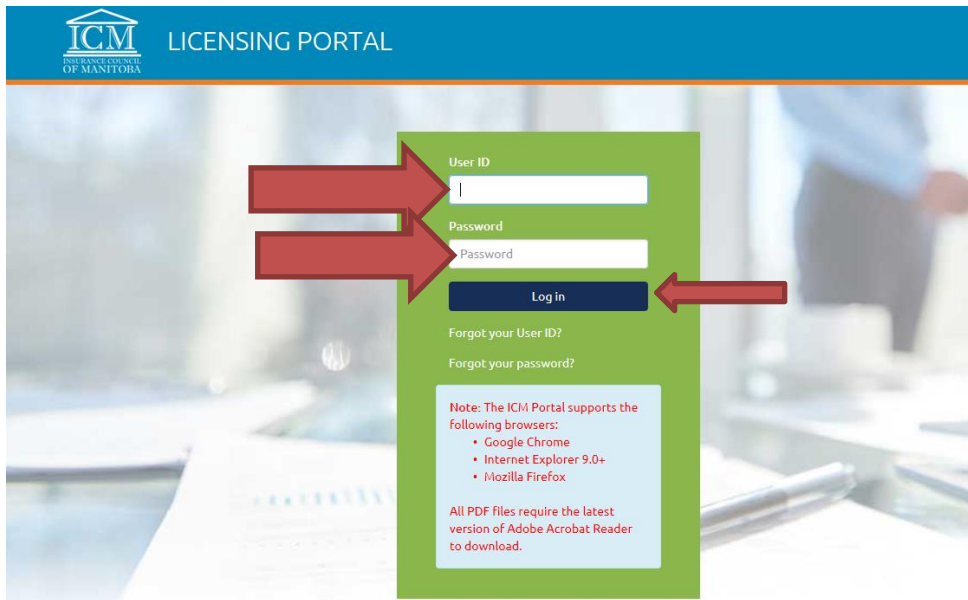


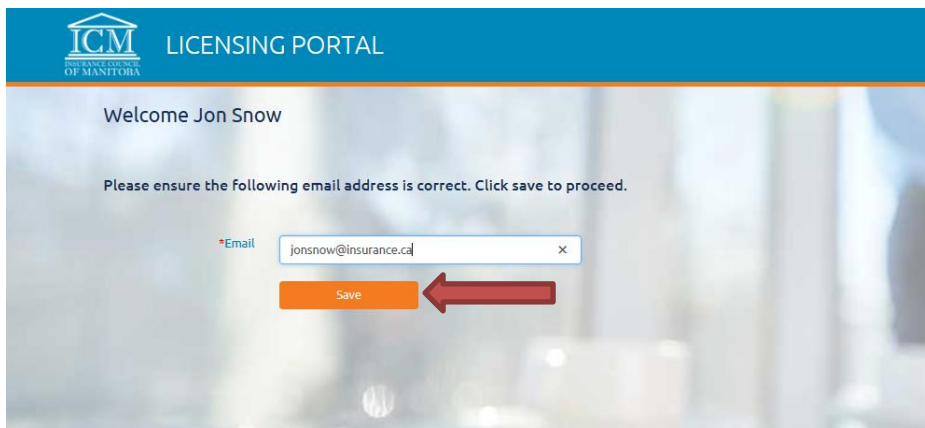
# Steps for an Authorizer to obtain their Listing of Agents

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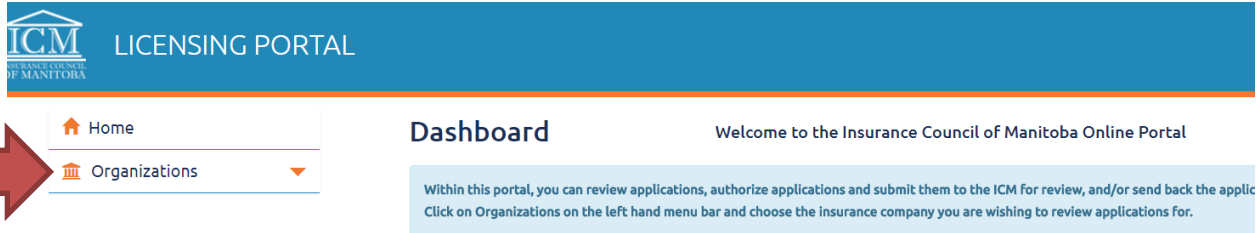
Log into the online portal at <https://lms.icm.mb.ca/IcmPortal/> with your **User ID** and **Password**



Verify your Email Address



Click under “**Organizations**” and select the organization you are wishing to obtain the listing of agents for.



The screenshot shows the top navigation bar with the ICM logo and 'LICENSING PORTAL'. Below it is a left-hand menu with 'Home' and 'Organizations' (indicated by a red arrow). The main content area is titled 'Dashboard' and includes a welcome message and a blue instruction box: 'Within this portal, you can review applications, authorize applications and submit them to the ICM for review, and/or send back the application. Click on Organizations on the left hand menu bar and choose the insurance company you are wishing to review applications for.'

Click under “**Licences**” and select the “**Current Licence(s)**” you are wishing to obtain the listing of agents for.



The screenshot shows the 'Licences' menu item highlighted in green, with a red arrow pointing to it. A second red arrow points to the 'Current Licence(s)' sub-item. The dashboard content includes 'Licence Status' (1 Application (In Progress), 65 Issued, 0 Renewal), 'Application Status (1 in progress)' (a pie chart showing 1 Pending Change By Applicant), 'Account Balance' (Licence Fees, Exam Fees), and 'Application Assistance' (No result).

Click **“Export to Excel”** to export the current listing of agents licensed with your insurer.

The screenshot shows the LICENSING PORTAL interface. On the left is a navigation menu with options: Home, Licences, Applications, Payment, Users, and Public Search. The main content area is titled 'Current Licence(s)' and features a table of licence data. A red arrow points from the 'Export to Excel' button to the table. The table has columns for Name, License Number, and Status. The data includes Jon Snow, Cersel Lannister, Rob Stark, Ned Stark, and Tyrlon Lannister, all with 'Issued' status, except for Cersel Lannister who has a 'Renewal' status. The table is paginated, showing 1 to 10 of 68 entries.

Name	License Number	Status
Jon Snow	LJA-555555-9999999-2018	Issued
Cersel Lannister	LJA-55555555-9999999-2018	Renewal
Rob Stark	LJA-555555-9999999-2018	Issued
Ned Stark	LJA-5555555-9999999-2018	Issued
Tyrlon Lannister	LJA-555555-9999999-2018	Issued
		Issued
		Issued
		Issued
		Issued
		Issued