

Steps for **Third Party Users** to create an invoice for payment of renewal fees or amendment fees

Updated Aug 1/22

Step 1:

The Third Party User will log-in to the online portal at <https://lms.icm.mb.ca/IcmPortal/Account/> with their **numerical User ID** and **Password** created by the Operating Agent/Designated Representative.

*NOTE: ICM will not create a Third Party User to access the system, nor can the Third Party User “register as new applicant” because they are not an applicant. The Operating Agent/Designated Representative must register the Third Party User **before** the Third Party User attempts to log in.*

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 and Save.

ICM
INSURANCE COUNCIL
OF MANITOBA

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:

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

Dashboard Welcome to the Insurance Council of Manitoba Online Portal

Licence Status

0	Application (In Progress)
22	Issued
0	Renewal

Account Balance

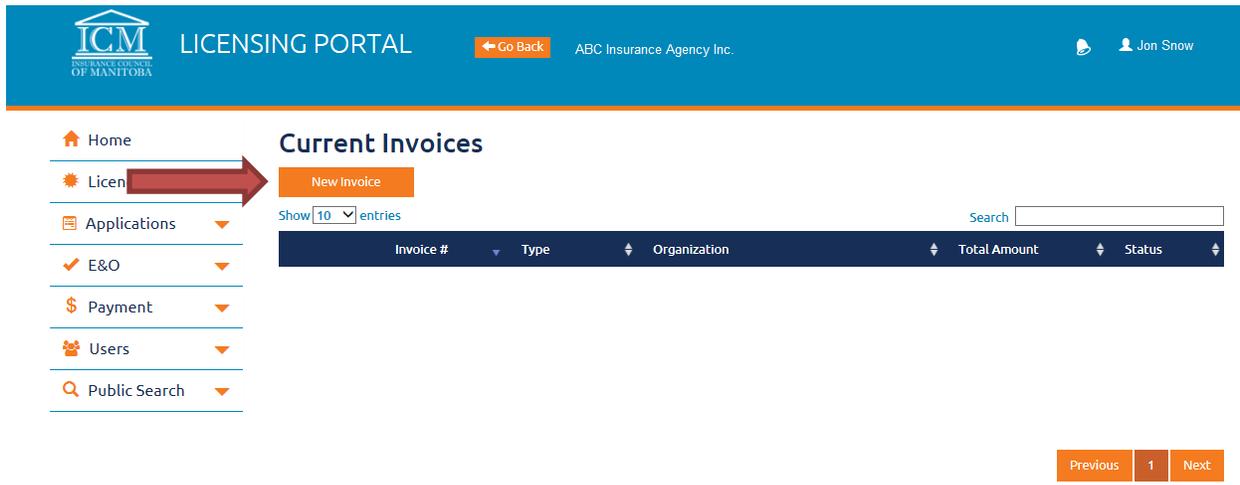
Licence Fees	\$0.00
Exam Fees	\$0.00

Application Status(0 in progress)
No Results

Application Assignees
No Results

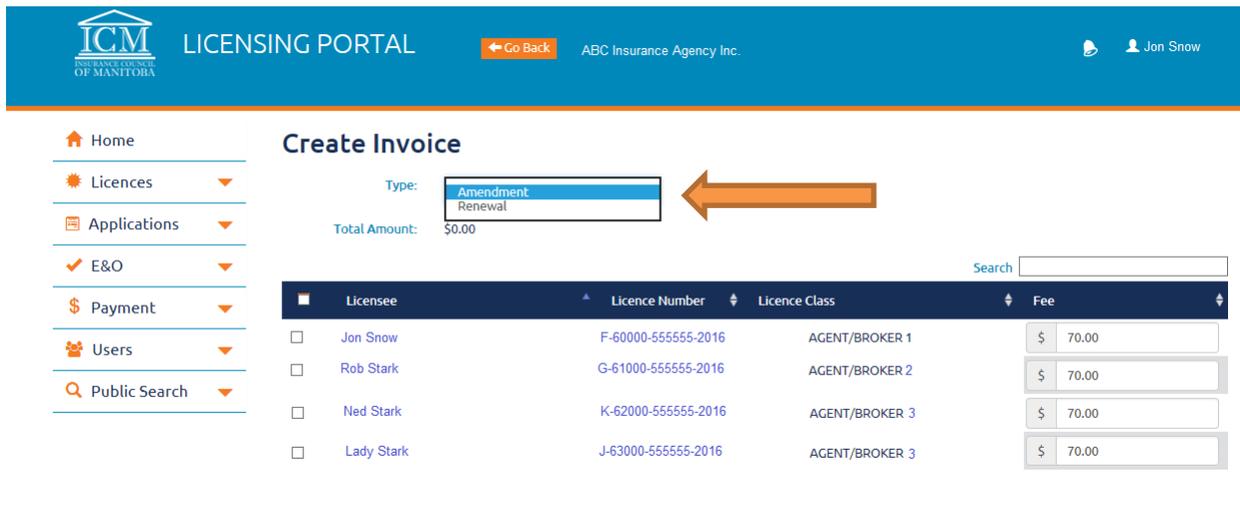
Step 4:

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



The screenshot shows the 'LICENSING PORTAL' interface. The header includes the ICM logo, the text 'LICENSING PORTAL', a 'Go Back' button, and the user name 'Jon Snow'. The left sidebar contains navigation links: Home, Licences, Applications, E&O, Payment, Users, and Public Search. The main content area is titled 'Current Invoices' and features a 'New Invoice' button. Below this is a search bar and a table with columns: Invoice #, Type, Organization, Total Amount, and Status. At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons.

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”):



The screenshot shows the 'Create Invoice' page. The header is identical to the previous screenshot. The left sidebar is the same. The main content area is titled 'Create Invoice'. It includes a 'Type:' dropdown menu with 'Amendment' and 'Renewal' options. An orange arrow points to the 'Amendment' option. Below the dropdown is a 'Total Amount:' field showing '\$0.00'. There is a search bar and a table with columns: Licensee, Licence Number, Licence Class, and Fee. The table lists four licensees: Jon Snow, Rob Stark, Ned Stark, and Lady Stark, each with a checkbox and a fee of \$70.00.

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 shows 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 links for Home, Licences, Applications, E&O, Payment, Users, and Public Search. The main content area displays 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-60000-55555-2016	AGENT/BROKER 1	\$ 185.00
<input checked="" type="checkbox"/> Rob Stark	G-61000-55555-2016	AGENT/BROKER 2	\$ 185.00
<input checked="" type="checkbox"/> Ned Stark	K-62000-55555-2016	AGENT/BROKER 3	\$ 185.00
<input checked="" type="checkbox"/> Lady Stark	J-63000-55555-2016	AGENT/BROKER 3	\$ 185.00

1. The “**Fee**” of \$70 is required for the amendment of the licence(s) as outlined in Regulation [73/93](#). If there is a mass amendment for the same individual who holds Life and Accident & Sickness licences, the required fee is \$70 per licence. Mass amendments typically are provided by the ICM directly to the Authorizer when requested. If you are considering amending multiple licenses, prior to doing so, please email contactus@icm.mb.ca to determine if a mass amendment would be applicable in your case. **\$0.00 fees are not acceptable payment.**
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.**