

# Steps for Applicants to Register for an Examination within the Online Portal

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## **Step 1: Log in to the system (<https://lms.icm.mb.ca/lcmPortal/Account/>)**

The Applicant will “**Register as new applicant**” if they are a brand new applicant to the system, or Log In with their Existing User ID and Password if they are a returning applicant.

ICM LICENSING PORTAL

Existing Users Log In

User ID

Password

Log In

Forgot your User ID?  
Forgot your password?

OR

Register as new applicant

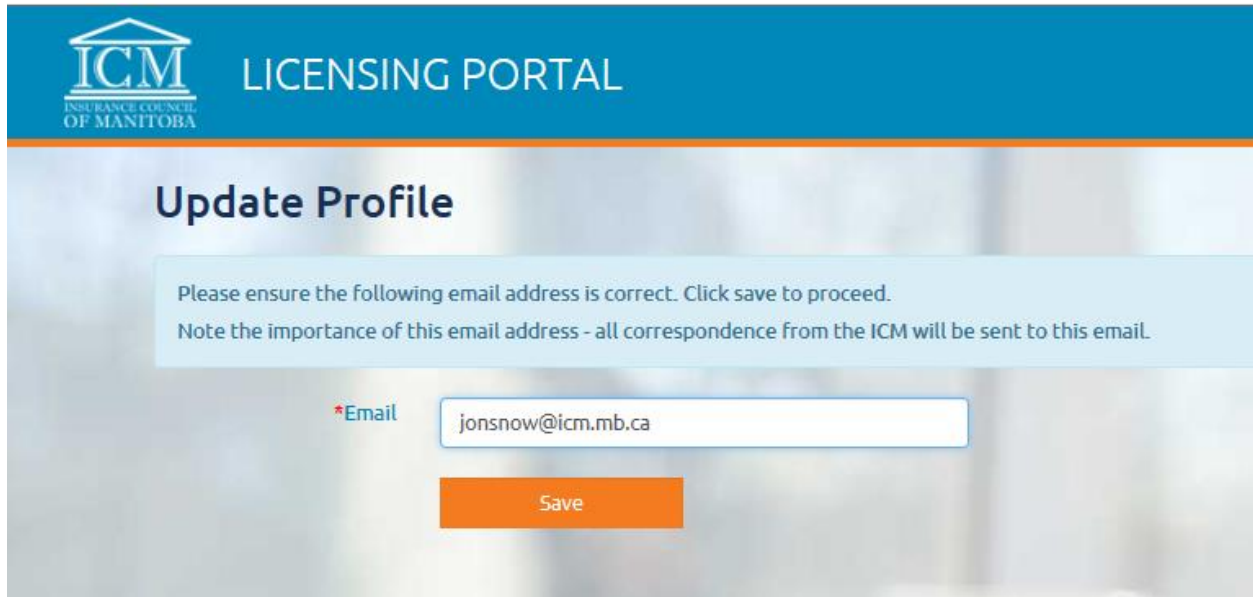
Note: The ICM Portal supports the following browsers:

- 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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## LICENSING PORTAL

### Update Profile

Please ensure the following email address is correct. Click save to proceed.  
Note the importance of this email address - all correspondence from the ICM will be sent to this email.

\*Email

Save

### **Step 3:**

You will see your Dashboard once logged in:

The screenshot shows the 'Agent's Dashboard' for the Insurance Council of Manitoba. The dashboard is divided into several sections. On the left is a navigation menu with 'Home', 'Information', 'Applications', 'Exams', and 'Payment'. The main area is titled 'Agent's Dashboard' and includes a welcome message: 'Welcome to the Insurance Council of Manitoba Online Portal'. Below this, there are three main sections: 'Licence Status' showing 1 Application (In Progress), 0 Issued, and 0 Renewal; 'Exams' showing 0 Results and 0 Scheduled; and 'Account Balance' showing Licence Fees and Exam Fees both at \$0.00. There is also an 'Errors & Omissions' section with 'No result'.

Click on “**Exams**” on the left hand menu to:

- register for an examination; or
- view past examination results; or
- view an already registered examination.

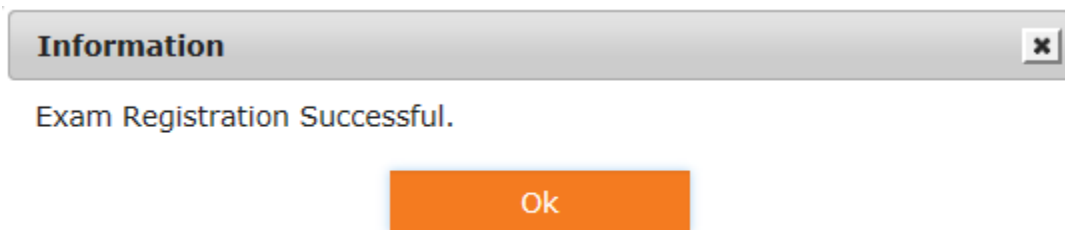
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### **Life and/or Accident & Sickness applicants:**

To register for an examination, follow the below steps:

1. Click on **LLQP Certificates** under the “Exams” tab on the left hand menu and click on “Add Certificate” to add the LLQP Certificate that you have completed through your LLQP Course Provider.
2. Click on **Exam Information** under the “Exams” tab on the left hand menu and click on “Register for Exam” to register for an examination.
3. Select the Exam Category, Program and Location from the drop down menus.
4. Click on “View Schedule” to view all module sittings currently added. **Note: examination sittings are usually set up 4-5 weeks in advance by the ICM’s Examination Coordinator. If you wish to schedule for an examination date further in the future, you will need to check back on the system to determine when that date will be added.**
5. Select the appropriate module(s)/sitting(s) in the chart by checking the applicable check box. **NOTE: You cannot schedule the same module for two different dates.**
6. Click “Register”.
7. You will be advised of the applicable examination fee for the examination. Fees can only be paid by credit card.

8. On the “Exam Registration” page, complete the following:
  - a. Review the information to ensure it is correct.
  - b. Add your CIPR number.
  - c. Answer all questions asked. *NOTE: if you have written this examination in another jurisdiction, you may not proceed with your online registration and will be prompted to contact the ICM office.*
  - d. Read through the Consent and Declaration and ensure you understand the information before checking these boxes.
  - e. Upload the required document(s).
9. Click “Continue”.
10. Enter your credit card information and click “Ok”.
11. You should receive a box that indicates your exam registration was successful as below. Click “Ok”.



12. The system will automatically take you back to the “Exam Information” page where you can view your registered exam(s).
13. A system generated email will be sent to you confirming your examination registration, including the location, date and time.

***Important Note:*** Please note that your exam fee is non-refundable. An applicant is allowed one communication to the ICM office to reschedule their initial exam providing at least one business day notice prior to the exam, and one communication to the ICM office to reschedule any re-write date providing at least one business day notice prior to the exam. No further allowances will be made to reschedule an examination.

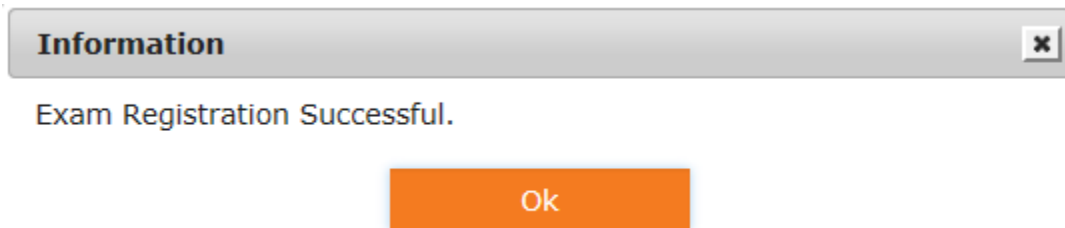
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### **General and/or Adjuster applicants:**

To register for an examination, follow the below steps:

1. Before attempting to register, contact the ICM office at [contactus@icm.mb.ca](mailto:contactus@icm.mb.ca) to request which date(s) you prefer to write. The Examination Coordinator will communicate the confirmation of the date(s) back to you via email. You can then proceed with registering.
2. Click on **Exam Information** under the “Exams” tab on the left hand menu and click on “Register for Exam” to register for an examination.
3. Select the Exam Category, Program and Location from the drop down menus.
4. Click on “View Schedule” to view all examination sittings currently added.
5. Select the appropriate examination in the chart by clicking on “Register”.

6. You will be advised that the \$110.00 **non-refundable** examination fee is required for the examination. This is only payable by credit card.
7. On the “Exam Registration” page, complete the following:
  - a. Review the information to ensure it is correct.
  - b. If you have a CIPR number, please add your CIPR number. If not, please leave this field blank.
  - c. Answer all questions asked. *NOTE: if you have written this examination in another jurisdiction, you may not proceed with your online registration and will be prompted to contact the ICM office.*
  - d. Read through the Consent and Declaration and ensure you understand the information before checking these boxes.
8. Click “Continue”.
9. Enter your credit card information and click “Ok”.
10. You should receive a box that indicates your exam registration was successful as below. Click “Ok”.



11. The system will automatically take you back to the “Exam Information” page where you can view your registered exam(s).
12. A system generated email will be sent to you confirming your examination registration, including the location, date and time.

***Important Note:*** Please note that your exam fee is non-refundable. An applicant is allowed one communication to the ICM office to reschedule their initial exam providing at least one business day notice prior to the exam, and one communication to the ICM office to reschedule any re-write date providing at least one business day notice prior to the exam. No further allowances will be made to reschedule an examination.

Further questions can be directed to [contactus@icm.mb.ca](mailto:contactus@icm.mb.ca).