



## Notice of Upcoming Licence Renewal

Emailed April 28, 2026

### To: All Licence Holders with the Insurance Council of Manitoba

Renewal is available to all license holders starting in May. Once the renewal period begins, each licence holder will receive an email notification informing them that they can renew their licence.

**The renewal deadline is May 31, 2026, for agents and June 30, 2026, for adjusters.**

**Due to the high volume of inquiries during the renewal period, we are unable to respond to phone calls or emails regarding questions that are already answered in the [Frequently Asked Questions](#). Please consult these resources for assistance.**

### Prepare for the renewal process:

#### Communication from ICM

- The ICM office communicates with licence holders exclusively by email, using the primary email address on file. Licence holders are responsible for ensuring this email address is accurate and kept up to date.
- Emails from our office will be sent from one of the addresses listed below. To ensure delivery, please add these addresses to your safe sender list and verify they are not filtered into junk or spam folders:
  - [licensing@icm.mb.ca](mailto:licensing@icm.mb.ca)
  - [InsuranceCouncilofManitoba@icm.mb.ca](mailto:InsuranceCouncilofManitoba@icm.mb.ca)
  - [insurance\\_council\\_of\\_manitoba@mail.vresp.com](mailto:insurance_council_of_manitoba@mail.vresp.com)

#### Have your User ID and password ready

- Please ensure you have your User ID and password available.
- Your User ID is the first set of numbers in your licence number (for example, if your licence number is **F-80000-55555-2025**, your User ID is **80000**).

#### Reporting Continuing Education (CE) Credits *(Not applicable to Restricted Insurance Agents)*

Please contact ICM only if you are unable to locate the information using the resources outlined below.

- To view your personal CE status, confirm whether you have met your CE requirements, or determine if you are exempt due to residency in another jurisdiction, log in to the [On-line Portal](#) and review your CE status.
- Additional details regarding CE requirements are available in the [Frequently Asked Questions](#).

#### Amendments to your licence

- Any required licence amendments **must be completed before** you proceed with your renewal.
- Licence amendments or transfers must be submitted electronically through the [On-line Portal](#).

#### Payment

You may pay your licence renewal fees by credit card or by using a prepayment already received and processed by ICM. The following payment options are available:

1. **Credit card payment** - If you are renewing as an individual licensee, you may pay online by credit card during the renewal process. *Prepaid credit cards are not accepted.*
2. **Prepayment** - You may use a prepayment previously submitted to ICM by cheque or money order. A separate email regarding prepayments and invoices has been sent to all Authorizers.

If your organization is prepaying renewal fees for multiple licensees, the Authorizer must create an invoice in the [On-line Portal](#). The total payment must be submitted to ICM by cheque or money order and processed by ICM **before** licensees complete their renewals. If you are using the prepayment option, please ensure the payment appears in the Online Portal before starting the renewal process.

#### INSURANCE COUNCIL OF MANITOBA

[contactus@icm.mb.ca](mailto:contactus@icm.mb.ca)  
[www.icm.mb.ca](http://www.icm.mb.ca)