

User Guide for **Address Changes,** **including Email Addresses**

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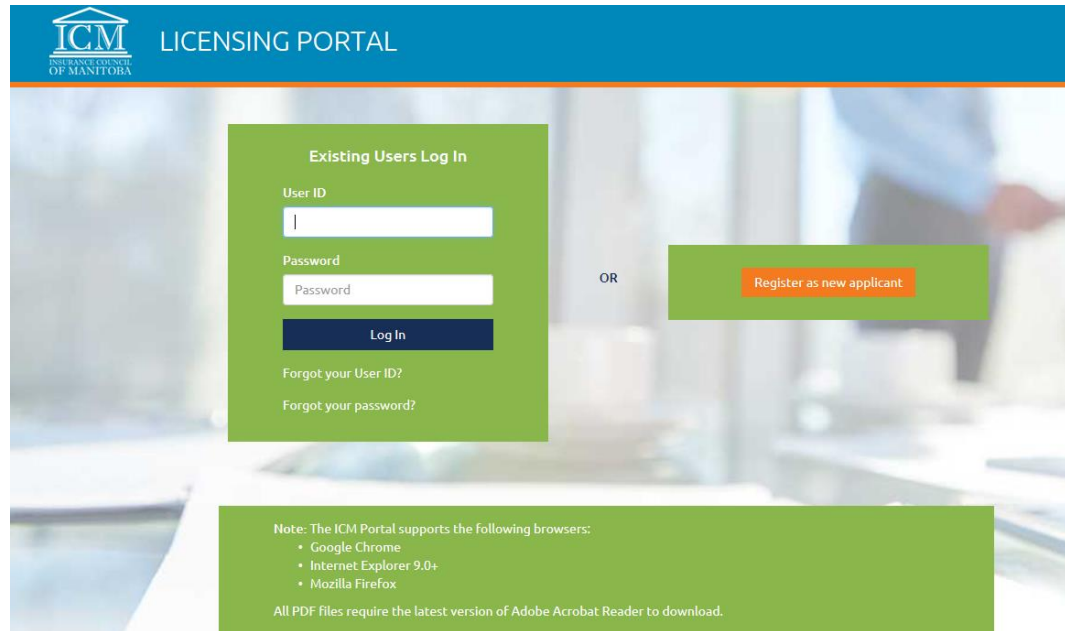
IMPORTANT NOTES PRIOR TO BEGINNING AN ADDRESS CHANGE

If an applicant is performing a jurisdiction change (i.e. moving from one province to another), the applicant will be required to provide a copy of their new jurisdiction photo ID (drivers licence or passport) + a copy of their Health Card or another piece of proof of address identification (such as a lease or bank statement).

A jurisdictional address change could impact your requirement to obtain [continuing education](#) (CE). The [Requirements and Definitions](#) section of the ICM website will provide information to you as to what annual CE requirements may be needed.

Step 1: Login to system

Login within the online portal at <https://lms.icm.mb.ca/IcmPortal/>.



Step 2: Verify your Email Address

Note the importance of this email address – all correspondence from the ICM will be sent to this email, including annual licence renewal reminders, E&O reminder notices, Disqualification notices due to not updating your E&O, Council Report/Newsletter information, etc.

ICM 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: Personal or Business Information

Click on “**Information**” then “**Personal Information**” to update the residential address or your primary email address or “**Business Information**” to update the business address or your alternate email address.

The screenshot displays the ICM Licensing Portal interface. The header includes the ICM logo and the text 'LICENSING PORTAL'. The left sidebar contains a navigation menu with the following items: Home, Information (circled in red with a red arrow pointing to it), Personal Information, Business Information, Licences, Applications, Continuing Education, E&O, Exams, and Payment. The main content area is titled 'Agent's Dashboard' and includes a 'Welcome to' message. The dashboard features two main sections: 'Licence Status' and 'Account Balance'. The 'Licence Status' section shows 0 applications in progress, 1 issued licence, and 0 renewals. The 'Account Balance' section shows \$0.00 for both Licence Fees and Exam Fees.

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

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

Step 4: Edit information


Click **“Edit”** to edit/update the information.

- Home
- Information
- Licences
- Applications
- Continuing Education
- E&O
- Exams
- Payment

Business Address

Licence: GENERAL
Business Address: 167 Lombard Avenue
Winnipeg, R3B 0T6
R3B 0T6 Canada

Business Phone: (204) 222-2222
Ext:
Fax:
Alternate Email: contactus@icm.mb.ca

Edit 

NOTE: You must contact ICM at contactus@icm.mb.ca to change your **province** as it may have implications for your Manitoba licence(s).

Edit Business Address

Licence: GENERAL

*Line 1

Line 2

*City

*Province

*Country

*Postal Code

*Phone

Ext

Fax

*Alternate Email

Click **“Save”** once the information has been updated.