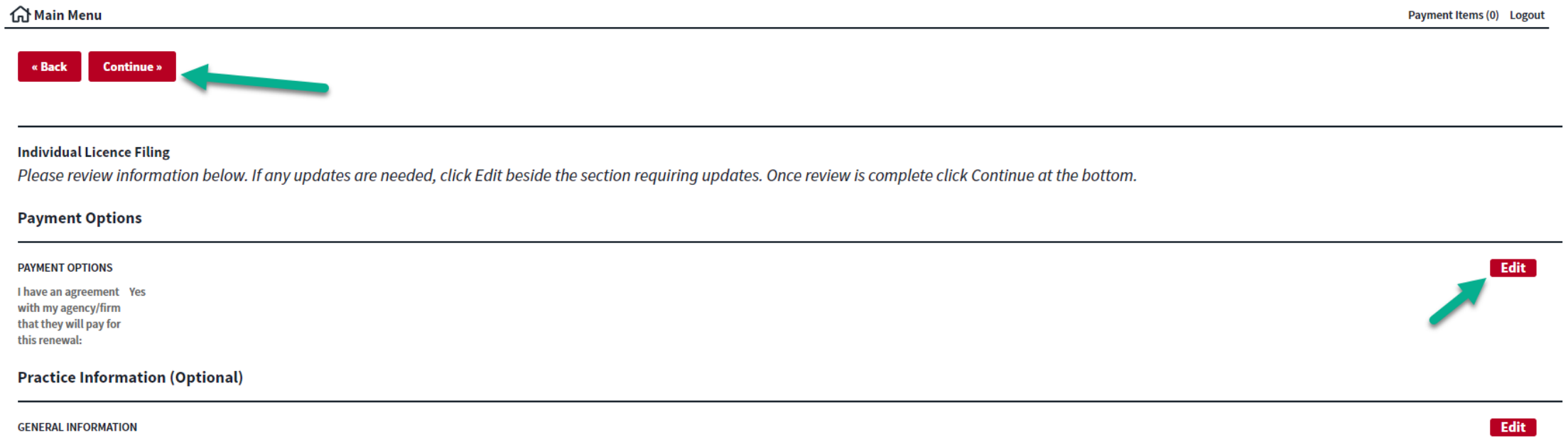
- OR -

- [ ] I am licensed in my home jurisdiction, which has annual Continuing Education requirements that I am meeting as required; OR I am licensed in my home jurisdiction and I have met Insurance Council of BC Continuing Education requirements for the licence period June 1, 2022 to May 31, 2023.

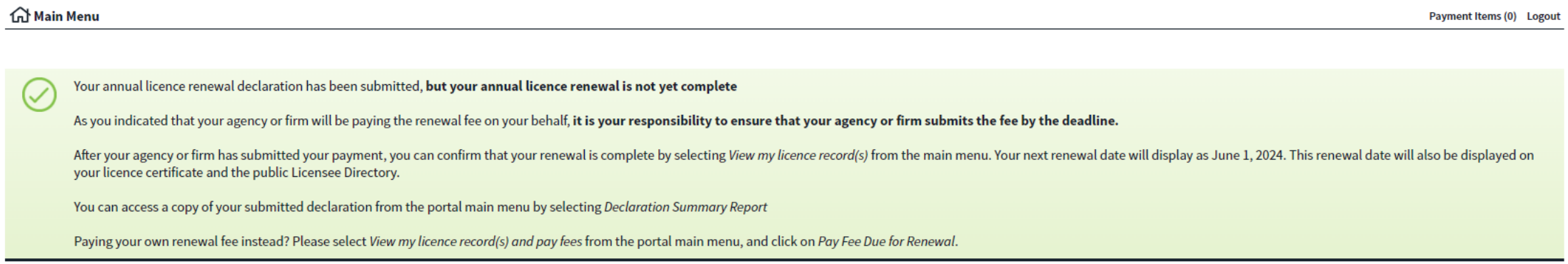
- [x] Where required, I have submitted all mandatory disclosures to Insurance Council.



Step 7: Review and Submit



Step 8: Confirmation

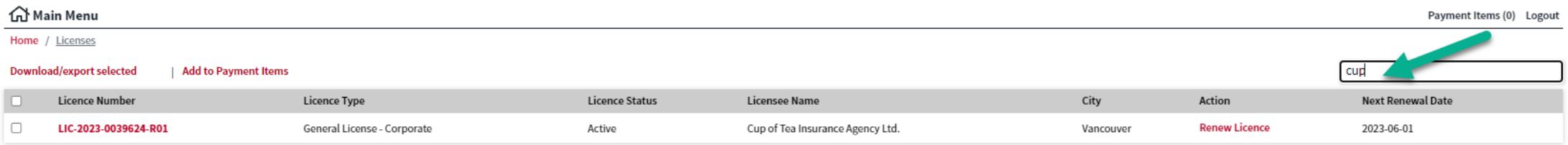


Agency/Firm Annual Licence Renewal Step-by-Step



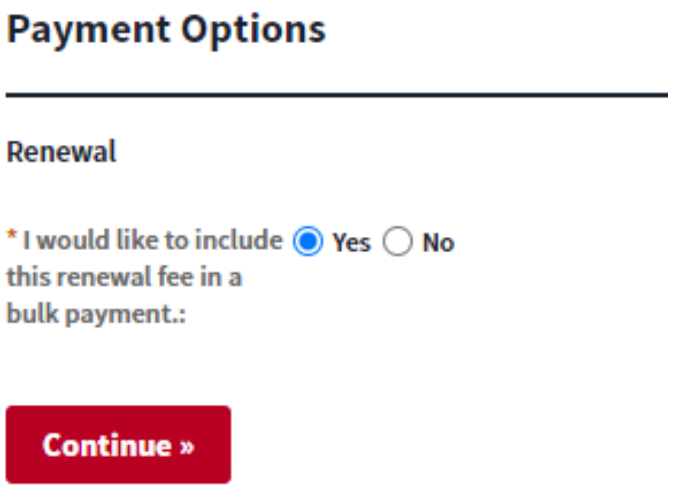
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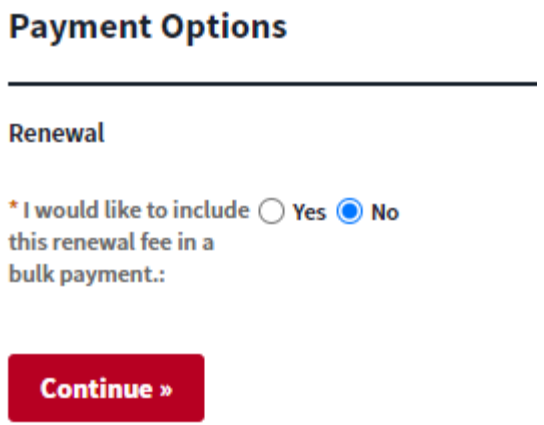
Step 1: Start Annual Licence Renewal





Step 2: Select Payment Preference





Step 3: Practice Questions
Step 4: Declaration

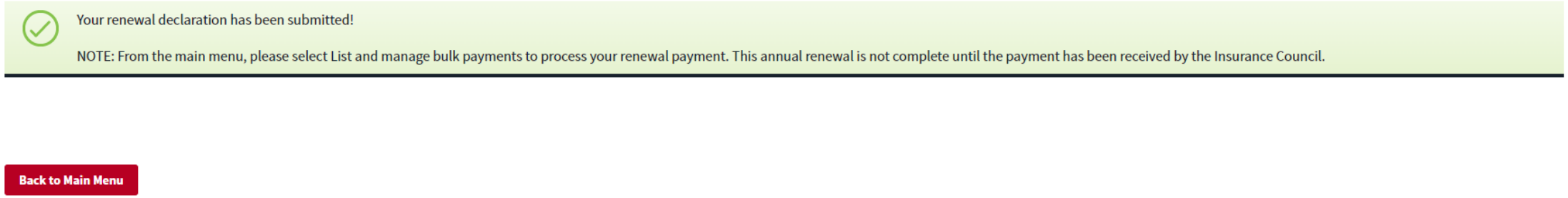
Corporate Declaration

By submitting this annual renewal declaration, I confirm that:

- [x] I understand and am aware of the agency/firm's obligations under the Council Rules and the Code of Conduct.
- [x] The agency/firm is covered by errors and omissions insurance as required under Council Rule 7(11).
- [x] The agency has a written agreement/authorization with at least one insurer authorized to do business in British Columbia, not including Insurance Corporation of British Columbia, where required
- [x] Where required, I have submitted all of the agency/firm's mandatory disclosures to Insurance Council.



Step 5: Review and Submit
Step 6: Confirmation

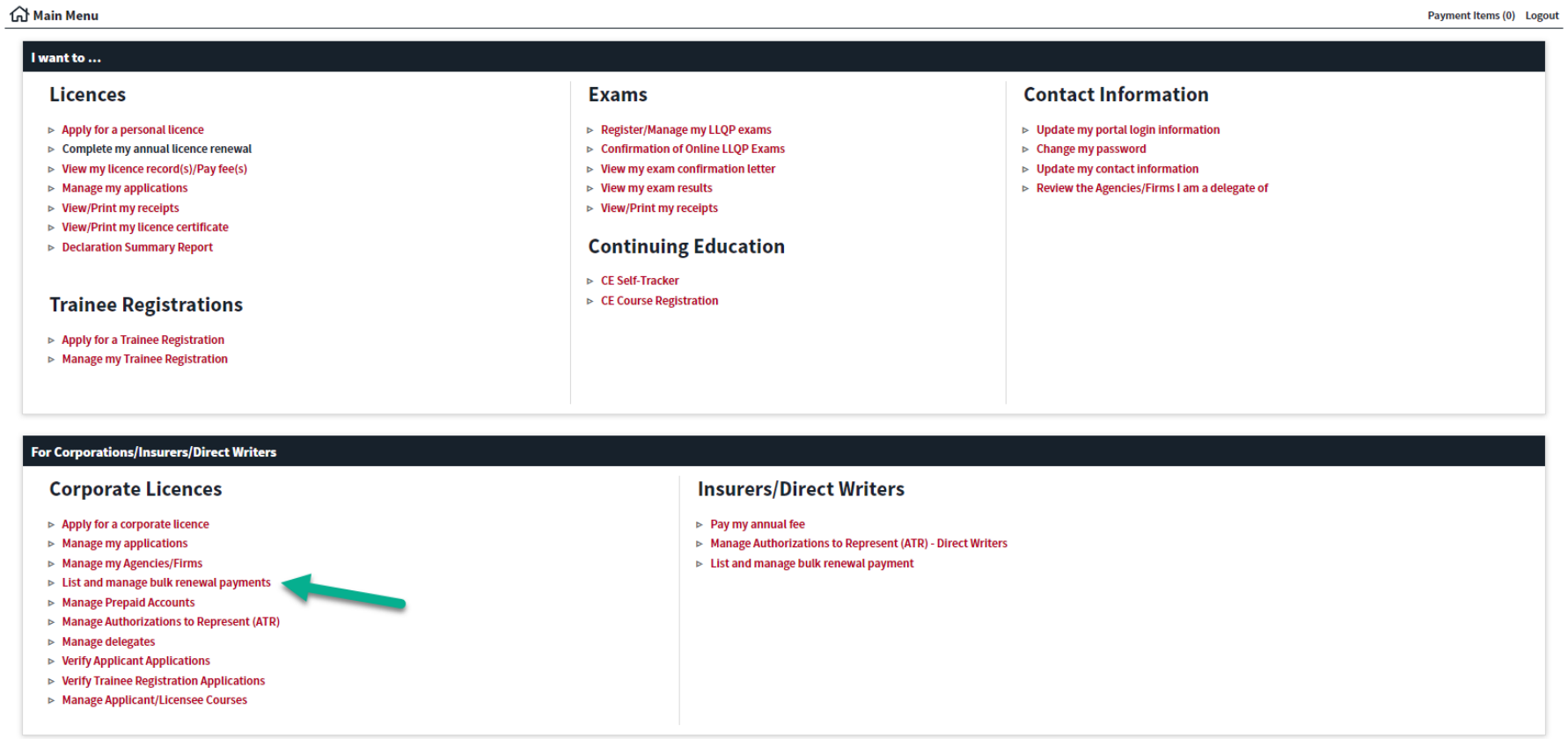


Bulk Payments



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List and Manage Bulk Renewal Payments

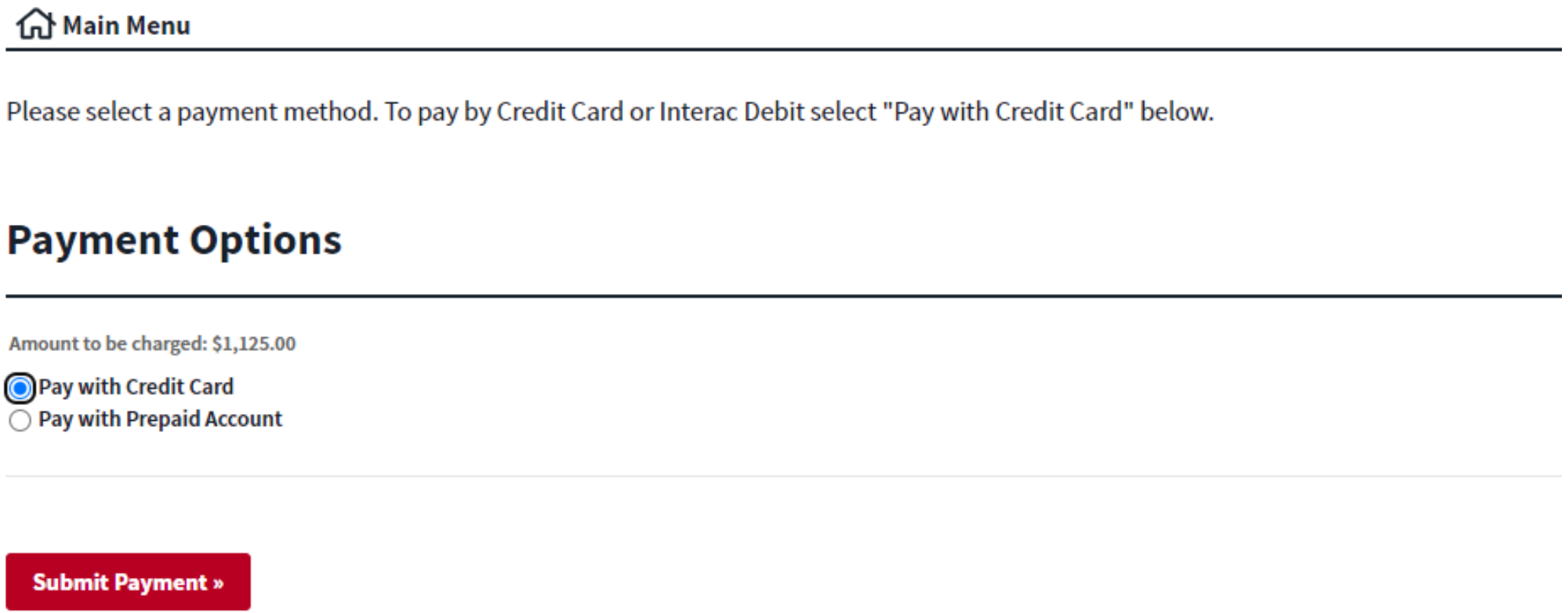


Manipulating the List

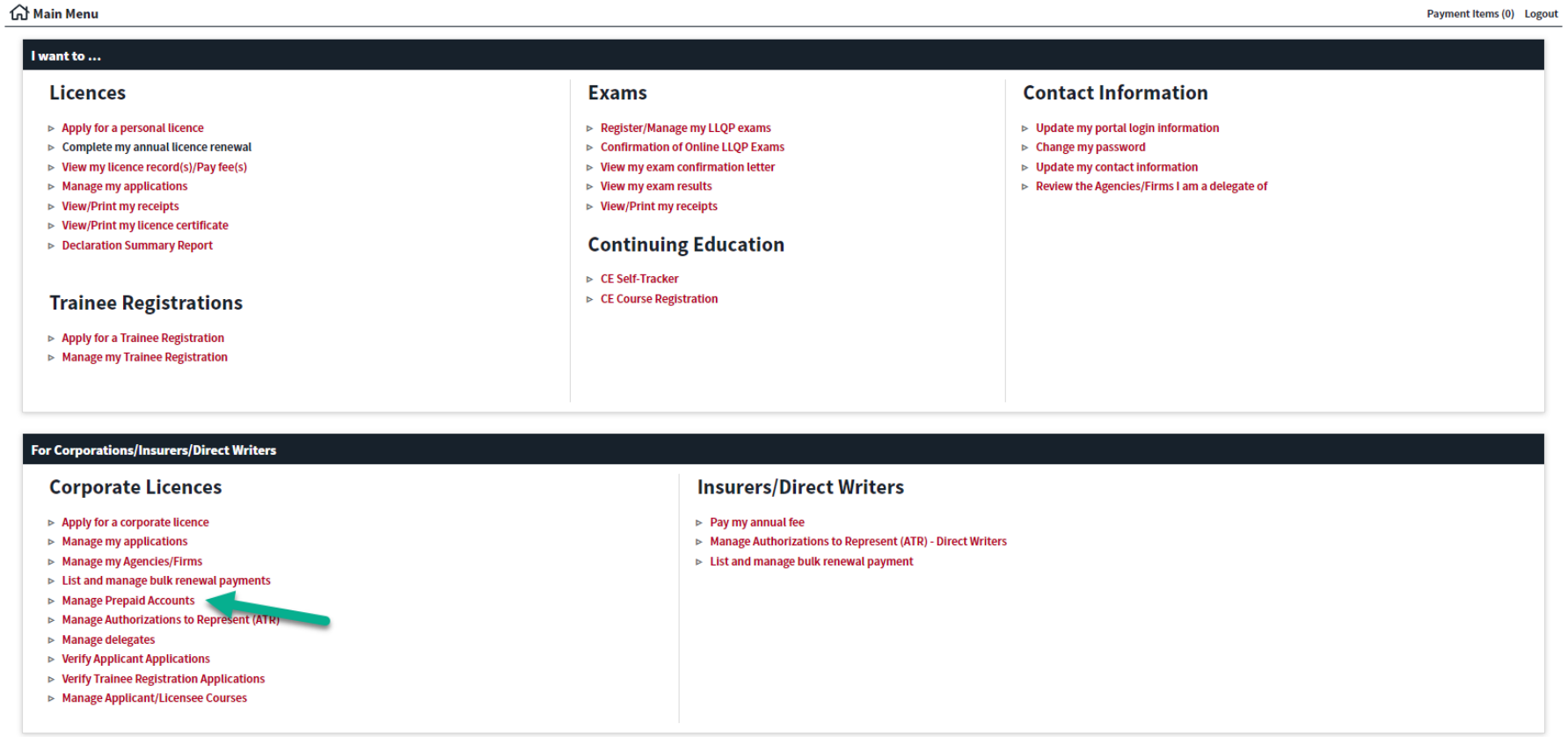


Licence Number	Licence Type	Licence Status	Licensee Name	City	Action	Next Renewal Date
LIC-2023-0039630-R01	General Licence - Individual	Active	Jasmine Green	Vancouver	Pay Fee Due for Renewal Pay Fees Due	2023-06-01
LIC-2023-0039629-R01	General Licence - Individual	Active	Earl Grey	Vancouver	Pay Fee Due for Renewal	2023-06-01
LIC-2023-0039628-R01	General Licence - Individual	Active	Lady Grey	Vancouver	Pay Fee Due for Renewal	2023-06-01
LIC-2023-0039627-R01	General Licence - Individual	Active	Dar Jeeling	Vancouver	Pay Fee Due for Renewal	2023-06-01
LIC-2023-0039626-R01	General Licence - Individual	Active	Orange Pekoe	Vancouver	Pay Fee Due for Renewal	2023-06-01
LIC-2023-0039624-R01	General License - Corporate	Active	Cup of Tea Insurance Agency Ltd.	Vancouver	Pay Fee Due for Renewal	2023-06-01
LIC-2023-0039623-R01	General Licence - Individual	Active	Camomile Chai	Vancouver	Pay Fee Due for Renewal	2023-06-01

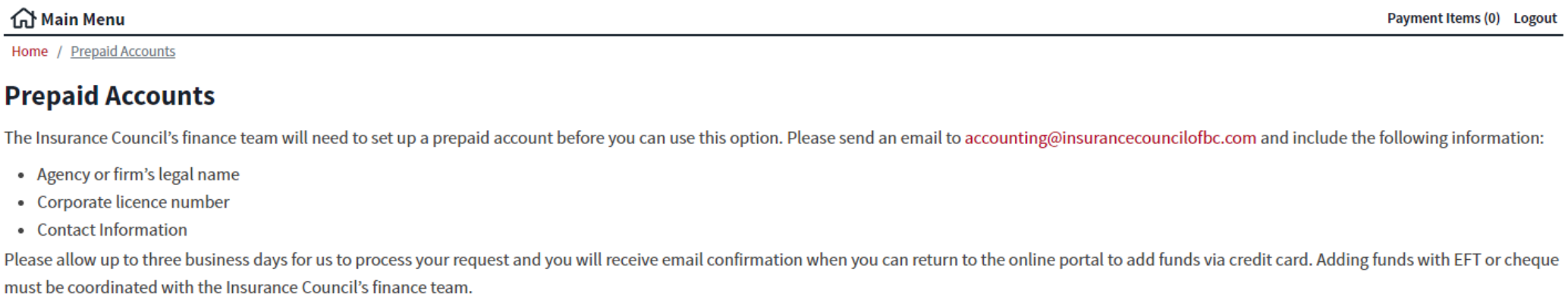
Paying by Credit Card / Interac Online



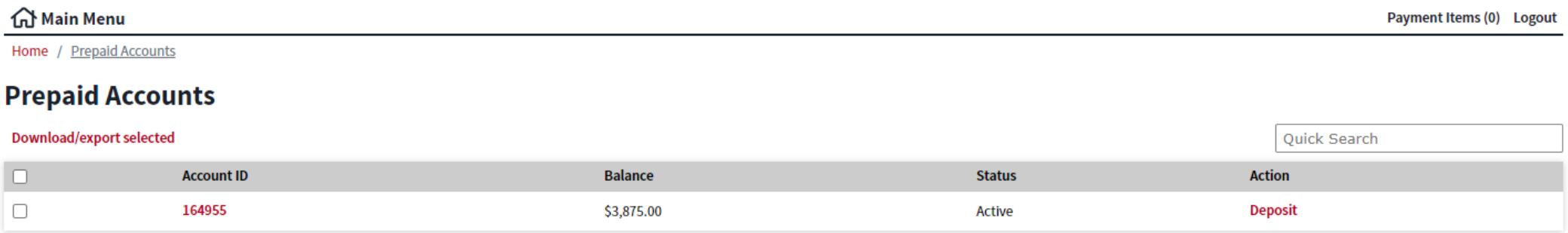
Prepaid Account Set-up



Prepaid Account Set-up

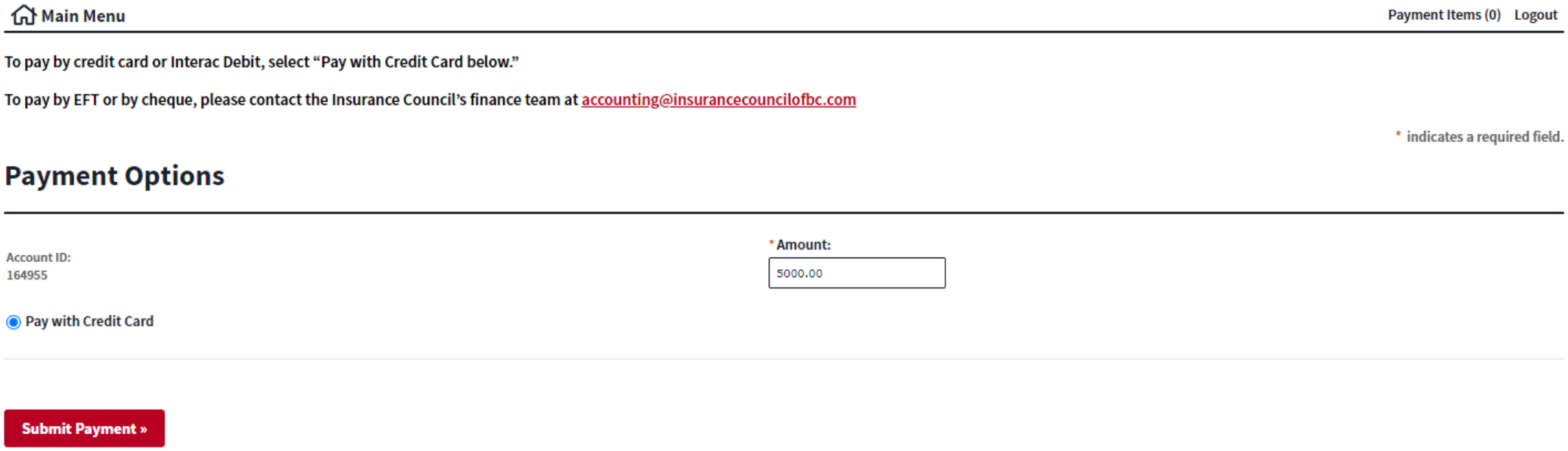


Adding Funds to a Prepaid Account



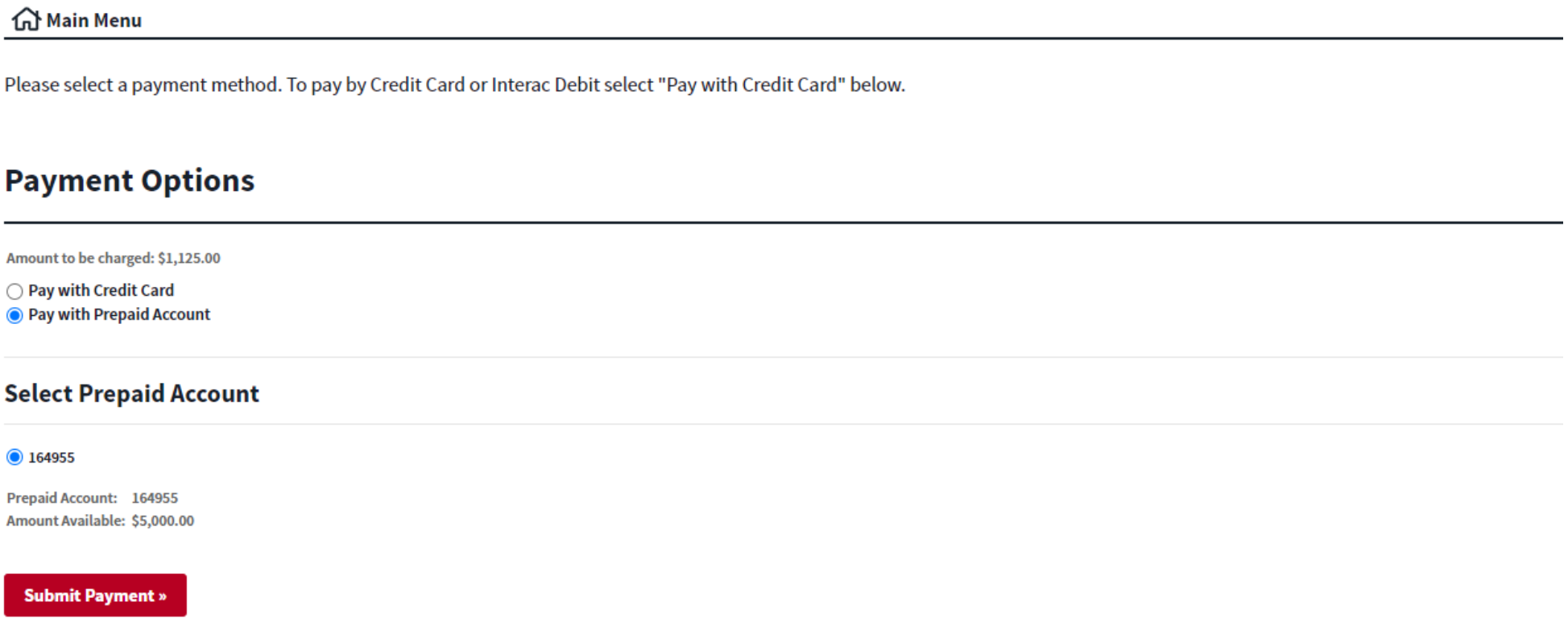
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Adding Funds to a Prepaid Account



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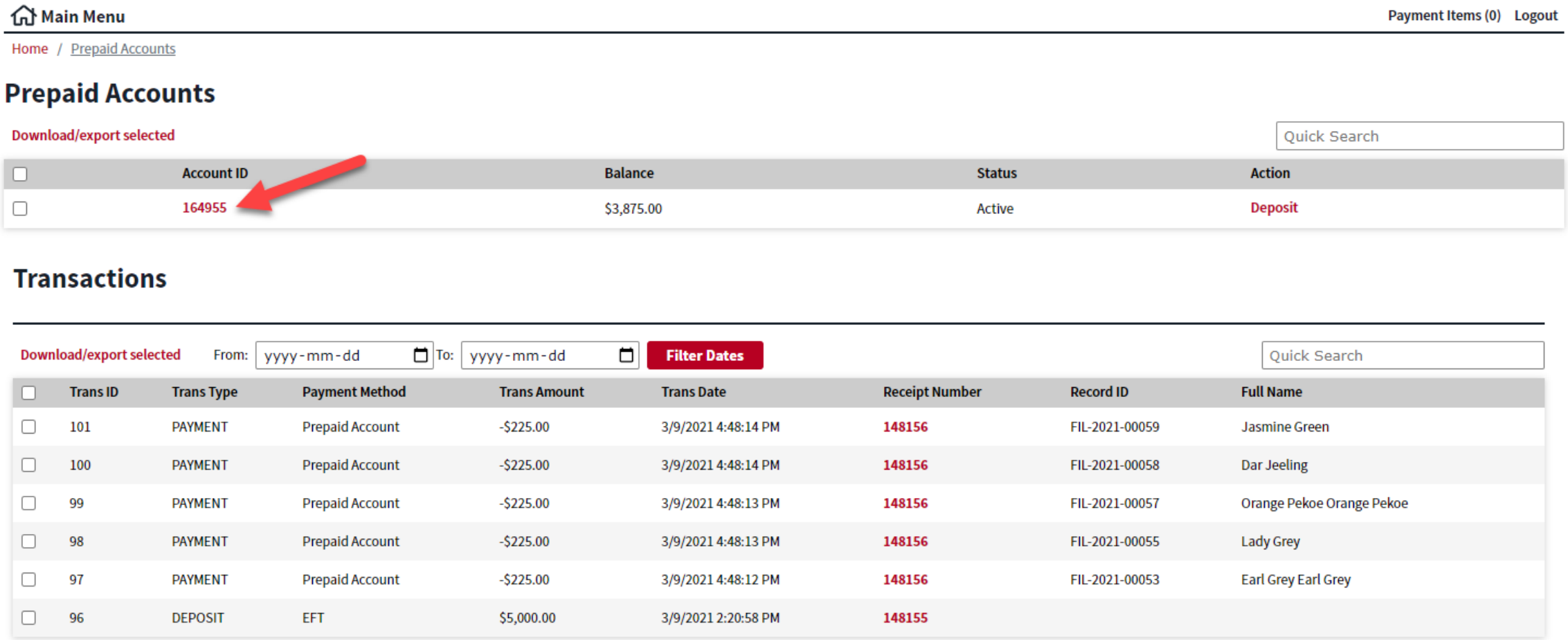
Using a Prepaid Account



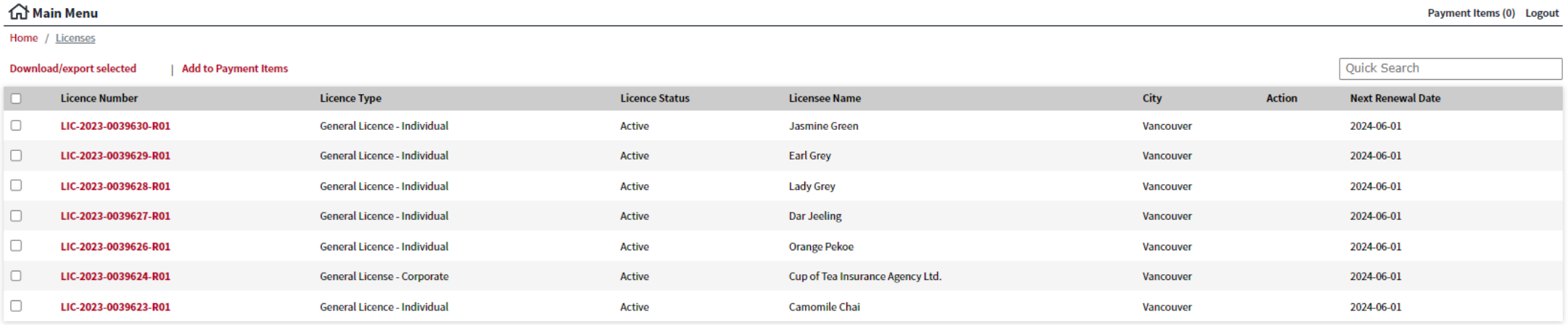
Payment Confirmation



Prepaid Account Transaction History



Confirming Renewal Completion



Licence Number	Licence Type	Licence Status	Licensee Name	City	Action	Next Renewal Date
LIC-2023-0039630-R01	General Licence - Individual	Active	Jasmine Green	Vancouver		2024-06-01
LIC-2023-0039629-R01	General Licence - Individual	Active	Earl Grey	Vancouver		2024-06-01
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LIC-2023-0039627-R01	General Licence - Individual	Active	Dar Jeeling	Vancouver		2024-06-01
LIC-2023-0039626-R01	General Licence - Individual	Active	Orange Pekoe	Vancouver		2024-06-01
LIC-2023-0039624-R01	General License - Corporate	Active	Cup of Tea Insurance Agency Ltd.	Vancouver		2024-06-01
LIC-2023-0039623-R01	General Licence - Individual	Active	Camomile Chai	Vancouver		2024-06-01

Annual Licence Renewal Questions



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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, but an email you check regularly as your contact email address.
- Every licensee already has a portal account and does not need to register for a new one.

Declaration Questions?

For practice-related inquiries:

View the Licensee Resources on our **website**:
www.insurancecouncilofbc.com

Email us:
practice@insurancecouncilofbc.com

Call us:
604-695-2008 (or toll free at 1-877-688-0321) and press 3



A licensee not displaying on the nominee or delegate's portal account?

For ATR-related inquiries:

Email us:
licensing@insurancecouncilofbc.com

Call us:
604-695-2007 (or toll free at 1-877-688-0321) and press 2



Any other questions?

For portal-related inquiries:

View the Online Portal page under Licensee Resources on our **website**:
www.insurancecouncilofbc.com

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

Email us: portal@insurancecouncilofbc.com



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Questions?



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Upcoming Webinars



Annual Renewal Webinars

- Agency / Firm Renewal – March 21 @ 9am PDT
- Individual Licensee Renewal – March 28 @ 9am PDT

Continuing Education Requirements & Guidelines

- March 16 @ 12:00pm PDT
- March 23 @ 12:00pm PDT

These webinars will also be recorded and/or available to view on demand later in March – check out our website to register and/or view the recordings.

Thank you for joining us



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