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IMPORTANT NOTICE FOR ALL APPOINTING INSURERS
Appointment Renewals 2010

Oklahoma Appointment Renewals—preparation for Oklahoma’s 2010 appointment renewal invoicing has began. Companies will be able to view and obtain a list of their appointed producers and business entities via NIPR’s Company Appointment Reconciliation Report (CARR) between October 21 and November 16, 2010; or a Company may purchase a complete list of **all** active appointments via the Oklahoma Insurance Department website.

Options to obtain a pre-list:

- NIPR customers or companies that want to become a NIPR customer may use CARR to create a list of your active appointments for a specific company in a specific state. CARR has the functionality of completing “Not for Cause” terminations directly from the list allowing you to reconcile your company’s insurance producer listing against the Producer Database.
- Non-NIPR customers may obtain a list from the Oklahoma Insurance Department (“OID”). The “List Request” form is located on the OID’s website (www.oid.ok.gov) under “Quick Links”, the second drop down box headed “Producers & Adjusters”. Select the “List Request” option which will take you directly to the form which provides instructions for completing the transaction.

Please note: In order to ensure the best accuracy for all invoices, your company’s appointment termination transactions must be completed on or before 5pm November 16, 2010. All appointments not terminated by this date and time will remain on your invoice and must be paid.

All Appointment renewal invoices will be generated on November 22, 2010, and may be viewed on the NIPR website. **Invoices must be paid no later than December 31, 2010.** Failure to remit payment in full by the due date will result in the termination of all invoiced appointments for your company. Invoices will no longer be viewable on the NIPR website after December 31, 2010.

Beginning November 22, 2010 use the following process to access the electronic invoices and report:

- On the Internet, go to www.nipr.com
- Follow the links to company appointment renewals and sign-in using your company identifiers: company Cocode, FEIN, and/or company name

- After entering the necessary identifying information, you can:
 - Print/Pay the Invoice
 - View the detail report of appointment renewals
 - Print the Report
 - Download the Report as text (delimited)
 - Download the Report as XML.
- Help screens and NIPR Customer Support are available to guide you through the process.

Payments for Oklahoma Appointment Renewals MUST be received by NIPR through the Electronic Options made available.

| Payment Method and other Fees | | |
|--------------------------------------|--|--|
| Credit Card | | Visa, MasterCard or American Express |
| Electronic Check | There are no check processing fees for utilizing the electronic check payment method but NIPR transactions fees will apply | <ul style="list-style-type: none"> • A few banks or credit unions may not participate in electronic check services • If your bank needs a pre-authorization to use this electronic check service you will need to provide your financial institution with this information: NIPR ACH-9431763793. • There is a \$25.00 insufficient funds charge for each electronic check that does not clear the bank. <ul style="list-style-type: none"> • Additionally, the transaction will be cancelled if the payment is not resolved |
| Processing Fee | | A fee of 3.5% of the invoice amount may be assessed to the total payment |

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

- NAIC Help Desk 816-783-8500 for problems navigating the online appointment renewal screens.
- NIPR Customer Service at 816-783-8468 or customerservice@nipr.com for any problems other than appointment renewal screens.
- Oklahoma Insurance Department (OID) Producer Licensing Division at 405-521-3916 or producer.licensing@oid.ok.gov for general questions about the appointment renewal process.