

## **Instructions for Submitting an Electronic License Renewal Application**

Step 1) Access the National Insurance Producer Registry (NIPR) system ([www.nipr.com](http://www.nipr.com)) and submit a renewal application.

- a) On the left hand side of NIPR's home page, under the Electronic Licensing Heading, select the "[Renewals](#)" link under Resident Producer.
- b) Scroll down to bottom of NIPR Electronic Resident Licensing and Renewal page and read the *NOTICE* information.
- c) Click the **Begin** button.
- d) Read the Use Agreement and click on the **Accept** button.
- e) Select "**Ohio**" as your *Resident State*.
- f) Select "**Business**" as your *License Type*.
- g) Select "**Apply to renew an existing Resident License or resume an existing renewal application.**"
- h) In the appropriate box, enter the Business Entity:
  - 1) "[National Producer Number \(NPN\)](#)"
  - 2) "[License Number](#)"
- i) Click the **Next** button.
- j) Select the License Class you wish to renew.
- k) Click the **Next** button.
- l) Follow the remaining instructions provided by NIPR, including the payment of fees.

Step 2) Pay all applicable fees.

### **Fees:**

- **\$5.00** NIPR application processing fee
- **\$25.00** renewal fee
- **\$50.00** late renewal fee\*  
(\*Assessed to all agents who fail to renew by their license expiration date, but submit a renewal application during the one month grace period).
- **\$100.00** late renewal fee\*  
(\*Assessed to all agents who submit a renewal application within 11 months of their license being suspended).

Step 3) Provide the Department with any additional documentation, if required, by using the NIPR Attachment Warehouse (<https://pdb.nipr.com/docMgmt/main.html>) or by e-mailing the information to the ODI Licensing Division ([licensing@insurance.ohio.gov](mailto:licensing@insurance.ohio.gov)).