



## Enhancements to the ICM Licensing Portal

### SUBMISSION OF APPLICATIONS FOR NEW APPLICANTS Online only as of June 1, 2018

---

Phase 1 of the online application system (used by NEW applicants only) was in a successful pilot phase with many organizations from April until October 2017, and has been fully operational since November 2017. Approximately 800 applications have been submitted online through the ICM portal within the last year.

**Due to the success of this system, paper applications for “new” applicants will no longer be accepted as of June 1, 2018; after this date, applications for NEW applicants may be submitted through the online portal only**

#### WHAT IS CONSIDERED AN APPLICATION FOR A NEW APPLICANT?

To clarify matters, the online application system currently applies to the following categories of “new” applicants:

- Applicant has not held a licence within the last 12 months; or
- Applicant has never held a Manitoba insurance licence; or
- Applicant is applying for a Supplementary/2<sup>nd</sup> Licence.

#### WHAT IS NOT CONSIDERED AN APPLICATION FOR A NEW APPLICANT?

To clarify, the following are examples of applications that may **not** currently be submitted through the online application system:

- Applicant who currently holds a licence and is looking to amend or transfer; or
- Applicant who has held a licence within the last 12 months and is looking to reinstate the licence; or
- Applicant who has held a licence within the previous licensing year and is looking to renew their licence.

**Paper applications that are received after June 1, 2018 that are for NEW applicants will no longer be accepted, and the applicant(s) will be required to apply through the online system. Exceptions to this will not be entertained by the ICM.**

User Guides for the online application process are available on the ICM website under the “[On-line Portal](#)” 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 reinstatements, amendments and transfers of agents or adjusters licenses held within the past 12 months. At the present time, applications of this nature must continue to be submitted by paper format.*

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