

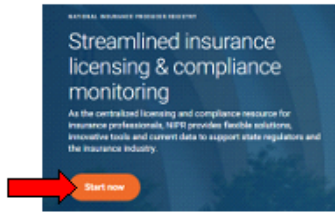
HOW TO RENEW A PRODUCER OR ADJUSTER LICENSE

Residents: You will be unable to submit a renewal until your CE is complete and recorded in NIPR.

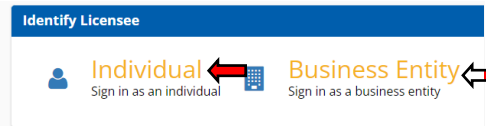
Non-Residents: You will be unable to renew if the lines of authority on your home state license don't match the Idaho license.

1. Once all renewal requirements are met go to nipr.com.

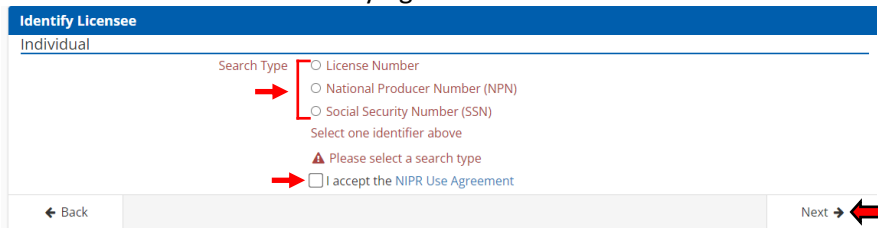
2. Click "Start Now".



3. Select if you are renewing an Individual or Business license.



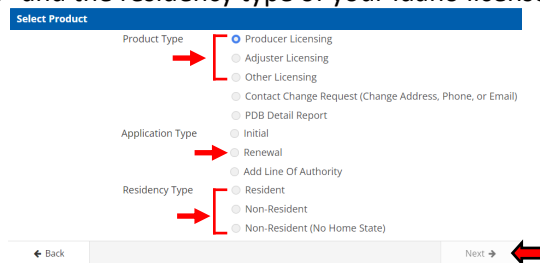
4. Enter the identifying information and click "Next".



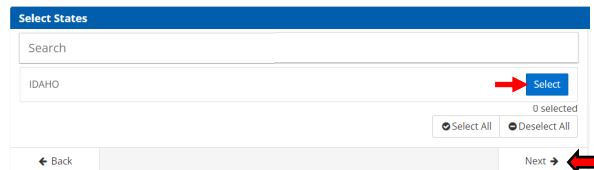
5. Click "Start".



6. Select what license type you have. When you make your selection more options will appear. Select "Renewal" and the residency type of your Idaho license then click "Next".



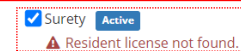
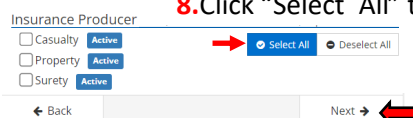
7. Select "Idaho" then click "Next".



Residents: Idaho will not populate until your CE is complete and posted to your account by the CE provider.

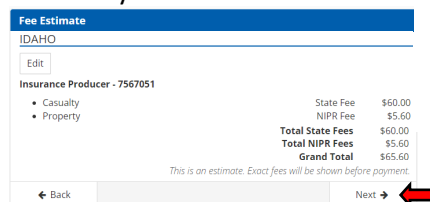
Non-Residents: Carefully read the instructions on this page, it may ask you for your Resident state first.

8. Click "Select All" then click "Next".



Non-Residents: If you receive this error, you most likely have an LOA on your Idaho license that you no longer have on your resident license. You can either add the line in your home state or remove it in Idaho, then try to renew again.

9. Verify the fee and click "Next".



10. Verify all information in each section and click "Next". Each next will take you to the next section.

Note: You can not update your name or contact information during a renewal.

If you have had any regulatory actions or Criminal offenses since your last renewal you must answer "Yes" to the appropriate question.

11. Verify the information click next.

12. Answer the question and click "Next".

13. Read the attestation and click "I accept" then click "Next".

14. Enter the e-mail(s) you want the transaction receipt to go to and click "Next".

15. Verify the transaction information and click "Submit and Pay".

State	Description	State Fee	NIPR Fee	Fee Summary
IDAHO	Insurance Producer - 7567051	\$60.00	\$5.60	
	• Casualty			Total State Fees \$60.00
	• Property			Total NIPR Fees \$5.60
				Grand Total \$65.60

The "State Fees" shown are based on timely renewal. Late renewal and late CE fees will be applied as required.

16. Enter the payment information and click "Next" until the transaction is done.