

# 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:

Home Licences Applications E&O Payment Users Public Search

### Current Invoices

New Invoice

Show 10 entries Search

Invoice #	Type	Organization	Total Amount	Status
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Previous 1 Next

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”):

### Create Invoice

Type: Amendment  
Renewal

Total Amount: \$0.00

Search

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: Home, Licences, Applications, E&O, Payment, Users, and Public Search. The main content area is titled 'Create Invoice' and includes a 'Type' dropdown menu set to 'Renewal'. Below this, the 'Total Amount' is displayed as '\$740.00'. A table lists four licensees, each with a checked checkbox and a fee of \$185.00. An orange arrow points to the 'Total Amount' field, and another orange arrow points to the checkboxes in the table.

Licensee	Licence Number	Licence Class	Fee
<input checked="" type="checkbox"/> Jon Snow	F-60000-555555-2016	AGENT/BROKER 1	\$ 185.00
<input checked="" type="checkbox"/> Rob Stark	G-61000-555555-2016	AGENT/BROKER 2	\$ 185.00
<input checked="" type="checkbox"/> Ned Stark	K-62000-555555-2016	AGENT/BROKER 3	\$ 185.00
<input checked="" type="checkbox"/> Lady Stark	J-63000-555555-2016	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](mailto: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.**