

Steps to create an INVOICE for payment of Licence Renewal fees or Licence Amendment fees

Table of Contents

Steps for Agency Operating Agents	2
Steps for Adjusting Firm Designated Representatives	2
Step 1: Log in to the online portal.	2
Step 2: Verify Email Address.	3
Step 3: Proceed to Organization Tab	4
Step 4: Create New Invoice	5
Steps for Insurance Company Appointees	7
Step 1: Log in to the online portal.	7
Step 2: Verify Email Address.	8
Step 3: Proceed to Organization Tab	9
Step 4: Create New Invoice	10

Steps for Agency Operating Agents or Adjusting Firm Designated Representatives

Step 1: Log in to the online portal.

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

ICM LICENSING PORTAL

Existing Users Log In

User ID

Password

Log In

Forgot your User ID?

Forgot your password?

OR

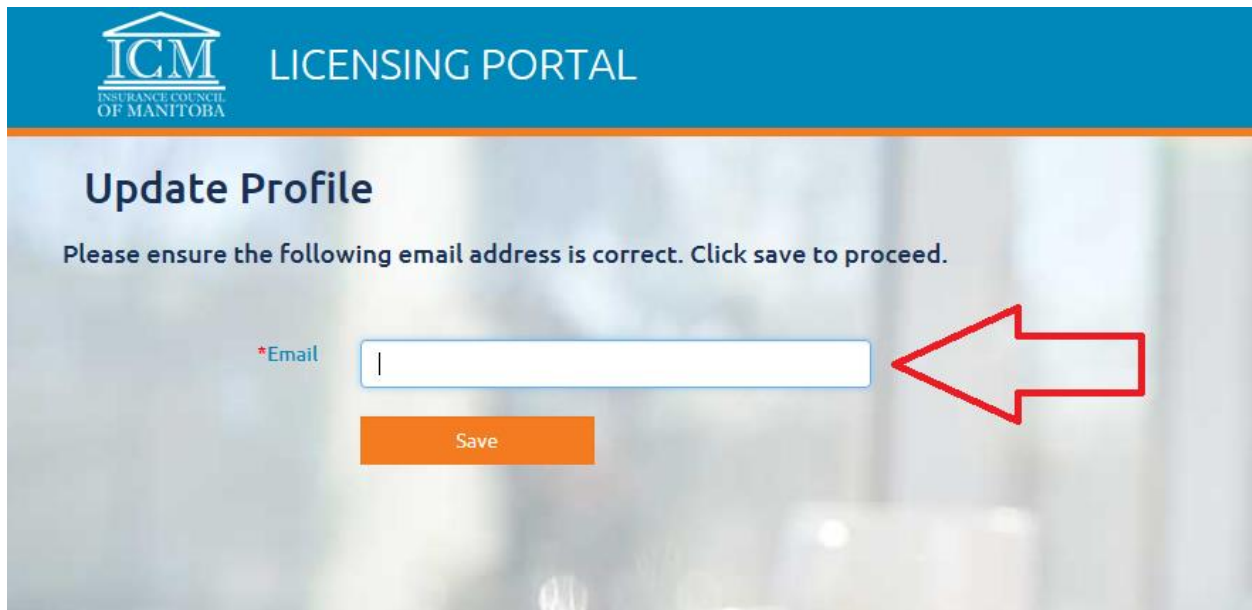
Register as new applicant

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.



ICM
INSURANCE COUNCIL
OF MANITOBA

LICENSING PORTAL

Update Profile

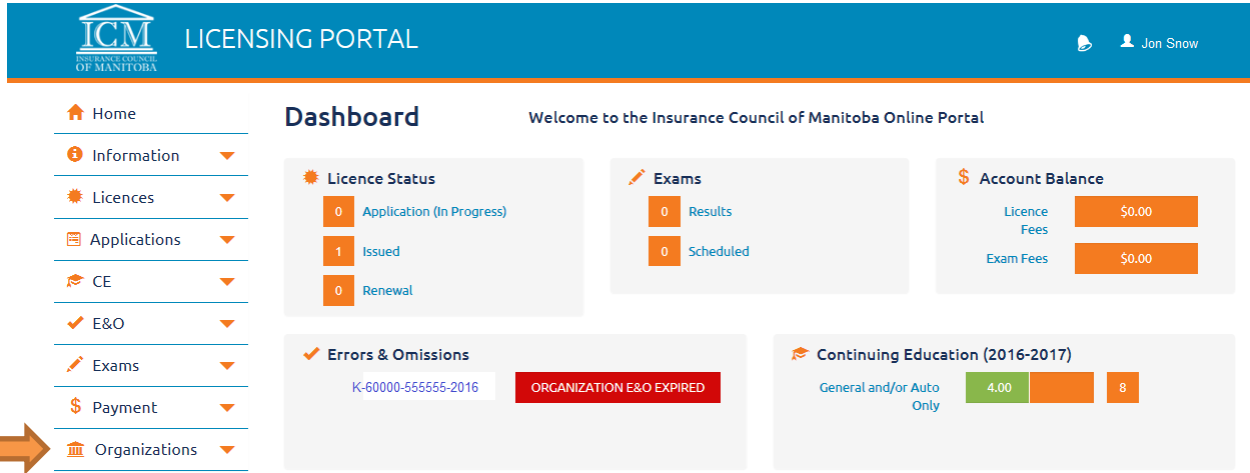
Please ensure the following email address is correct. Click save to proceed.

*Email

Save

Step 3: Proceed to Organization Tab

Click on Organizations as demonstrated in sample picture below, and select the organization that you are wishing to create the invoice for:



ICM LICENSING PORTAL

Home Information Licences Applications CE E&O Exams Payment **Organizations**

Dashboard Welcome to the Insurance Council of Manitoba Online Portal

Licence Status
0 Application (In Progress)
1 Issued
0 Renewal

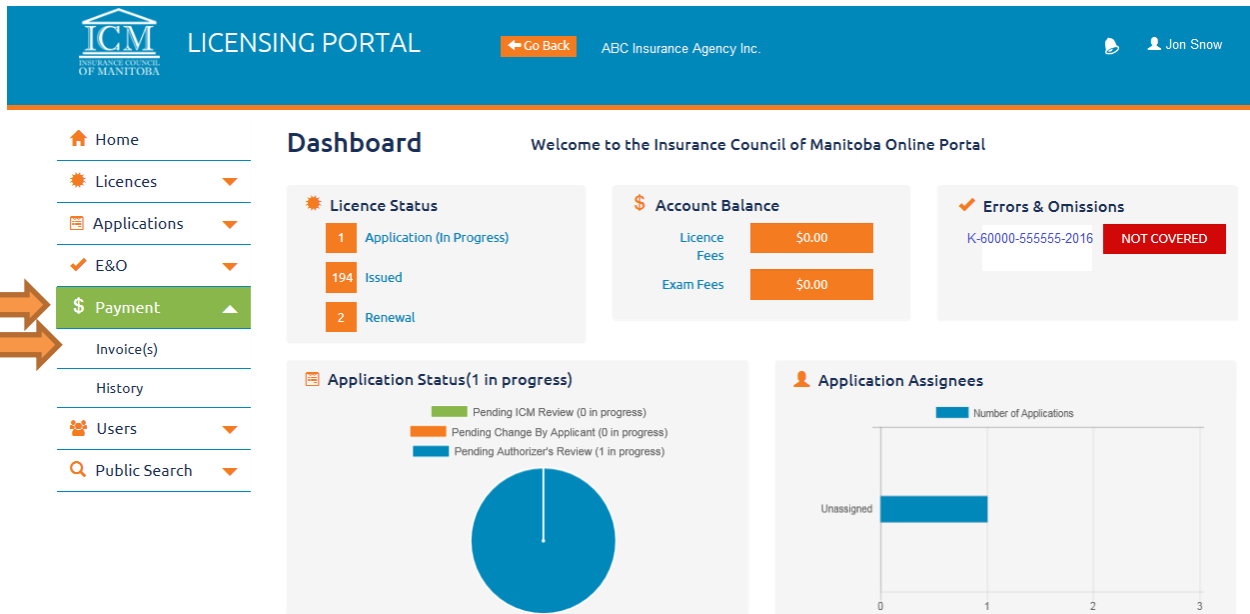
Exams
0 Results
0 Scheduled

Account Balance
Licence Fees \$0.00
Exam Fees \$0.00

Errors & Omissions
K-60000-555555-2016 ORGANIZATION E&O EXPIRED

Continuing Education (2016-2017)
General and/or Auto Only 4.00 8

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



ICM LICENSING PORTAL

Go Back ABC Insurance Agency Inc. Jon Snow

Home Licences Applications E&O **Payment** Invoice(s) History Users Public Search

Dashboard Welcome to the Insurance Council of Manitoba Online Portal

Licence Status
1 Application (In Progress)
194 Issued
2 Renewal

Account Balance
Licence Fees \$0.00
Exam Fees \$0.00

Errors & Omissions
K-60000-555555-2016 NOT COVERED

Application Status(1 in progress)
Pending ICM Review (0 in progress)
Pending Change By Applicant (0 in progress)
Pending Authorizer's Review (1 in progress)

Application Assignees
Number of Applications
Unassigned 1

Step 4: Create New Invoice

Click on New Invoice as demonstrated in sample picture below:

The screenshot shows the 'Current Invoices' page in the LICENSING PORTAL. The header includes the ICM logo, 'LICENSING PORTAL', a 'Go Back' button, and the user name 'Jon Snow'. A sidebar on the left contains navigation links: Home, Applications, E&O, Payment, Users, and Public Search. The main content area is titled 'Current Invoices' and features a 'New Invoice' button highlighted with an orange arrow. Below this is a search bar and a table header 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 in the LICENSING PORTAL. The header is identical to the previous screenshot. The sidebar on the left has navigation links: Home, Licences, Applications, E&O, Payment, Users, and Public Search. The main content area is titled 'Create Invoice' and features 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'. A search bar is located to the right. Below these elements is 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, licence number, class, 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. At the top, there is a navigation bar with the ICM logo, 'LICENSING PORTAL', a 'Go Back' button, and the user's name 'Jon Snow'. On the left, there is a sidebar menu with options: Home, Licences, Applications, E&O, Payment, Users, and Public Search. The main content area is titled 'Create Invoice' and features a 'Type' dropdown set to 'Renewal' and a 'Total Amount' of '\$740.00'. Below this is a table with columns for Licensee, Licence Number, Licence Class, and Fee. The table contains four rows, each with a checked checkbox and a fee of \$185.00. An orange arrow points from the 'Total Amount' to the table, and another orange arrow points from below the table up to the checkboxes.

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**” can be changed if applicable. This would only be applicable for an O/A that has an agent with multiple classes of licenses and they are wishing to amend. The fee would be \$70 for one class of licence (ex. J) and the other fee would be \$0 for the other class(es) of licence(s) (ex. LIA and/or AIA). **\$0.00 fees are not acceptable payment for “Renewal”.**
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.**

Steps for Insurance Company Appointees

Step 1: Log in to the online portal.

The Appointee will log-in to the online portal at <https://lms.icm.mb.ca/lcmPortal/Account/> with their **numerical User ID** and **Password**.

ICM LICENSING PORTAL

Existing Users Log In

User ID

Password

Log In

OR

Register as new applicant

Forgot your User ID?

Forgot your password?

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.

ICM
INSURANCE COUNCIL
OF MANITOBA

LICENSING PORTAL

Update Profile

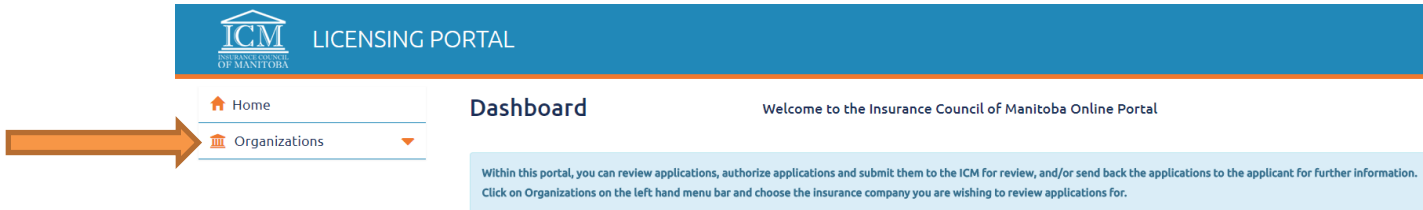
Please ensure the following email address is correct. Click save to proceed.

*Email

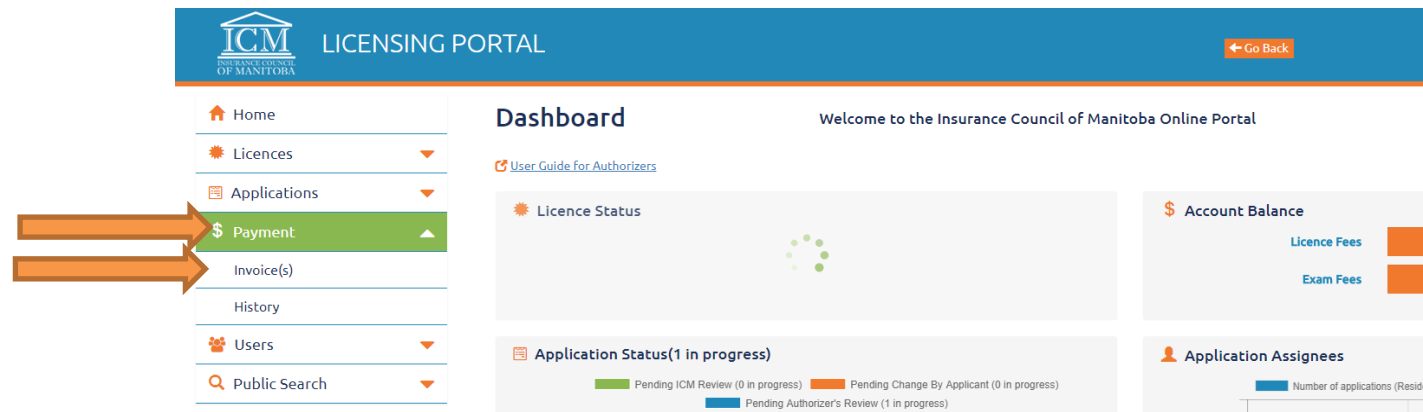
Save

Step 3: Proceed to Organization Tab

Click on Organizations as demonstrated in sample picture below, and select the organization that you are wishing to create the invoice for:

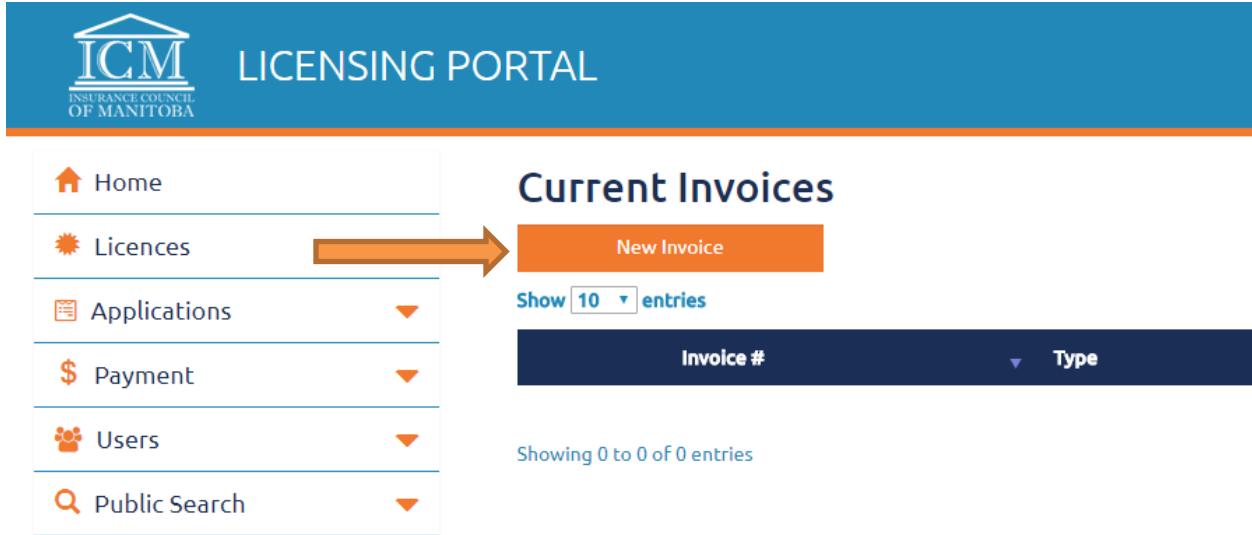


Click on Payment and then "Invoice(s)" as demonstrated in sample picture below:

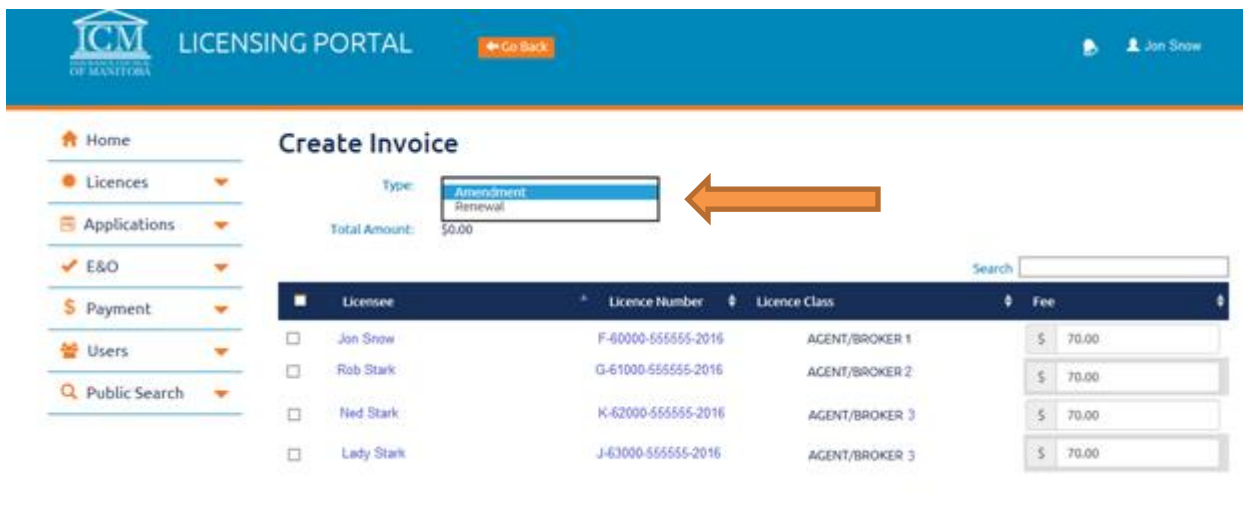


Step 4: Create New Invoice

Click on New Invoice as demonstrated in sample picture below:



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”):



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 'Type' is set to 'Renewal' and the 'Total Amount' is \$740.00. The table below lists the licensees and their fees:

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**” can be changed if applicable. This would only be applicable for an Appointee that has an agent with multiple classes of licenses and are wishing to **amend**. The fee would be \$70 for one class of licence (ex. J) and the other fee would be \$0 for the other class(es) of licence(s) (ex. LIA and/or AIA). **\$0.00 fees are not acceptable payment for “Renewal”**.
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.**