



INSURANCE COUNCILS  
OF SASKATCHEWAN

# **E&O Certificate of Insurance Upload Process Agent**



# Getting Started

Log into the ICS Licensing Portal (<https://licensingportal.skouncil.sk.ca/Identity/Account/Login>) to submit your E&O Certificate of Insurance.

Your username is your email address.

If you are having issues logging into your portal, refer to the [FAQS](#) on the ICS website.

Once you have logged into your portal and authenticated your log in, you will be brought to the welcome page.

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## Welcome Page

When you log into your portal, you will see the welcome page.

The screenshot shows the ICS Licensing Portal interface. At the top, there are navigation tabs: 'Welcome', 'Manage Information', 'Licensing-', and 'Account-'. Below the tabs, a welcome message reads 'Welcome Jane Doe'. The main content area is titled 'Errors and Omissions' and contains two sections: 'Certificates' and 'Certificate Uploads'.

**Certificates**

LICENCE TYPE	LICENCE #	EFFECTIVE DATE	EXPIRY DATE	COVERAGE STATUS
Life and Accident & Sickness	098192	2026-03-15	2026-04-01	Expired

**Certificate Uploads**

LICENCE #	STATUS	STARTED DATE	COMPLETED DATE	HISTORY	
098192 Life and Accident & Sickness	Started	2026-03-18	-	HISTORY	<button>Resume</button> <button>Delete</button>
098192 Life and Accident & Sickness	Pending ICS Review	2026-03-17	-	HISTORY	ICS Reviewing
098192 Life and Accident & Sickness	Started	2026-03-17	-	HISTORY	<button>Resume</button> <button>Delete</button>
098192 Life and Accident & Sickness	Started	2026-03-15	-	HISTORY	<button>Resume</button> <button>Delete</button>

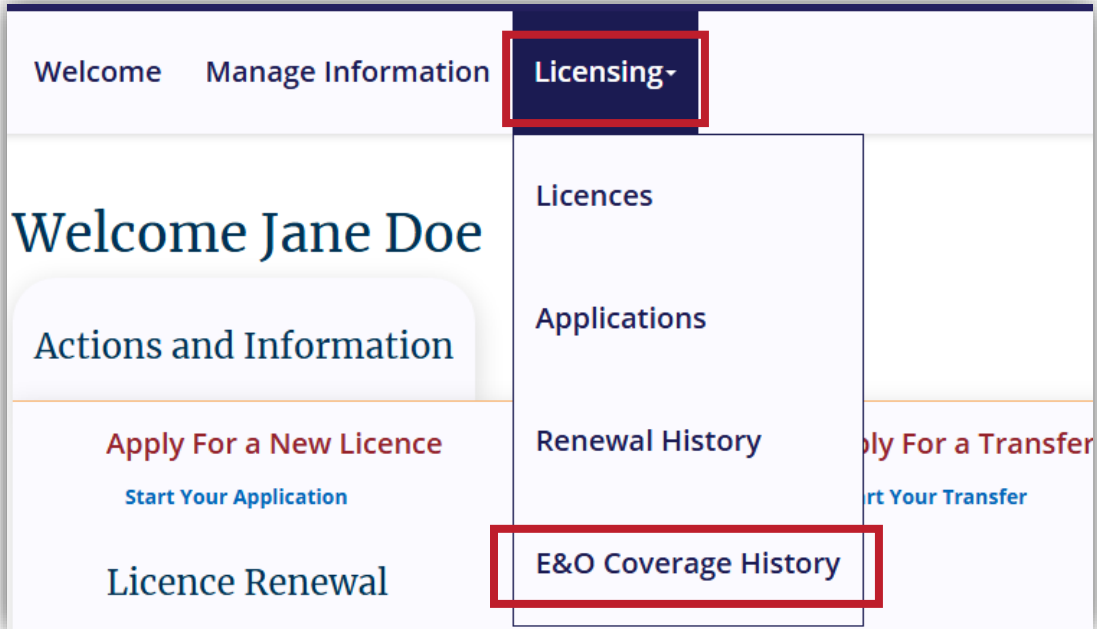
[View All E&O Certificate Uploads →](#)



# E&O Coverage History

Click on the Licensing tab and then click E&O Coverage History.

This screen will show all of your previous E&O submissions under each of the licences you hold.



# View E&O Coverage

Click on View E&O Certificate Uploads to search your E&O submissions by year.

Jane Doe

E&O Coverage History

**Upload E&O Coverage**  
Start Your E&O Certificate Upload

Select licence to show coverage history  
(098192) - Life and Accident & Sickness

**View E&O Certificate Uploads**  
View E&O Certificate Uploads

E&O Coverage for 098192

INSURER NAME	START DATE	EXPIRY DATE	CEASE DATE	LIMITED LIABILITY	AGGREGATE LIABILITY	DOWNLOAD
Testing E&O Insurer	2026-03-15	2026-04-01	-	\$1,000,000.00	\$2,000,000.00	

# Upload E&O Coverage

Click the link to start your E&O Certificate upload. There is also the same link on the welcome page.

Jane Doe

E&O Certificate Upload

**Upload E&O Coverage**  
Start Your E&O Certificate Upload

**View E&O Coverage**  
View E&O Coverage History

Years with E&O Certificate Upload  
2026

Certificates for 2026

LICENCE #	STATUS	STARTED DATE	COMPLETED DATE	HISTORY
098192 Life and Accident & Sickness	Started	2026-03-15	-	HISTORY



# E&O Certificate Upload

On this screen, check the box next to your licence number and then click Start E&O Certificate Upload.

Include Licence	Licence Number	Annual Reporting Date	Licence Type	Licence Status
<input type="checkbox"/>	098192	2027-03-15	Life and Accident & Sickness	Active

[Start E&O Certificate Upload](#)

# E&O Certificate Upload Information

This screen will allow you to fill in you E&O Certificate information.

**E&O Certificate Upload Information**

**Insurer Name**  
Start Typing Here To Search By Insurer

**Selected Insurer:**  
No Insurer selected

**Effective Date**

**Expiry Date**

**Liability Limit**  
\$0.00

**Aggregate Limit**  
\$0.00



**Note:** The Insurer Name field is not a free text field. Start typing the full legal name of the company that is your insurer. If the legal name begins with “The”, include it. Once you have entered enough letters, a list will appear—select your insurer from the list. You can find the full legal name of your insurer on your E&O Certificate of Insurance.

### E&O Certificate Upload Information

**Insurer Name**  
Start Typing Here To Search By Insurer

**Selected Insurer:**  
Testing E&O Insurer Remove

**Effective Date**  
01-Mar-2026 📅

**Expiry Date**  
01-Apr-2027 📅

**Liability Limit**  
\$1,000,000.00

**Aggregate Limit**  
\$2,000,000.00

Confirm the information provided is accurate and then click the two acknowledgement boxes.

The applicant confirms they have obtained and maintained a valid policy of Errors & Omissions "E&O" Insurance as required by the Insurance Council Bylaws of Saskatchewan and The Insurance Regulations.

I Acknowledge

I confirm the E&O Policy listed has \$1M extended coverage for loss resulting from fraudulent or dishonest acts.

I Acknowledge

Add an attachment (PDF, JPG, or MSG only)

Select File



Upload your E&O Certificate by clicking Select File and then attaching your certificate (PDF, JPEG or MSF files only). For instructions on how to upload a document, refer to the [FAQS](#) on the ICS website.

The applicant confirms they have obtained and maintained a valid policy of Errors & Omissions "E&O" Insurance as required by the Insurance Council Bylaws of Saskatchewan and The Insurance Regulations.

I Acknowledge

I confirm the E&O Policy listed has \$1M extended coverage for loss resulting from fraudulent or dishonest acts.

I Acknowledge

Add an attachment (PDF, JPG, or MSG only)

Click Save and then click Proceed to Next.

This screen shows the information on the E&O Certificate you are submitting.

If you are satisfied the information provided is accurate, click Proceed to Next.

### E&O Certificate Upload Information

Insurer: **Testing E&O Insurer**  
Effective Date: **2026-Mar-01**  
Expiry Date: **2026-Mar-01**  
Liability Limit: **\$1,000,000.00**  
Aggregate Limit: **\$2,000,000.00**

The applicant confirms they have obtained and maintained a valid policy of Errors & Omissions "E&O" Insurance as required by the Insurance Council Bylaws of Saskatchewan and The Insurance Regulations: **Yes**  
I confirm the E&O Policy listed has \$1M extended coverage for loss resulting from fraudulent or dishonest acts: **Yes**

Certificate Uploads  
[View Testing PDF.pdf](#)




# E&O Certificate Upload

This screen will show your E&O Certificate upload with the status of Pending ICS Review.

If your E&O Certificate Upload is not approved by ICS and returned to you for amendment of information, you will receive an email outlining the deficiency and the submission status will show Pending Re-submission.

LICENCE TYPE	LICENCE #	EFFECTIVE DATE	EXPIRY DATE	COVERAGE STATUS	SUBMISSION STATE
Life and Accident & Sickness	098192	2026-03-15	2026-04-01	In Effect	Pending ICS Review

 HISTORY

[View All E&O Certificate Uploads →](#)

[Pending Review](#)

