



Preparation for Licence Renewal For Authorizers

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You are receiving this email because you are an authorizer with the ICM.

To: All Authorizers with the Insurance Council of Manitoba

Renewal will be open to all licence holders by May. **Once the renewal period begins, each licence holder will receive an email notification with details on how to renew their licence.**

Prepayment of licence fees:

To pre-pay the licence renewal fees for multiple licensees, you must create a **Renewal invoice** within the [online portal](#) and make full payment to ICM via cheque or money order **before the licensees complete their renewals**. **Steps for Creation of Invoices by an Agency, Firm or Insurer** can be found on the ICM website under [User Guides](#). Ensure you communicate this to the licence holders you are prepaying for. If your organization has a credit on file, please use the credit when submitting payment. It is the organization's responsibility to ensure that the credit on account is not earmarked for another transaction, such as a NEW online licence applicant.

*Organizations cannot use credit cards for **bulk** payments with invoices. However, credit card payments are accepted individually within the portal for renewing an individual licensee.*

Applicable to an Operating Agent (O/A) / Designated Representative (D/R):

The licence of the O/A/D/R of the Agency/Adjusting Firm **must** be renewed **before** any other licensee in the organization. This ensures the updating of the agency/firm's Errors & Omissions Insurance and guarantees that a licensed individual is responsible for managing the agency/firm.

Visit the ICM website for more information:

Before contacting the ICM, please review the [Licence Renewal](#) page on our website for answers to common questions. The ICM has created [User Guides](#) to help with all aspects of the licence renewal process. We recommend that you also review these guides along with the [Frequently Asked Questions](#) (FAQ's).

INSURANCE COUNCIL OF MANITOBA

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