

NIPR Application Instructions

1. *If your TPA agency is domiciled in Connecticut:*
 - a. NIPR website www.nipr.com
 - b. Select **Resident** Producer, Initial License
 - c. Announcements Page: Scroll down, Select Begin
 - d. Use Agreement Page: Select Accept
 - e. 1st Page of Application: Enter Resident State, License Type, Apply for a new Resident License..., FEIN, Firm Name. Select Next
 - f. Business Entity Applicant Page: Enter starred fields. Select Next
 - g. Aliases Page: Not required. Select Next
 - h. Business Address Page: Enter starred fields. Select Next
 - i. Mailing Address Page: Enter starred fields. Select Next
 - j. Designated/Responsible License Producers Page: SKIP this page, this page is only for a Producer license **not** TPA license
 - k. Choose License Page: Select Third Party Administrator. Select Next and follow the instructions.

2. *If your TPA agency is a **nonresident** of Connecticut, and does **not** hold a resident TPA license in another state:*
 - a. NIPR website www.nipr.com
 - b. Select **Resident** Producer, Initial License
 - c. Announcements Page: Scroll down, Select Begin
 - d. Use Agreement Page: Select Accept
 - e. 1st Page of Application: Enter Resident State (USE CT), License Type, Apply for a new Resident License..., FEIN, Firm Name. Select Next
 - f. Business Entity Applicant Page: Enter starred fields. Select Next
 - g. Aliases Page: Not required. Select Next
 - h. Business Address Page: Enter starred fields.** Select Next
 - i. Mailing Address Page: Enter starred fields.** Select Next
 - j. Designated/Responsible License Producers Page: SKIP this page, this page is only for a Producer license **not** TPA license
 - k. Choose License Page: Select Third Party Administrator. Select Next and follow the instructions

****Note:** *When processing your application, you will be required to enter "Connecticut" as one of your addresses. On either the "Business Address Page" or the "Mailing Address Page" enter your correct address, but in the state field, enter "CT." The system will **not** allow you to use a nonresident state.*

Once you have applied for this license, please email the Department at cid.tpa@ct.gov included the Agency Name, FEIN, NIPR Transaction number (application number) and what the correct state should be.

3. If your TPA agency **holds a resident** license, but it is **not** the state you are domiciled in:
 - a. NIPR website www.nipr.com
 - b. Select Nonresident Producer, Initial License
 - c. 1st page of the application asks for Resident State and Resident License Number. (Enter the resident state where the license was issued and use **TPA license number**.) Do **not** use a Producer license number.
 - d. Follow the instructions

Example: TPA agency is domiciled in Iowa (Iowa does not require TPA licensing), the agency obtains a resident license in Alabama. On the 1st page of the application, you will enter Resident State: Alabama and Resident License Number: will be Alabama's **TPA license number**.

Once you have applied for this license, please email the Department at cid.tpa@ct.gov include the Agency's Name, FEIN, NIPR Transaction number (application number) and explain why your resident license is not the state of domicile. (ie: Iowa does not require TPA licensing.)