



## Further Enhancements to the Online Portal Amendments to a current Licence

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The Insurance Council of Manitoba (ICM) is pleased to announce the next phase of the online [licensing portal](#) – allowing amendments to currently active licenses.

These enhancements allow the majority of licensing processes to be completed in an online, paperless environment and enable licence holders to submit or update licensing information 24 hours a day, 7 days a week.

Processes that may now be viewed and/or completed online include:

- View a snapshot of your licensing on your home/dashboard page
- Update your personal or business address
- Apply as a new licence applicant
- Apply for a supplementary/2<sup>nd</sup> licence
- Apply for an amendment or transfer of a currently **active** licence
- Update mandatory licensing information, such as errors & omissions insurance
- Track the real-time status of the application throughout the process
- View or register for a modular LLQP examination
- Make payment for a licence application or an examination via credit card payment
- View or update continuing education credit hours
- Complete your annual licence renewal
- View current licenses

**Paper applications for “*amendments*” of a currently active licence will no longer be accepted as of June 1, 2019; after this date, applications for **AMENDMENTS** of a currently active licence may be submitted through the online portal only.**

User Guides for all functions that are completed within the online portal are available on the ICM website under the “[User Guides and FAQs](#)” section. These User Guides have very easy-to-follow instructions for all users within the system. Please reference these User Guides for information prior to contacting the ICM with questions.

*A future phase of the system will allow for reinstatement or transfer of a **previously** licensed agent or adjuster licensed within the past 12 months. At the present time, applications of this nature must continue to be submitted by [paper format](#). Please refer to the “[Reinstatement Process](#)” outlined on the ICM website for assistance.*

Keep your eyes on the ICM website ([www.icm.mb.ca](http://www.icm.mb.ca)) for further enhancements in the coming months.