

## 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 Non-Resident Producer.
  - b) Scroll down to bottom of NIPR Non-Resident Renewal page and read the announcement to ALL applicants and the Requirements information.
  - c) Click the **Begin** button.
  - d) Read the Use Agreement and click on the **Accept** button.
  - e) Select from the drop down options your **Resident State**.
  - f) Enter you **Resident License Number**.
  - g) Select "**Business**" as your *License Type*.
  - h) Select "**Apply to renew an existing Non-Resident License or resume an existing renewal application.**"
  - i) In the appropriate box, enter either the Business Entity's tax identification number (FEIN) or the Business Entity's [NPN](#).
  - j) Click the **Next** button.
  - k) Select the License Class you wish to renew.
  - l) Click the **Next** button.
  - m) Follow the remaining instructions provided by NIPR, including the payment of fees.

- Step 2) Pay all applicable fees.

### Fees:

- **\$5.00** NIPR electronic application processing fee
- **\$25.00** Renewal fee
- **\$50.00** Late Filing 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. This fee is in addition to the renewal fee.)
- **\$100.00** Reinstatement fee\*  
(\*Assessed to all agents who submit a renewal application within 11 months of their license being suspended. This fee is in addition to the renewal fee).

- 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)).