

Saskatchewan Online Renewal Portal Overview

Individuals

1 Welcome Screen

The Welcome Screen includes the licensee name and lists the active licenses the individual has on file with Council.

a) Action identifies the status of the renewal.

Renew Now

This function is enabled when the licence is eligible for renewal; and disabled after the licence has been renewed. The licensee will receive an email annually from Council when it's time to renew.

The renewal process will require the licensee to verify and update information; and answer questions. The renewal is then sent to a verification screen which allows the licensee an opportunity to review the information prior to paying for the renewal.

If the licensee needs to make changes to the form, they can by selecting the "Welcome" or "Back" buttons. Both will allow the licensee access to the renewal if changes are required.

Once the information is verified; select "Process" to advance to the payment screen. Once payment is complete, a receipt is immediately issued confirming renewal.

Pending Review

Identifies the renewal has been completed by the licensee but has been referred to staff. The licensee is informed of the areas being reviewed directly after the verification step.

Licensees will receive an email when they are able to finalize the renewal. Staff may be in contact with the licensee during the review process.

Licensees who are required to maintain Errors & Omission Insurance (E&O) must provide Council a copy of the E&O Certificate of Insurance on an annual basis. If Council does not have a current copy on file the renewal will be delayed.

Payment Pending Licensees should review the form closely to determine if staff have added notes or attached documents to the renewal. If all is acceptable, continue to the payment screen.

b) General News and Specific News

General News will be provided to all licensees providing updates on exam sittings, disciplinary actions posted to the website, etc.

Industry specific news will include information for a particular insurance sector.

2 Information Screen

This screen includes a minimum of five sections and can be updated throughout the year.

a) Resident address

The resident address can be changed providing the licensee is not changing the province on file with Council. In these instances, the licensee must contact the Council office to have information updated.

b) Mailing Address

A mailing address will be listed for each active licence. Changes to the business mailing addresses should be sent to the Council office at info@skcouncil.sk.ca.

c) Saskatchewan Address for Service

This address will only appear if the licensee is not a resident of Saskatchewan. This address will only be utilized in the event legal documents need to be served to the licensee.

d) Phone and Fax Numbers

Licensees must have at least one residential phone number.

e) Email address

Licensees are responsible to ensure the email address remains current.

f) Change password

Licensees have the ability to change their password.

3 Licence Screen

This section includes continuing education, ethics and renewal history.

a) Licence

i) Continuing education

This section allows the licensee to add their continuing education hours year round. The continuing education courses will be imported into the renewal form.

Licensees requesting dispensation for courses taken outside their continuing education period will need to demonstrate they were unable to comply with this requirement due to circumstances that were beyond their control.

ii) Ethics Requirement

Licensees will continue to provide evidence of course completion to the Council office. This section identifies your next compliance date.

b) Renewal History

i) Receipts

The licensee will have access to their online receipts.

ii) Previous Annual Reporting Forms

The licensee will have access to the previous renewal forms and documents provided to support the renewal for a specific period.

Saskatchewan Online Renewal Portal Overview

Agencies/Adjusting Firms

1 Welcome Screen

The Welcome Screen includes the licensee name and lists the active licenses the agency or adjusting firm (agency) has on file with Council.

a) Action identifies the status of the renewal.

Renew Now

This function is enabled when the licence is eligible for renewal; and disabled after the licence has been renewed. The licensee will receive an email annually from Council when it's time to renew.

The renewal process will require the licensee to verify and update information; and answer questions. The renewal is then sent to a verification screen which allows the licensee an opportunity to review the information prior to paying for the renewal.

If the licensee needs to make changes to the form, they can by selecting the "Welcome" or "Back" buttons. Both will allow the licensee access to the renewal if changes are required.

Once the information is verified; select "Process" to advance to the payment screen. Once payment is complete, a receipt is immediately issued confirming renewal.

Pending Review

Identifies the renewal has been completed by the licensee but has been referred to staff. The licensee is informed of the areas being reviewed directly after the verification step.

Licensees will receive an email when they are able to finalize the renewal. Staff may be in contact with the licensee during the review process.

Licensees who are required to maintain Errors & Omission Insurance (E&O) must provide Council a copy of the E&O Certificate of Insurance on an annual basis. If Council does not have a current copy on file the renewal will be delayed.

Payment Pending Licensees should review the form closely to determine if staff have added notes or attached documents to the renewal. If all is acceptable, continue to the payment screen.

b) General News and Specific News

General News will be provided to all licensees providing updates on exam sittings, disciplinary actions posted to the website, etc.

Industry specific news will include information for a particular insurance sector.

2 Information Screen

This screen includes a minimum of five sections and can be updated throughout the year.

a) Location address

The location address can be changed providing the licensee is not changing the province on file with Council. In these instances, the licensee must contact the Council office to have information updated.

b) Mailing Address

The mailing address can be changed providing the licensee is not changing the province on file with Council. In these instances, the licensee must contact the Council office to have information updated.

c) Saskatchewan Address for Service

This address will only appear if the licensee is not a resident of Saskatchewan. This address will only be utilized in the event legal documents need to be served to the licensee.

d) Phone and Fax Numbers

Licensees must have at least one business phone number.

e) Email address

Licensees are responsible to ensure the email address remains current.

f) Change password

Licensees have the ability to change their password.

3 Licence Screen

This section allows the agency to monitor the individual licensees who are sponsored by the agency throughout the year.

a) Licence

i) Active Licensees

This list includes the names of the individuals currently sponsored or representing the licensee. To assist in keeping track of licensing requirements for these individuals, we have included the annual reporting date, continuing education date and ethics date for each individual.

ii) Suspended Licensees

Agencies can suspend individual licensees online. Select the "Suspend" icon and complete three sections to finalize the suspension...the date the individual left, the reason they left and did the individual leave for "cause".

NOTE: Life and/or Accident & Sickness Agencies must have the licensees sponsoring insurer notify Council in writing of suspension.

The Saskatchewan Insurance Act requires notice be provided within 5 days of the individual leaving.

Licensees marked as suspended will be moved from the Active Licensee List to the Suspended Licensee List. Once Council suspends these individuals, they will be removed from this section. Agencies will receive confirmation the licensee has been suspended.

iii) Pending Licensees

Agencies can add the names of individuals who are joining their agency. Council will be informed and if the individual was previously licensed, we will be able to assist the agency by identifying what is required in order to reinstate the individual.

iv) Downloads

Agencies can download a list of active and suspended licensees.

b) Renewal History

i) Receipts

The licensee will have access to their online receipts.

ii) Previous Annual Reporting Forms

The licensee will have access to the previous renewal forms and documents provided to support the renewal for a specific period.