



KIM HOLLAND
INSURANCE COMMISSIONER
STATE OF OKLAHOMA

October 2, 2003

To: All Insurers Licensed to Transact Business in Oklahoma Insurance Department

Subject: Appointment Renewals

We will provide electronic appointment renewal processing with National Insurance Producer Registry (NIPR). The NIPR website will have the renewal invoice and a list of appointments due for renewal on December 31, 2003. The list will be generated and available on the website beginning November 15, 2003.

The NIPR website is: <http://www.licenseregistry.com/>

As explained in the June 1, 2003 notice, beginning with this year's renewals due on December 31, 2003, editing will not be allowed. We must have an appointment termination request in our office by November 1, 2003, for any appointment not to be renewed on December 31, 2003.

The costs involved with this process are:

- \$40.00 for each appointment shown on the list if the invoice is paid on or before December 31, 2003.
- \$80.00 for each appointment shown on the list if the invoice is paid on or before January 31, 2004.
- \$120.00 for each appointment shown on the list if the invoice is paid on or before February 29, 2004. After this date the appointments will be terminated.
- NIPR renewal processing fee based on the number of appointment renewals on the invoice (10 or less renewals \$5.00; 11 to 50 renewals \$25.00; 51 to 100 renewals \$50.00; 101 to 500 renewals \$100.00; 501 to 1,250 renewals \$175.00; 1,251 to 2,500 renewals \$275.00; 2,501 to 3,500 renewals \$400.00; and 3,501 to 5,000 renewals \$550.00).
- If you pay by credit card a processing fee of 3.5% will be added to the total.
- If you are sending the invoice with a paper check to NIPR there will be a \$25.00 check processing fee.
- NIPR processing fees, credit card fees, and check processing fees are not refundable.

The process after November 15, 2003 when the electronic invoices are on the website is:

- On the Internet, go to <http://www.licenseregistry.com/>
- Follow the links to company appointment renewals and sign-in using your company identifiers.
- Your electronic appointment renewal will be displayed. You can Print/Pay the Invoice; View the report of appointment renewals; Print the Report; Download the Report as text (delimited); and Download the Report as XML.
- If you are paying by credit card (Visa, MasterCard, or American Express) the process will be entirely electronic. An appropriate receipt will be displayed for you to print off and file.
- If you are sending in a paper check, print off the one page invoice and send it to the address on the invoice along with the check. If you do not include the invoice, payment will be delayed in being processed. Your returned check will be your receipt.
- Help screens and NIPR Customer Support are available to guide you through the process.

If you have any questions regarding this new appointment renewal process, contact:

NIPR Customer Service at 816-783-8468 or niprinquiry@naic.org

Or Phil Marsh, Director of Agents Licensing at 405-522-4628 or philmarsh@insurance.state.ok.us

Yours truly,

Carroll Fisher, Commissioner
Oklahoma Insurance Department