

Insurance Council
BRITISH COLUMBIA

Annual Licence Renewal

Corporate and Individual Licences

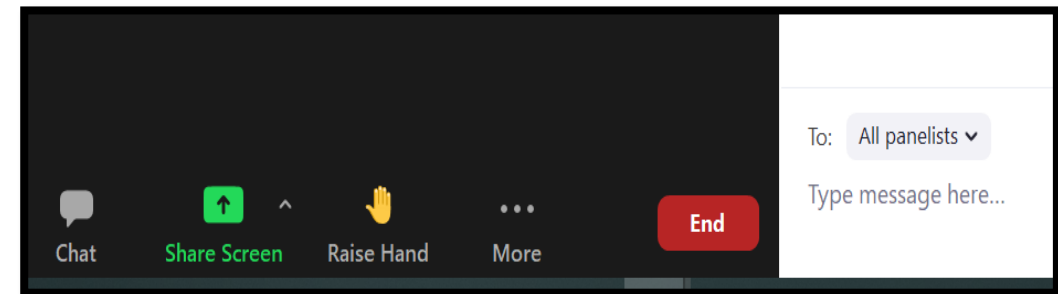
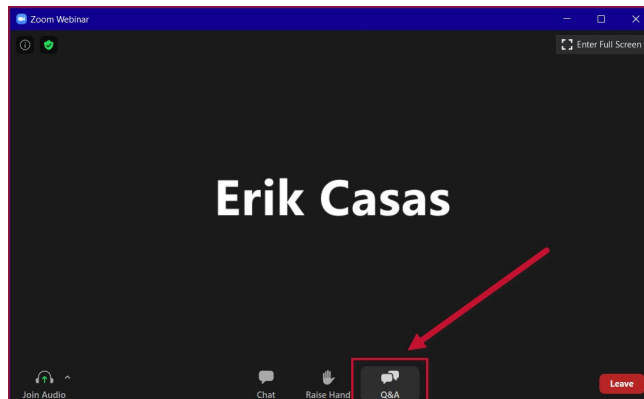
March 2022

Melissa Radic
Manager, Administrative Services



Webinar Tips

Using the Q&A and chat: Use the Q&A function to submit a question and Chat to Panelists if you need technical support. We will post relevant links in Chat.



What We'll Cover:



- Overview of annual licence renewal requirements
- Step-by-step process for individual licence
- Step-by-step process for corporate licence
- Payment
- Frequently asked questions
- Q&A

Annual Licence Renewal Requirements



Overview of Annual Licence Renewal Requirements (formerly 'Annual Filing')

- **Who needs to renew?**

- An annual licence renewal is required for every licence that is held with the Insurance Council (individual or corporate), regardless of active, inactive or suspended status.

- **When does the renewal period start and end?**

- Annual licence renewal opens in early April (this year, April 1st) and the deadline to complete the annual licence renewal is June 1st annually.
- The late renewal period starts June 2nd and runs until Tuesday August 2nd, 2022.

Overview of Annual Licence Renewal Requirements

- **What is required for an annual licence renewal?**
 - Confirming awareness and compliance with licensing requirements (Declaration)
 - The annual licence renewal fee
- **What is the annual licence renewal fee?**

	If paid by June 1, 2022	If paid after June 1 and by August 2, 2022
Individual	\$260	\$260 + \$150 late fee
Corporate	\$475	\$475 + \$300 late fee

Overview of Annual Licence Renewal Requirements

- **Where to submit the declaration and fee?**
 - All annual licence renewal declarations and fees are submitted via the online portal.
- **Why is annual licence renewal required?**
 - It is a requirement under Council Rule 4(4) for continuous licensing.
 - Licences will be automatically terminated if the fee is not received by Tuesday August 2nd, 2022.

Individual Licence Renewal Step-by-Step



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 Main Menu

Payment Items (0) Logout

I want to ...

Licences

- ▶ [Apply for a personal licence](#)
- ▶ [Complete my annual licence renewal](#)
- ▶ [View my licence record\(s\)](#)
- ▶ [Manage my applications](#)
- ▶ [View/Print my receipts](#)
- ▶ [View/Print my licence certificate](#)
- ▶ [Update my declarations](#)



Exams

- ▶ [Register/Manage my LLQP exams](#)
- ▶ [Confirmation of Online LLQP Exams](#)
- ▶ [View my exam confirmation letter](#)
- ▶ [View my exam results](#)
- ▶ [View/Print my receipts](#)

Continuing Education

- ▶ [CE Self-Tracker](#)
- ▶ [CE Course Registration](#)

Contact Information

- ▶ [Update my portal login information](#)
- ▶ [Change my password](#)
- ▶ [Update my contact information](#)

For Corporations/Insurers/Direct Writers

Corporate Licences

- ▶ [Apply for a corporate licence](#)
- ▶ [Manage my applications](#)
- ▶ [Manage my Agencies/Firms](#)
- ▶ [List and manage bulk renewal payments](#)
- ▶ [Manage Prepaid Accounts](#)
- ▶ [Manage Authorizations to Represent \(ATR\)](#)
- ▶ [Manage delegates](#)
- ▶ [Verify Applicant Applications](#)

Insurers/Direct Writers

- ▶ [Pay my annual fee](#)
- ▶ [Manage Authorizations to Represent \(ATR\) - Direct Writers](#)
- ▶ [List and manage bulk renewal payment](#)

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BRITISH COLUMBIA

Annual Licence Renewal Instructions

Annual Licence Renewal

Online licence renewal for 2022 is now open. Submitting your annual licence renewal online consists of several steps; the instructions below will show you the steps to expect. This process will take approximately 10 minutes.

Please use the buttons in the portal to navigate from screen to screen and avoid using your browser buttons.

While completing the renewal process, be prepared to:

1. Review your contact information and update it, if necessary. The Insurance Council sends important communications to licensees by email; consider adding a second email address to your account and ensure you are receiving Insurance Council communications.
2. Review your authority to represent information, if applicable.
3. Submit the necessary declarations to confirm you are meeting your licensing requirements. These declarations are as follows and will differ depending on your licence class:
 - You understand and are aware of your obligations under [Council Rules](#) and the [Code of Conduct](#) (applies to all licensees).
 - You have completed, or will complete by May 31, 2022, your [Continuing Education requirements](#) (applies to all individual licensees, even if you're not actively working).
 - For non-resident licensees, your home jurisdiction has continuing education requirements and you are meeting those (applies to individual non-resident licensees).
 - You have the authority to represent (ATR) at least one insurer (applies to all licensees).
 - You are currently covered by [Errors and Omissions insurance](#) in the amount required under Council Rule 7(11) (applies to all licensees).
 - Where required, you have submitted all [mandatory notifications/disclosures](#) to the Insurance Council (applies to all licensees).

If you are unable to declare that you are meeting the above licensing requirements, then you'll need to explain why you do not meet the requirement before you are able to complete your renewal.

4. Submit payment **OR** indicate that you have an agreement with your agency or firm that they will submit payment for you.

See our 2022 Annual Licence Renewal Page for [detailed instructions](#) and [more information](#).

[Proceed to Annual Licence Renewal](#)

Step 1: Start Renewal Process

 Main Menu

Payment Items (0) Logout

Home / Licenses

Download/export selected | Add to Payment Items

Quick Search

☐	Licence Number	Licence Type	Licence Status	Licensee Name	City	Action	Next Renewal Date
☐	LIC-2022-0032902-R01	Life License - Corporate	Active	A Cup of Tea Insurance Agency Ltd.	Vancouver	Renew Licence	2022-06-01
☐	LIC-2022-0032897-R01	Life Licence - Individual	Active	Camomile Chai	Vancouver	Renew Licence	2022-06-01

Step 2: Review/Update Contact Information

 Main Menu

Payment Items (0) Logout

Home / Annual Licence Renewal / [Contact Information Verification](#)

Contact Information Verification

Licensees have an obligation to provide notification to the Insurance Council of BC of a change in contact information.

Please confirm that your contact information is up to date by selecting "Yes".

If you are unsure or need to make a change to your contact information, please select "No", and then click on the link provided to update your contact information before proceeding with your annual licence renewal.

☐ Yes ☒ No

Before completing your annual licence renewal you must review your contact information and update as necessary. To review and update your contact information click [here](#).

Continue



Update Contact Information

 [Main Menu](#)

[Home](#) / [Contact Information](#)

Contact Information

A Cup of Tea Insurance Agency Ltd.

Email: acupoftea@tea.com
Home Phone: 604-123-4567

[Manage Addresses](#)
[Edit Contact](#)

Camomile Chai

Birth Date: 12/25/1984
Email: camy@tea.com
Home Phone: 604-123-4567

[Manage Addresses](#)
[Edit Contact](#)

Step 2: Review/Update Contact Information

Contact Information Verification

Licenses have an obligation to provide notification to the Insurance Council of BC of a change in contact information.

Please confirm that your contact information is up to date by selecting "Yes".

If you are unsure or need to make a change to your contact information, please select "No", and then click on the link provided to update your contact information before proceeding with your annual licence renewal.

☒ Yes ☐ No

Continue



Step 3: Select Payment Preference

Payment Options

PAYMENT OPTIONS

* I have an agreement with my agency/firm that they will pay for this renewal: ☒ Yes ☐ No

Continue »



Payment Options

PAYMENT OPTIONS

* I have an agreement with my agency/firm that they will pay for this renewal: ☐ Yes ☒ No

Continue »



Step 4: Practice Questions

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Main Menu

Payment Items (0) Logout

To help the Insurance Council offer more effective services and technology, we are asking a few questions about licensees' practice information that will allow the Insurance Council to better understand licensees' needs and business environment.

Providing this information is entirely optional, but is encouraged as it will help us develop appropriate practice tools and resources for licensee support.

* indicates a required field.

Practice Information (Optional)

Questions in Development

« Back

Continue »

Step 5: Review ATR Information

* indicates a required field.

Active Agencies/Firms Represented List

ACTIVE ATR

Please review the authorization to represent information that the Insurance Council has on file for you. If any of the information displayed here requires updating, this can be done, by the agency/firm you represent, via the corporate portal account or by submitting an Add/Remove ATR form to the licensing team. Please refer to our **Holding Out (Authority to Represent)** section on our website for more information. You cannot update this information through your portal account.

If your current agency/firm that you represent is not listed, they will not be able to submit payment for your annual renewal fee on your behalf, but you can still complete your renewal declaration now.

Please click Continue to proceed with your annual renewal.

Showing 1-1 of 1

Employer Name	Effective Date
Cup of Tea Insurance Agency Ltd.	03/01/2021

[« Back](#) [Continue »](#)



Step 6: Confirming Awareness and Compliance with Licensing Requirements (Declaration)

Individual Declaration

☒

☒

☒

Declarations in Development

Confirm

Individual Declaration

☐

I understand and am aware of my obligations under the Council Rules and the Code of Conduct

You've not confirmed that you are aware of your obligations under the Council Rules and the Code of Conduct. Explain why

Step 7: Review and Submit

 Main Menu

Payment Items (0) Logout

« Back

Continue »

Individual Licence Filing

Please review information below. If any updates are needed, click Edit beside the section requiring updates. Once review is complete click Continue at the bottom.

Payment Options

PAYMENT OPTIONS

I have an agreement with my agency/firm that they will pay for this renewal:

Edit

Practice Information (Optional)

GENERAL INFORMATION

Edit

Step 8: Confirmation



Your renewal declaration has been submitted!

NOTE: Your annual renewal is not fully complete until Insurance Council of BC receives payment from your agency/firm. Please follow up with your agency/firm regarding timing of payments. Your renewal status can be confirmed by viewing your records in your online account.

It is your responsibility to ensure that your renewal fee is paid, even if your agency or firm is submitting it on your behalf.

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Corporate Annual Licence Renewal Step-by-Step



Step 1: Start Annual Licence Renewal

 Main Menu

Payment Items (0) Logout

Home / Licenses

Download/export selected | Add to Payment Items

Quick Search

☐	Licence Number	Licence Type	Licence Status	Licensee Name	City	Action	Next Renewal Date
☐	LIC-2022-0032902-R01	Life License - Corporate	Active	A Cup of Tea Insurance Agency Ltd.	Vancouver	Renew Licence	2022-06-01
☐	LIC-2022-0032897-R01	Life Licence - Individual	Active	Camomile Chai	Vancouver	Pay Fee Due for Renewal	2022-06-01

Step 2: Select Payment Preference

Payment Options

Renewal

* I would like to include ☒ Yes ☐ No
this renewal fee in a
bulk payment.:

Continue »

Payment Options

Renewal

* I would like to include ☐ Yes ☒ No
this renewal fee in a
bulk payment.:

Continue »

Step 3: Practice Questions

Step 4: Declaration

Corporate Declaration

- ☒ I am a resident of British Columbia.
- ☒ I am a resident of British Columbia.
- ☒ I am a resident of British Columbia.
- ☒ I am a resident of British Columbia.

Declarations in Development

 **Confirm**

Step 5: Review and Submit

Step 6: Confirmation



Your renewal declaration has been submitted!

NOTE: From the main menu, please select List and manage bulk payments to process your renewal payment. This annual renewal is not complete until the payment has been received by the Insurance Council.

[Back to Main Menu](#)

Payments



List and Manage Bulk Renewal Payments

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 Main Menu

Payment Items (0) Logout

I want to ...

Licences

- ▷ Apply for a personal licence
- ▷ Complete my annual licence renewal
- ▷ View my licence record(s)
- ▷ Manage my applications
- ▷ View/Print my receipts
- ▷ View/Print my licence certificate
- ▷ Update my declarations

Exams

- ▷ Register/Manage my LLQP exams
- ▷ Confirmation of Online LLQP Exams
- ▷ View my exam confirmation letter
- ▷ View my exam results
- ▷ View/Print my receipts

Continuing Education

- ▷ CE Self-Tracker
- ▷ CE Course Registration

Contact Information

- ▷ Update my portal login information
- ▷ Change my password
- ▷ Update my contact information

For Corporations/Insurers/Direct Writers

Corporate Licences

- ▷ Apply for a corporate licence
- ▷ Manage my applications
- ▷ Manage my Agencies/Firms
- ▷ List and manage bulk renewal payments
- ▷ Manage Prepaid Accounts
- ▷ Manage Authorizations to Represent (ATR)
- ▷ Manage delegates
- ▷ Verify Applicant Applications



Insurers/Direct Writers

- ▷ Pay my annual fee
- ▷ Manage Authorizations to Represent (ATR) - Direct Writers
- ▷ List and manage bulk renewal payment

Paying by Credit Card / Interac Online

 [Main Menu](#) Payment Items (0) Logout

[Home](#) / [Licenses](#)

[Download/export selected](#) | [Add to Payment Items](#) 

Quick Search

☐	Licence Number	Licence Type	Licence Status	Licensee Name	City	Action	Next Renewal Date
☒	LIC-2022-0032902-R01	Life Licence - Corporate	Active	A Cup of Tea Insurance Agency Ltd.	Vancouver	Pay Fee Due for Renewal	2022-06-01
☒	LIC-2022-0032897-R01	Life Licence - Individual	Active	Camomile Chai	Vancouver	Pay Fee Due for Renewal	2022-06-01

 [Main Menu](#) Payment Items (2) Logout 

[Home](#) / [Licenses](#)

[Download/export selected](#) | [Add to Payment Items](#)

Quick Search

Your selection has been added to cart.

☐	Licence Number	Licence Type	Licence Status	Licensee Name	City	Action	Next Renewal Date
☒	LIC-2022-0032902-R01	Life Licence - Corporate	Active	A Cup of Tea Insurance Agency Ltd.	Vancouver	Pay Fee Due for Renewal	2022-06-01
☒	LIC-2022-0032897-R01	Life Licence - Individual	Active	Camomile Chai	Vancouver	Pay Fee Due for Renewal	2022-06-01
☐	LIC-2022-0032895-R01	General License - Corporate	Active	A Cup of Tea Insurance Agency Ltd.	Vancouver		2023-06-01

Paying by Credit Card / Interac Online

 [Main Menu](#)

[Home](#) / [Payment Items](#)

View/Edit Payment Items

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

No Address

2 Fee(s) | \$735.00

- ▶ Life Licence - Individual
LIC-2022-0032897-R01
- ▶ Life License - Corporate
LIC-2022-0032902-R01

Total due: \$260.00

Total due: \$475.00

Total amount to be paid: \$735.00

Pay Fees

Edit Payment Items »

Return to Account Details



Payment Confirmation

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 [Main Menu](#)



Your payment has been successfully submitted.

Please print your receipt and retain a copy for your records.

[Print/View Receipt](#)

Confirming Renewal Completion

 Main Menu

Payment Items (0) Logout

Home / Licenses

Download/export selected | Add to Payment Items

Quick Search

☐	Licence Number	Licence Type	Licence Status	Licensee Name	City	Action	Next Renewal Date
☐	LIC-2022-0032902-R01	Life License - Corporate	Active	A Cup of Tea Insurance Agency Ltd.	Vancouver		2023-06-01
☐	LIC-2022-0032897-R01	Life Licence - Individual	Active	Camomile Chai	Vancouver		2023-06-01

Annual Licence Renewal Questions



Declaration or Practice Questions?

For practice-related inquiries:

Visit our website:

InsuranceCouncilofBC.ca

Email us:

practice@insurancecouncilofbc.com

Call us:

604-695-2008 (or toll free at 1-877-688-0321) and press 3



Any other questions?

For portal-related inquiries:

Call us:

604-688-0321 (or toll free at 1-877-688-0321)
and press 6 for portal support

Email us: portal@insurancecouncilofbc.com



Let's Work Together



- Get started early! We're here to help.
- Don't hesitate to use the *I've forgotten my password* button. A portal account will lock after 10 incorrect password attempts and we will need to unlock it.
- We recommend using a personal email for your portal account, but your work email in your contact information.
- Every licensee already has a portal account and does not need to register for a new one.



Questions?

