

Subject: Reminders prior to 2019-2020 Licence Renewal – ICM Notice

Do not reply to this email address as it is not monitored.

Licence Renewal will open to all licensees on **Wednesday, May 1, 2019**. Email communication will be sent to all licensees once renewal is open.

Prepare for the renewal process:

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](#).

Amendments to your licence MUST be made before you renew your licence.

If your licence remains currently active, you can perform this amendment/transfer electronically within the online portal. Follow the steps in the [User Guide - to Amend a Licence](#). If your licence has been cancelled recently, you must fill out a [new application](#) and have it authorized by your current Sponsoring Insurance Company or by the Corporate Licence Holder of your agency or adjusting firm (applicable to General Individual Licenses or Adjusters Licenses only). Once this application form has been completed, forward the application along with the \$70.00 amendment fee by cheque, cash or money order to the ICM. A licence must be issued prior to attempting to renew.

Have your user ID and password.

Your User ID is the first set of numbers in your licence number (**SAMPLE ONLY - Licence #F-60000-55555-2017, the user ID is 60000**). If you cannot remember your password, obtain a temporary one via a system generated email by clicking "*Forgot your password?*".

Report your Continuing Education (CE) Credits.

CE requirements are outlined on the ICM website under [Continuing Education Info](#).

Have your payment ready or ensure payment has been received and added by ICM on your behalf.

There are two (2) options to pay:

1. Credit Card (Visa or MasterCard **only**) if paying online during the completion of the licence renewal; or
2. Prepayment that was previously provided to the ICM by cheque, money order or cash. If your organization intends to pre-pay the licence renewal fees of multiple licensees, the Operating Agent (O/A), Designated Representative (D/R) or Appointee **must** create an "[invoice](#)" within the [online portal](#) and full payment totaling the "invoice" amount must be made to ICM via **cheque, money order or cash in advance of the licensee(s) completing the renewal**. If the prepayment is for multiple licensees, you **must** ensure that the payment is added to the ICM portal **before** attempting to renew. A listing of the licensees to be covered by the payment, the amount that is allocated to each licensee, the licence number of each licensee, and the type of licence(s) the licensee holds must accompany this payment. For your reference, licence fees are listed under the *Insurance Agents and Adjusters Fees Regulation 73/93*. **Please note that invoices cannot be created until the renewal system is fully open and active. The O/A, D/R or Appointee will be advised separately via email once the system is active giving them the ability to create the invoice(s).**

Please 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. **Due to the volume of enquiries during renewal, 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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