

Steps for **Operating Agents** or **Designated Representatives** to create an invoice for payment of renewal fees or amendment fees

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

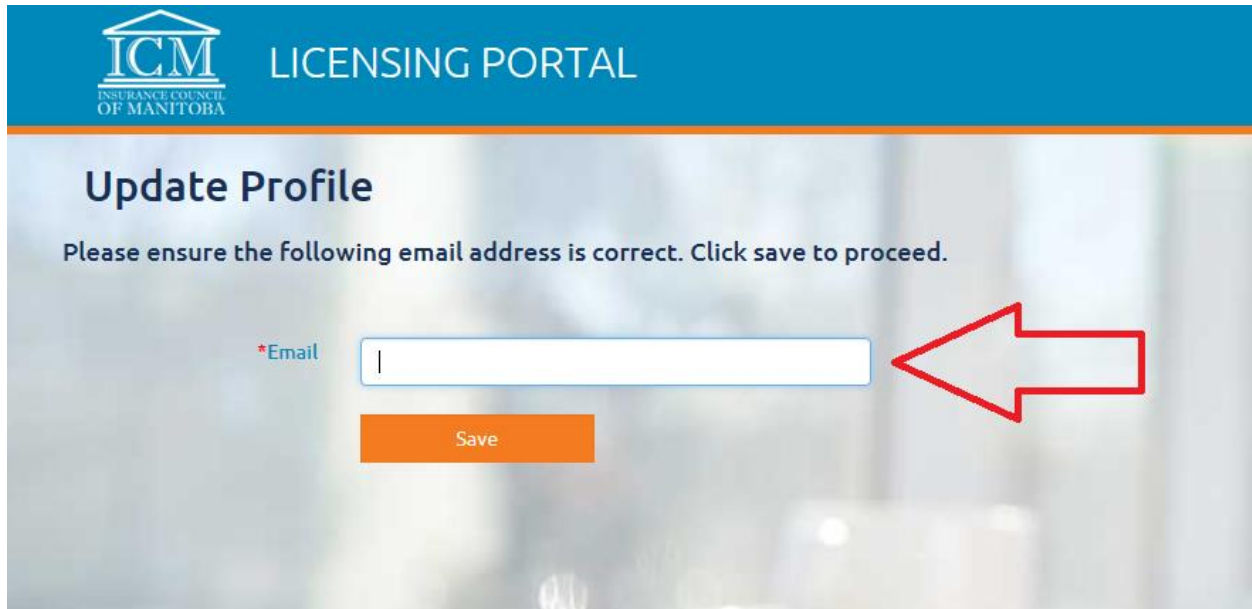
Note: The ICM Portal supports the following browsers:

- 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.



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INSURANCE COUNCIL OF MANITOBA

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 create the invoice for:

The screenshot shows the ICM Licensing Portal dashboard. The header includes the ICM logo and 'LICENSING PORTAL' on the left, and a user profile 'Jon Snow' on the right. A navigation menu on the left lists: Home, Information, Licences, Applications, CE, E&O, Exams, Payment, and Organizations. An orange arrow points to the 'Organizations' menu item. The dashboard area is titled 'Dashboard' and 'Welcome to the Insurance Council of Manitoba Online Portal'. It contains several widgets: 'Licence Status' with counts for Application (In Progress) (0), Issued (1), and Renewal (0); 'Exams' with counts for Results (0) and Scheduled (0); 'Account Balance' showing Licence Fees (\$0.00) and Exam Fees (\$0.00); 'Errors & Omissions' for organization K-60000-555555-2016 with a red 'ORGANIZATION E&O EXPIRED' warning; and 'Continuing Education (2016-2017)' showing 4.00 hours for General and/or Auto Only and 8 hours remaining.

Click on Payment and then "Invoice(s)" as demonstrated in sample picture below:

This screenshot shows the same ICM Licensing Portal dashboard, but with the 'Payment' menu item expanded. Two orange arrows point to the 'Payment' menu item and its sub-item 'Invoice(s)'. The dashboard now includes an 'Application Status(1 in progress)' widget with a pie chart showing: Pending ICM Review (0 in progress), Pending Change By Applicant (0 in progress), and Pending Authorizer's Review (1 in progress). The 'Errors & Omissions' widget for K-60000-555555-2016 now shows a red 'NOT COVERED' warning. The 'Application Assignees' widget shows a bar chart with one bar for 'Unassigned' at a value of 1.

Step 4:

Click on New Invoice(s) as demonstrated in sample picture below:

Home

Current Invoices

New Invoice

Show 10 entries

Search

Invoice #	Type	Organization	Total Amount	Status
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Previous 1 Next

Select “Renewal” or “Amendment” as demonstrated in sample picture below (“Renewal” would be selected for payment of Licence Renewals; “Amendment” would be selected for payment of licence amendments”):

Home

Create Invoice

Type: Amendment
Renewal

Total Amount: \$0.00

Search

Licensee	Licence Number	Licence Class	Fee
<input type="checkbox"/> Jon Snow	F-60000-555555-2016	AGENT/BROKER 1	\$ 70.00
<input type="checkbox"/> Rob Stark	G-61000-555555-2016	AGENT/BROKER 2	\$ 70.00
<input type="checkbox"/> Ned Stark	K-62000-555555-2016	AGENT/BROKER 3	\$ 70.00
<input type="checkbox"/> Lady Stark	J-63000-555555-2016	AGENT/BROKER 3	\$ 70.00

Check off all licensees that you are wishing to prepay, and watch the “Total Amount” change to total the sum of the fees included as demonstrated in sample picture below.

The screenshot displays the 'Create Invoice' interface in the ICM Licensing Portal. The page header includes the ICM logo, 'LICENSING PORTAL', a 'Go Back' button, and the user's name 'Jon Snow'. The left sidebar contains navigation options: Home, Licences, Applications, E&O, Payment, Users, and Public Search. The main content area shows the 'Create Invoice' form with a 'Type' dropdown set to 'Renewal' and a 'Total Amount' of \$740.00. Below the form is a table with the following data:

Licensee	Licence Number	Licence Class	Fee
<input checked="" type="checkbox"/> Jon Snow	F-60000-555555-2016	AGENT/BROKER 1	\$ 185.00
<input checked="" type="checkbox"/> Rob Stark	G-61000-555555-2016	AGENT/BROKER 2	\$ 185.00
<input checked="" type="checkbox"/> Ned Stark	K-62000-555555-2016	AGENT/BROKER 3	\$ 185.00
<input checked="" type="checkbox"/> Lady Stark	J-63000-555555-2016	AGENT/BROKER 3	\$ 185.00

1. The “**Fee**” can be changed if applicable. This would only be applicable for an O/A that has an agent with multiple classes of licenses and they are wishing to amend. The fee would be \$70 for one class of licence (ex. J) and the other fee would be \$0 for the other class(es) of licence(s) (ex. LIA and/or AIA). **\$0.00 fees are not acceptable payment for “Renewal”.**
2. Click “SAVE” to simply save the information **OR** click “Submit” to submit the invoice to the ICM. If the user clicks “Save” the information is not yet submitted to the ICM and can be amended before submitting it to the ICM. Once the invoice is submitted, the user can click “VIEW” to view their invoice or print it for their records.
3. Provide the cheque to the ICM in the full amount along with the ICM invoice number matching the invoice being submitted. **Credit card payments are currently not acceptable for invoice payment.**