



## **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](https://www.insurancecouncilbc.ca/) website and click on **“Portal Login.”**



**Step 2:** Enter your login information.

### Insurance Council BRITISH COLUMBIA

The screenshot shows the 'Insurance Council of BC Online Portal' login page. The page title is 'Insurance Council of BC Online Portal'. Below the title, it states: 'Our online portal provides access to various Insurance Council of BC services. Currently, users can login to do the following:'. A list of services is provided: Update contact information, Register to write the LLQP exam, Apply for an individual licence, Pay fees owing for existing licensees, and Complete annual filing (available when filing is open). On the right side, there is a login form. A green box with the number 2 highlights the login form fields. The form includes links for 'Register for an Account' and 'Login'. The login fields are 'User Name or E-mail:' and 'Password:'. Below the password field is a 'Remember me on this computer' checkbox. There is a red button labeled 'Login >'. Below the login form, there is a red button labeled 'I've forgotten my password'. At the bottom, there is a link for 'New Users: Register for an Account'.

**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.

**Insurance Council**  
BRITISH COLUMBIA

Home 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)
  - Manage my applications
  - View/Print my receipts
  - View/Print my licence certificate
  - Licence History Report
- Trainee Registrations**
  - Apply for a Trainee Registration
  - Manage my Trainee Registration
  - View/print my Trainee Registration Certificate
- 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 Application
  - Manage Applicant/Licensee Courses**
- Insurers/Direct Writers**
  - Pay my annual fee
  - Manage Authorizations to Represent (ATR) - Direct Writers
  - List and manage bulk renewal payment

**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.”**

**Insurance Council**  
BRITISH COLUMBIA

Home Main Menu Payment Items (1) Logout

Home / Manage Applicant/Licensee Courses

Quick Search

LMS Record	Course Registrant	Action
LMS-2022-0006424	John Doe	<a href="#">Pay Fees Due</a> <a href="#">Remove</a>
LMS-2022-0006423	Jane Doe	<a href="#">Pay Fees Due</a> <a href="#">Remove</a>

**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.

# Insurance Council

BRITISH COLUMBIA

 [Main Menu](#)

Fees	Qty.	Amount
Insurance Council Rules: Life and/or Accident & Sickness Agents	1	\$.

TOTAL FEES: \$




**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.

# Insurance Council

BRITISH COLUMBIA

 [Main Menu](#)

[Payment Items \(1\)](#) [Logout](#)

[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) | \$  
 Learning Management System  
 LMS-2022-0000078

Total due: \$

Total amount to be paid: \$100.00

[Pay Fees](#) [Edit Payment Items >](#) [Return to Account Details](#)



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

**Insurance Council**  
BRITISH COLUMBIA

[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) \$ **7**

Learning Management System  
LMS-2022-0000078

Total due: \$100.00

Total amount **7 \$**

[Pay Fees](#) [Edit Payment Items](#) [Return to Account Details](#)

**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)**.

**Insurance Council**  
BRITISH COLUMBIA

[Back to Payment Items](#)

## Payment Policy

Insurance Council is permitted to collect and retain fees per Council Rule 5(1). Insurance Council 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/examiner.

☐ **A** 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](#) **B**

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

The screenshot shows a credit card payment form. At the top, there are logos for VISA, Mastercard, American Express, Discover, and JCB. A green box labeled 'A' highlights the input fields for Cardholder Name, Card Number, MMY, and CVV. Below these fields, there is a 'Total' label followed by a dollar sign '\$'. A green box labeled 'B' highlights the 'Pay' button, which is red with white text. A 'Cancel' button is also visible to the left of the 'Pay' button.

**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.**”

## Insurance Council BRITISH COLUMBIA

[Main Menu](#)

[Payment Items \(0\)](#) [Logout](#)



Your payment has been successfully submitted.

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

[Print/View Receipt](#)

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[Return to Course Registration](#)

**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.