

On-line renewal of restricted insurance agent (RIA) licenses is fast approaching. Licence renewal information will continue to be updated on the ICM website [here](#). Ensure your email address is current within the [On-line Portal](#). An email notice will be sent to the Designated Official once licence renewal is officially open. **Phone calls or emails asking when renewal will be open will not be returned.**

### **Prepare for the renewal process:**

- **Amendments to the entity licence must be made in advance of renewal.**  
Amendments to the Designated Official, Organization Name or Third Party Entities cannot be completed during on-line renewal and must be submitted to the ICM via original paper format **prior** to the opening of licence renewal. A new, fully completed [application](#), including required documentation, and the amendment fee of \$70.00 paid by cash, money order or cheque, must be submitted to the ICM office **immediately** when an amendment is warranted. A licensee can only carry on the activities of an incidental seller of insurance (“hold out”) in the manner in which the licence is issued with the ICM (referenced in Section 391 of [The Insurance Act](#) of Manitoba).
- **Have your user ID and password.**  
Your User ID is the first set of numbers in your licence number (**SAMPLE ONLY - Licence #RIA-60000-55555-2017, the user ID is 60000**). Can't remember your password? Obtain a temporary one via a system generated email by clicking “*Forgot your password?*”. This password will be emailed to the email address as filed with the ICM.
- **Check your email address for correctness.**  
Email is the ICM's primary form of communication with licensees. Ensure you have entered the correct email address within the [On-line Portal](#).
- **Have a copy of your valid E&O policy.** Not required if the entity is a member of the Canada Deposit Insurance Corporation or a credit union under The Credit Unions and Caisses Populaires Act.
- **Have your payment ready or ensure payment has been applied by ICM on your behalf.**  
There are two (2) options to pay:
  1. Pay by Credit Card (Visa or MasterCard **only**) if paying online during the completion of the licence renewal; or
  2. Use a prepayment that was previously provided to the ICM by cheque, money order or cash. You must ensure that the payment is added to the ICM portal **before** attempting to renew. Ensure sufficient time is allowed for this option. For your reference, licence fees are listed under the *Insurance Agents and Adjusters Fees Regulation* [73/93](#).

We encourage you to review the [Licence Renewal](#) page of the ICM website **before** contacting the ICM with questions. The ICM has developed User Guides to assist with the completion of all items involved in the licence renewal process, and we recommend that you review these along with the [Frequently Asked Questions](#) (FAQ's) first. **Phone calls or emails from licensees with questions that are answered within the User Guides or FAQ's will not be returned.**

**Insurance Council of Manitoba**

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