

# Instructions to enter Errors & Omissions as an Operating Agent General Level 3 Licensee or an Adjusting Firm Designated Representative

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## Step 1:

The Operating Agent/Designated Representative will log-in to the online portal at <https://lms.icm.mb.ca/lcmPortal/Account/> with their **numerical User ID** and **Password**.

ICM LICENSING PORTAL

Existing Users Log In

User ID

Password

Log In

Forgot your User ID?

Forgot your password?

OR

Register as new applicant

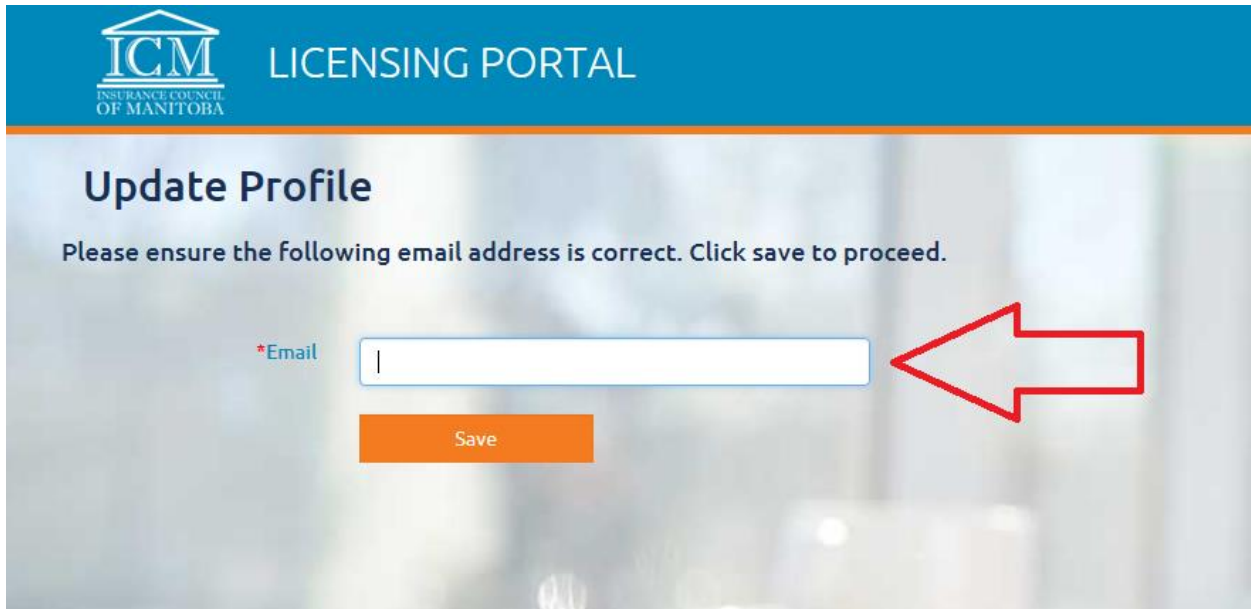
Note: The ICM Portal supports the following browsers:

- Google Chrome
- Internet Explorer 9.0+
- Mozilla Firefox

All PDF files require the latest version of Adobe Acrobat Reader to download.

**Step 2:**

Verify email address.



ICM LICENSING PORTAL

## Update Profile

Please ensure the following email address is correct. Click save to proceed.

\*Email

Save

**Step 3:**

Click on Organizations as demonstrated in sample picture below, and select the organization that you are wishing to apply the E&O for. This will take you to the organization tab for that specific agency/firm.

The screenshot shows the ICM Licensing Portal interface. At the top, there is a blue header with the ICM logo and the text 'LICENSING PORTAL'. On the right side of the header, there is a user profile icon and the name 'Jon Snow'. Below the header is a navigation menu on the left with the following items: Home, Information, Licences, Applications, CE, E&O, Exams, Payment, and Organizations. An orange arrow points to the 'Organizations' item. The main content area is titled 'Dashboard' and 'Welcome to the Insurance Council of Manitoba Online Portal'. It contains several data cards: 'Licence Status' with 0 Application (In Progress), 1 Issued, and 0 Renewal; 'Exams' with 0 Results and 0 Scheduled; 'Account Balance' showing Licence Fees and Exam Fees both at \$0.00; 'Errors & Omissions' with a red warning box for 'ORGANIZATION E&O EXPIRED' associated with ID 'K-60000-555555-2016'; and 'Continuing Education (2016-2017)' showing 4.00 hours completed and 8 hours required for 'General and/or Auto Only'.

**Step 4:**

Click on E&O and then "Errors and Omissions" as demonstrated in sample picture below:

The screenshot displays the 'LICENSING PORTAL' for the Insurance Council of Manitoba. The user is identified as 'Jon Snow' from 'Jon Snow Insurance Agency Inc.'. The dashboard provides a comprehensive overview of the user's account and application status.

**Navigation Menu:**

- Home
- Licences
- Applications
- E&O** (highlighted)
- Errors and Omissions
- Payment
- Users
- Public Search

**Dashboard Content:**

- Licence Status:** Shows 1 Application (In Progress), 0 Issued, and 2 Renewal.
- Account Balance:** Licence Fees: \$0.00, Exam Fees: \$0.00.
- Errors & Omissions:** Policy K-555555-88888888-2018 is **NOT COVERED**.
- Application Status (1 in progress):** A pie chart shows 1 application is 'Pending Authorizer's Review'.
- Application Assignees:** A bar chart shows 1 'Unassigned' application.

**Step 5:**

Click **"ADD NEW"** to add a new or updated E&O policy.

ICM LICENSING PORTAL Jon Snow Insurance Agency Inc. Jon Snow

Home Licences Applications E&O Payment Users Public Search

### Errors And Omissions

Current Information

GENERAL OPERATING AGENT/BROKER 3

No active Errors and Omissions

Add New

Add all information for existing E&O policy, check on the declaration box and click save.

ICM LICENSING PORTAL Jon Snow Insurance Agency Inc. Jon Snow

Home Licences Applications E&O Payment Users Public Search

### Errors And Omissions

Add New Information

\* Name of Insurer

\* Policy Number

Certificate Number

\* Effective Date

\* Expiry Date

\* I declare that the information I have entered above is true and correct.

Back Save