

Casualty Claims Adjuster or MVPD Appraiser – Renewal Application

Resident Individual

NIPR Step by Step Instruction

1. **Go to NIPR's website:**
 - a. www.nipr.com
2. **NIPR Home Page:**
 - a. Under "Licensing & Renewal Applications," select "APPLY OR RENEW Producer/Agent/Broker Business/Agency"
3. **Licensing Landing Page:**
 - a. Under "Renew an Existing License," select "Resident"
4. **RLR Announcement Page:**
 - a. Over on the left side of the RLR Announcement Page
 - o Select "RENEW NOW" (Green Box located to the left)
5. **Use Agreement Page:**
 - a. Read, select "Accept"
6. **Start of Renewal Application Page:**
 - a. Resident State: select "Connecticut"
 - b. License Type: select "Individual"
 - c. What do you want to do: Select "2nd bullet Apply to renew an existing license"
 - d. NPN: National Producer Number (See your Connecticut Renewal Notification for information) (If you do not have your renewal notification, select the NPN link to obtain your NPN information.)
 - e. License Number: Enter your CT license number – No leading zeros required (See your Connecticut Renewal Notification for information)
 - f. Select "NEXT"
7. **License Class and LOA Page:**
 - a. This page shows your current lines of authority
 - b. Select "NEXT"
8. **Fee Detail Page:**
 - a. Select "NEXT"
\$80.00 plus NIPR transaction fee
9. **Personal Data, Business Data and Mailing Address Pages:**
 - a. You must complete all "*" items
 - b. Verify the prefilled information is correct.
NOTE: If any of the prefilled information needs to be updated, you will not be able to make changes here. You will need to update the license information on our website before processing your application. Go to www.ct.gov/cid, under "Industry," select "How to Change License Information"
Processing time for changes is 5 days. Once the information has been updated, you will be able to submit your renewal application through NIPR.
 - c. Select "NEXT"
10. **Agency or Business Entity Affiliations Page:**

Note: This page is to add any Designated Responsible Producers (DRP).

 - a. If you are **NOT** a DRP, you may skip this page and just select "Next"
 - b. If you are a DRP:
 - o Complete the requested information
You will need to enter the DRP's NPN or SSN information
 - c. Select "NEXT"

11. **Background Page:**
 - a. Answer Questions
 - b. Select "NEXT"
12. **Attestation Page:**
 - a. Read, scroll down and Select "AGREE"
 - b. Select "NEXT"
13. **Email Verification Page:**
 - a. You must enter at least one valid email address
 - b. Select "NEXT"
14. **Submitter Page:**
 - a. Select "Applicant or Authorized Submitter"
NOTE: Authorized Submitter must complete all "*" Information
 - b. Select "NEXT"
15. **Fee Details Page:**
 - a. Select "Credit Card or Electronic"
 - b. Complete required information
 - c. Select "NEXT"

NOTE: Your renewal fee will post as of today's date
16. **Credit Card Payment Information Page:**
 - a. Complete required information
 - b. Select "NEXT"
17. **Receipt of Payment Page:**

You must retain a copy of this page for your records.
The Department does **not** issue receipt of payment.
18. **Confirmation Page:**

You will want to retain a copy of this page for your records.
The Department does **not** issue copies of the Confirmation Page.
19. **Follow-Up Page:**

You will want to retain a copy of this page for your records.
The Department does **not** issue copies of this information.

**Keep a copy of the Receipt of Payment, Confirmation Page and Follow-Up page(s)
with the transaction number for your records.
The Department does not issue Receipts of Payment.**

Notes:

Notifications: NIPR will send an initial email notification. A second email, with instructions for printing your updated license, will be sent from the Department, once the renewal application has been approved.

Note: The Department does NOT issue hard copies of licenses.

Renewal Fee: The renewal fee is \$80.00 plus the NIPR transaction fee.
NIPR accepts: MasterCard, Visa, AMEX, Discover and E-Checks.
No checks are credit cards will be accepted at the Insurance Department.