How to renew your insurance license on NIPR.com

- On the home page of NIPR.com, click on the link for producer licensing and renewal applications:

- On the next screen, choose *resident license* then your state and whether you’re a *resident or non-resident* in that state and finally select *individual*, then continue:
- On the next screen, choose “Apply here”:

- On the next page, click on “Accept”.
- On the next page:
  - Click on the down arrow and select your home state.
  - Click the button next to the word Individual.
  - Click the button next to Apply to Renew

- To find your NPN (National Producer Number), click on the NPN hyperlink. Enter in your SSN and last name. Write down your NPN # as it doesn’t automatically fill when you find it. Click on the “Next” button to move to the next page of the online renewal form.
• On this page, your name will show next to the word Applicant.
• Click the “Next” button at the bottom of the page.
• From this point on, fill in all of the required questions. These will be indicated by a red asterisk.
• Click on the “Next” Button to go to the next page.

• On the page with the title “Agency or Business Entity Affiliations”, skip past this page by clicking on the “Next” button at the bottom of the page.

• Answer all of the required questions on the “Background Questions” page. If you have answered the first three questions “No”, then question #4 will be automatically be marked N/A and you can skip that question.

• Click on “Next” to go to the next page.

• On the “Applicant’s Cerification and Attestation” page, click on “Agree”, and then “Next”.

• On the next page, make sure your email address is listed, it can be your work email or personal email, and then click on “Next”.

• On the next page, click the button next to “Yourself”. By doing this, you will not have to complete this page.

• Click “Next” at the bottom of the page.

• The next page will have Fee Details. Click “Next” at the bottom of the page.

• The next page is where you will select the payment type you want to use:
Click the button next to the option you want to use. Complete all of the required blanks, and click on the “Next” button at the bottom of the page.

- From here to the end of the application, complete the required fields.
- Be sure to print a copy of the receipt when the option is displayed.
- When your home state insurance department processes this on-line renewal, the new renewal date will automatically be sent to the CUNA Mutual Group Licensing system and will update your personal licensing profile.
- You should be able to go back to your home state’s insurance department website in about 3 to 5 business days to check for the updated renewal date.

Contact the CUNA Mutual Group licensing department if you have questions.