Insurance Council
BRITISH COLUMBIA

How to Guide: Paying for Applicant/Licensee Education Courses

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About this Guide:

When an applicant or licensee is registering for a course, they have the option to select that they have an agreement with a licensed agency/firm to pay for their course. Once they select this option their agency/firm's nominee or nominee's delegate can pay for their course in their online portal account.

This guide provides step-by-step instructions on how to pay for an applicant/licensee's Insurance Council of BC provided course in the online portal, with screenshots **below** each step.

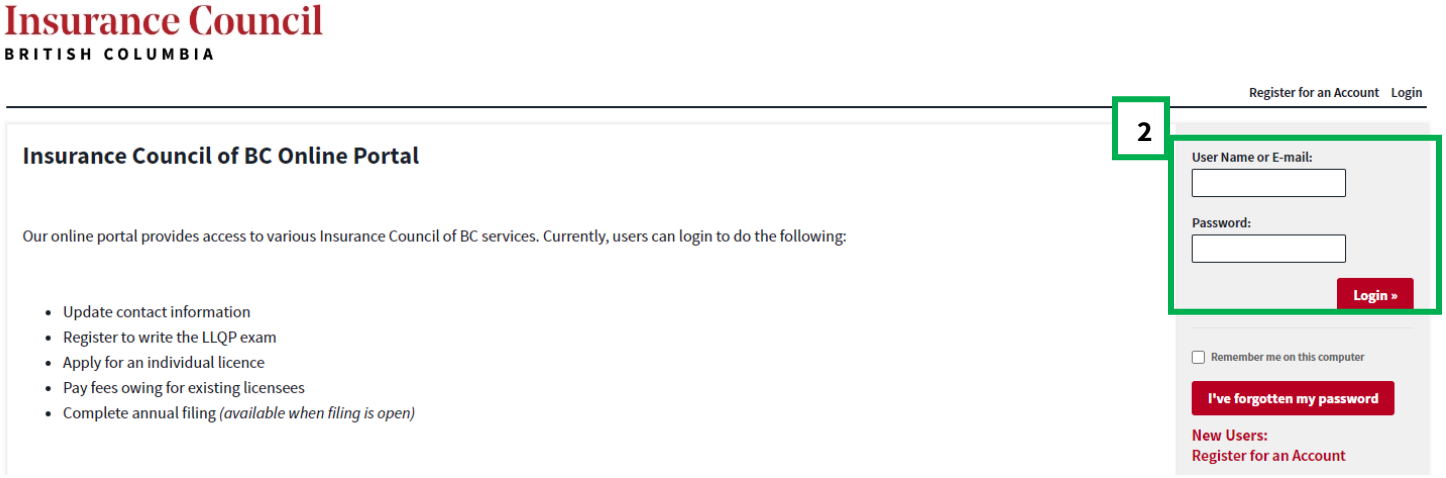
Note: This guide is intended for agencies/firms who are paying for applicant/licensee courses. If you are an applicant or licensee who is looking to register for a course or for more information on how to select that you have an agreement with a licensed agency/firm to pay for your Insurance Council of BC provided course, please follow this guide.

Paying for Applicant/Licensee Courses

Step 1: Go to the online portal.
To access the online portal, go to the Insurance Council of British Columbia website and click on **"Portal Login."**

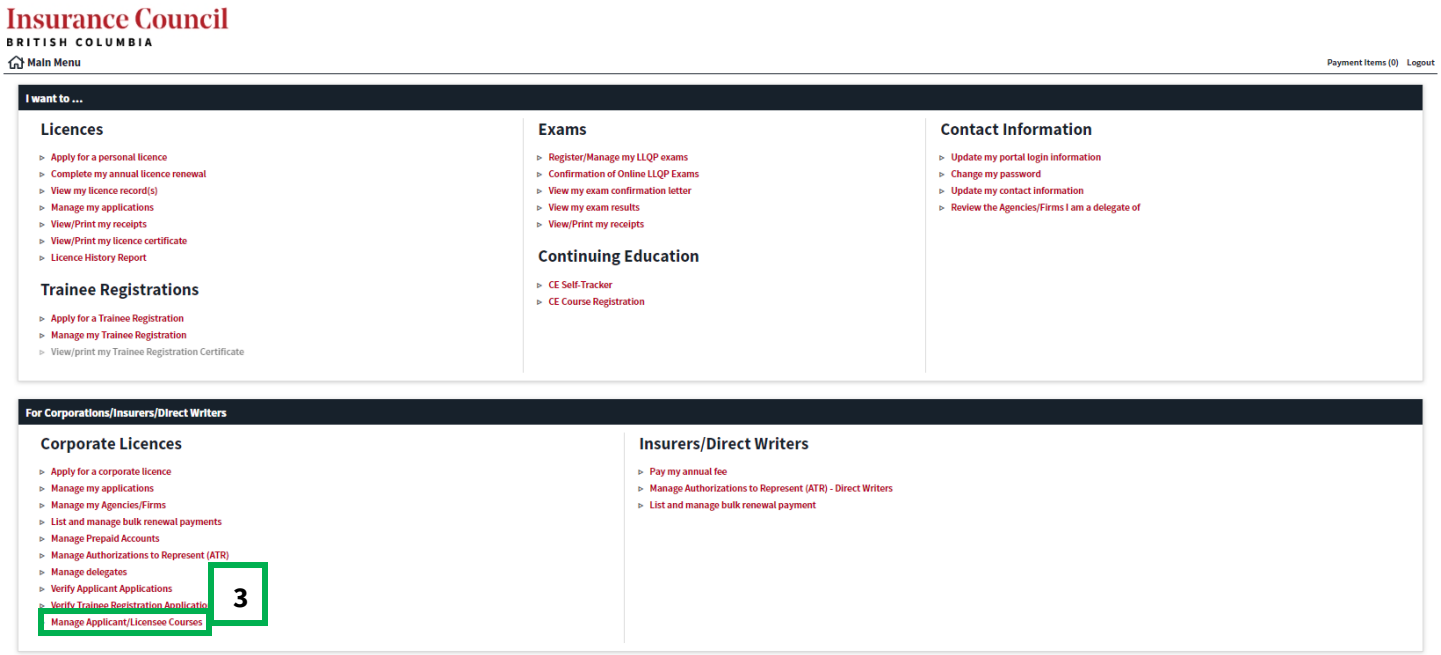


Step 2: Enter your login information.

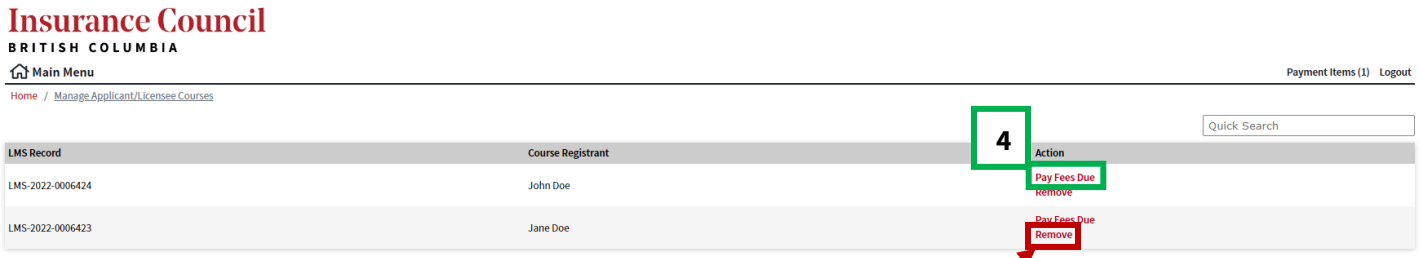


Step 3: Once you have entered your login information on the online portal, you will see a main menu. Under **"Corporate Licences"**, click on **"Manage Applicant/Licensee Courses."**

Note: Only nominees or nominee delegates will be able to complete fee payments on behalf of the agency/firm in their online portal account. If you do not have this ability, you will need to be added as a delegate by the nominee at your agency.



Step 4: You will see a list of applicants/licensees that have selected that your agency/firm will be paying for their course. To proceed to pay for the course(s) select **"Pay Fees Due."**



Note: If you do not have an agreement with the applicant/licensee to pay or no longer wish to pay for the course, select remove. If you remove the course the applicant/licensee will receive an email informing them and they will need to re-register and pay for the course.

Step 5: Review the fee details and select **"Check Out"** to proceed.

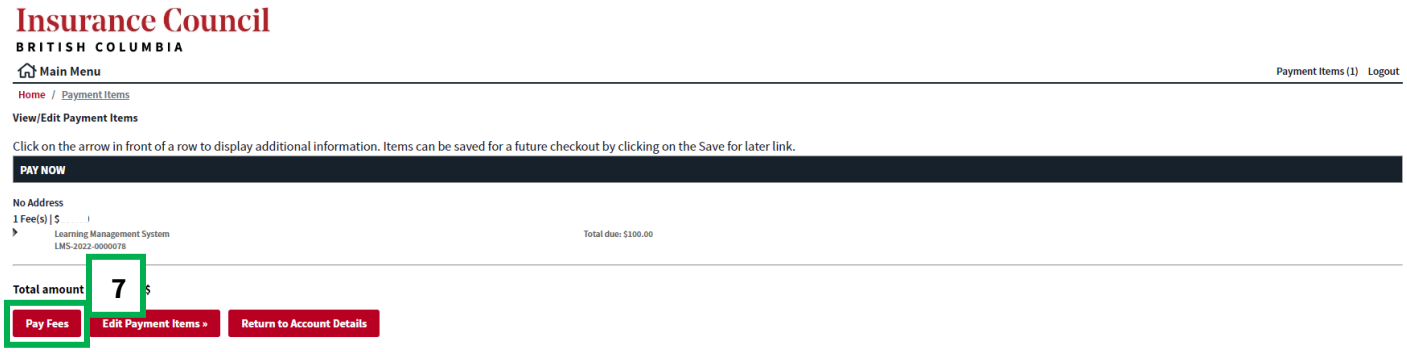


Note: If you do not want to add additional payment items at this point and want to proceed to complete payment, please move on to **Step 7.**

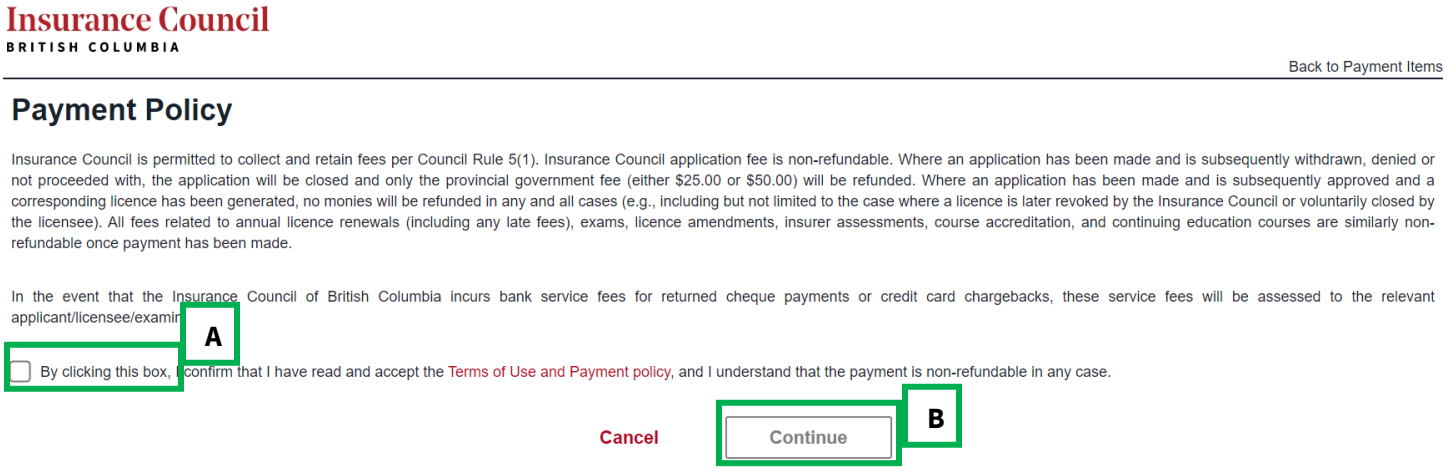
Step 6: To add additional payment items prior to completing payment select **"Return to Account Details."** This will bring you back to the Main Menu where you can repeat steps 3-6 until you are ready to complete payment.



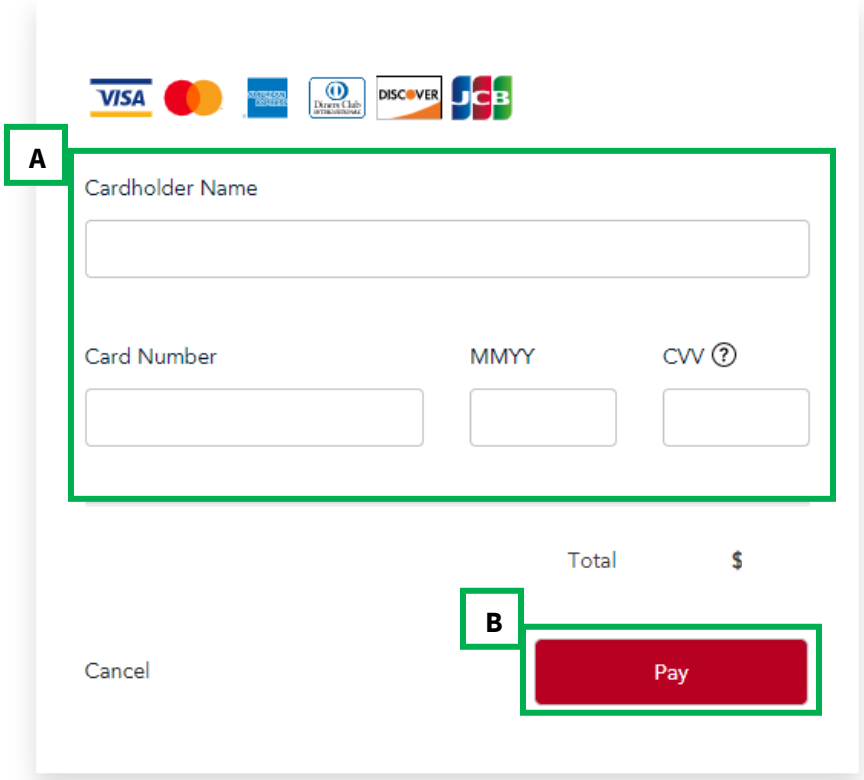
Step 7: Once you are ready to complete payment, click **"Pay Fees."**



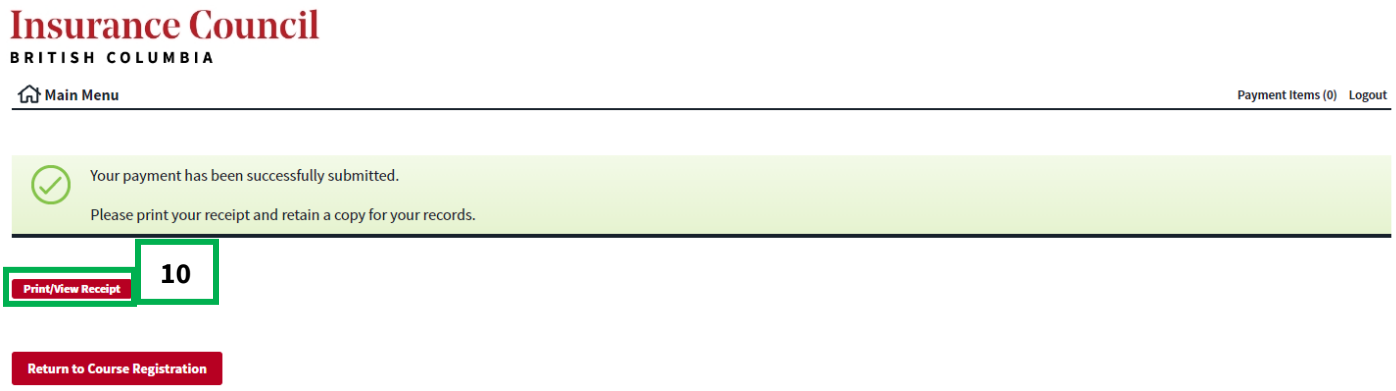
Step 8: Review the Terms of Use and Payment policy, if you wish to continue to make payment click the box **(A)** and click **"Continue" (B).**



Step 9: Fill out your credit card information **(A)** and click **"Pay" (B).**



Step 10: Once you complete your payment, you will see confirmation that it has been successfully submitted. You will also receive an email receipt. You can also click **"Print/View Receipt."**



Note: Once you have paid for the applicant/licensee's course, they will receive an automated email with their login information to complete the course in our learning management system. They can follow our step-by-step guide, accessing and completing a course begins on page 10.