



Instructions For Non-Resident Agents Submitting An Electronic License Renewal Application

Step 1)

Access the National Insurance Producer Registry (NIPR) system (www.nipr.com) and submit a renewal application.

- On the left hand side of NIPR's home page, under the Electronic Licensing Heading, select the "Renewals" link under Non-Resident Producer.
- Scroll down to bottom of NIPR Electronic Resident Licensing and Renewal page and read the NOTICE information.
- Click the Begin button.
- Read the Use Agreement and click on the Accept button.
- Enter your resident state.
- Select "Individual" as your License Type.
- Select "Apply to renew an existing Resident License or resume an existing renewal application."
- In the appropriate box, enter your:
 - "NPN"
 - "License Number"
- Click the Next button.
- Select the License Class you wish to renew.
- Click the Next button.
- 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 extension fee*
(*Assessed to all agents who fail to renew by their license expiration date, but submit a renewal application during the one month extension period.)
- \$100.00 reinstatement fee*
(*Assessed to all agents who submit a renewal application within one year of their original license expiration date.)

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).

