



INSURANCE COUNCILS
OF SASKATCHEWAN

E&O Certificate of Insurance Upload Process Agency



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.

Welcome Page

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

Welcome John Doe Insurance Inc

Actions and Information

Errors and Omissions

Certificates

LICENCE TYPE	LICENCE #	EFFECTIVE DATE	EXPIRY DATE	COVERAGE STATUS
Property & Casualty	09615	2025-04-01	2026-04-01	Expired
Life and Accident & Sickness	09616	2025-04-01	2026-04-01	Expired

Certificate Uploads

LICENCE #	STATUS	STARTED DATE	COMPLETED DATE	HISTORY	
09615 Property & Casualty, 09616 Life and Accident & Sickness	Started	2026-03-18	-	HISTORY	<button>Resume</button> <button>Delete</button>
09615 Property & Casualty, 09616 Life and Accident & Sickness	Pending ICS Review	2026-03-18	-	HISTORY	ICS Reviewing
09615 Property & Casualty	Started	2026-03-18	-	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. Note that there will be no downloads showing from previous E&O coverage.

The screenshot shows the Insurance Councils of Saskatchewan website interface. At the top, the logo and name 'INSURANCE COUNCILS OF SASKATCHEWAN' are visible. Below the logo, there are navigation tabs: 'Welcome', 'Manage Information', and 'Licensing-'. The 'Licensing-' tab is highlighted with a red box. A dropdown menu is open under 'Licensing-', listing several options: 'Licensees Recommended by the Agency', 'Agency Renewal History', 'Application History', 'Renewal Receipts History', and 'E&O Coverage History'. The 'E&O Coverage History' option is highlighted with a red box. Below the dropdown, the main content area shows a 'Welcome John Doe' message and an 'Actions and Information' section. Under 'Actions and Information', there is a link for 'Apply For a New Licence' with a sub-link 'Start Your Application'. Below that is a 'Licence Renewal' section with a table. The table has columns for 'LICENCE TYPE', 'NUM', and 'Renewed'. The first row shows 'Property & Casualty' with '09615' and 'Renewed'. The second row shows 'Life and Accident & Sickness' with '09616' and '2027-03-15' and 'Renewed'. A 'View History' link with a right-pointing arrow is at the bottom of the table.



View E&O Coverage

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

John Doe Insurance Inc

E&O Coverage History

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

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

Select licence to show coverage history
(09615) - Property & Casualty

E&O Coverage for 09615						
INSURER NAME	START DATE	EXPIRY DATE	CEASE DATE	LIMITED LIABILITY	AGGREGATE LIABILITY	DOWNLOAD
Intact Insurance Company	2025-04-01	2026-05-01	-	\$1,000,000.00	\$2,000,000.00	
Testing E&O Insurer	2025-04-01	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.

John Doe Insurance Inc

E&O Coverage History

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

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


Select licence to show coverage history
(09615) - Property & Casualty

E&O Coverage for 09615						
INSURER NAME	START DATE	EXPIRY DATE	CEASE DATE	LIMITED LIABILITY	AGGREGATE LIABILITY	DOWNLOAD
Intact Insurance Company	2025-04-01	2026-05-01	-	\$1,000,000.00	\$2,000,000.00	
Testing E&O Insurer	2025-04-01	2026-04-01	-	\$1,000,000.00	\$2,000,000.00	



E&O Certificate Upload

Check of the box next to the licence number to attach an E&O Certificate. If your agency holds multiple licences, check off all the boxes next to the licence number to attach an E&O Certificate to all of your licences. Then click Start E&O Certificate Upload.



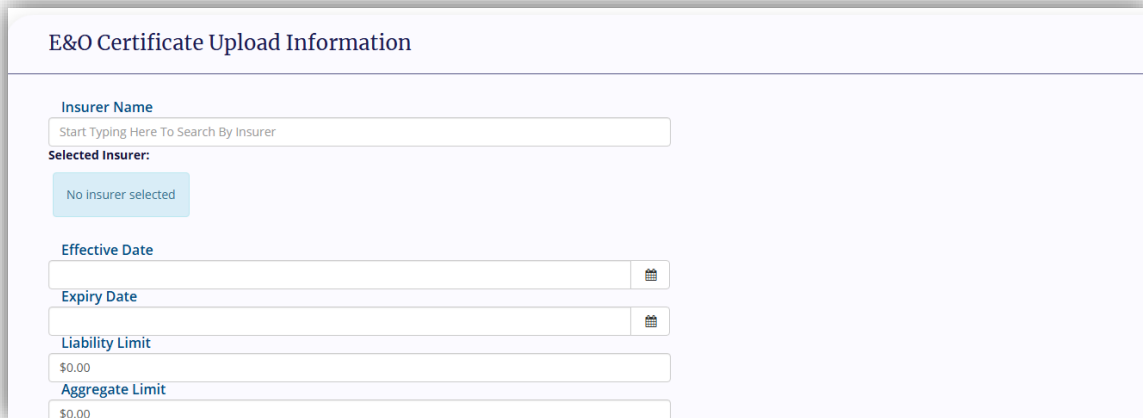
The screenshot shows a web interface titled "E&O Certificate Upload". It features a table with the following columns: "Include Licence", "Licence Number", "Annual Reporting Date", "Licence Type", and "Licence Status". There are two rows of data. The first row has a checked checkbox, licence number 09615, reporting date 2027-03-15, type "Property & Casualty", and status "Active". The second row has an unchecked checkbox, licence number 09616, reporting date 2027-03-15, type "Life and Accident & Sickness", and status "Active". Below the table is a blue button labeled "Start E&O Certificate Upload". A red arrow points to this button.

Include Licence	Licence Number	Annual Reporting Date	Licence Type	Licence Status
<input checked="" type="checkbox"/>	09615	2027-03-15	Property & Casualty	Active
<input type="checkbox"/>	09616	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.



The screenshot shows a form titled "E&O Certificate Upload Information". It contains several input fields and a button:

- Insurer Name:** A search box with the placeholder text "Start Typing Here To Search By Insurer".
- Selected Insurer:** A button labeled "No insurer selected".
- Effective Date:** A date input field with a calendar icon.
- Expiry Date:** A date input field with a calendar icon.
- Liability Limit:** A text input field containing "\$0.00".
- Aggregate Limit:** A text input field containing "\$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”, that is how you should type it in. When you have typed enough letters, the screen will give you a list. Pick your insurer from the list. You can find your insurer on your E&O Certificate of Insurance.

The screenshot shows a form titled "Insurer Name" with a search input field containing the text "Start Typing Here To Search By Insurer". Below the search field, the "Selected Insurer:" section displays "Testing E&O Insurer" with a red "Remove" button. The "Effective Date" is set to "18-Mar-2026", and the "Expiry Date" is set to "18-Mar-2027". The "Liability Limit" is "\$1,000,000.00" and the "Aggregate Limit" is "\$2,000,000.00".

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

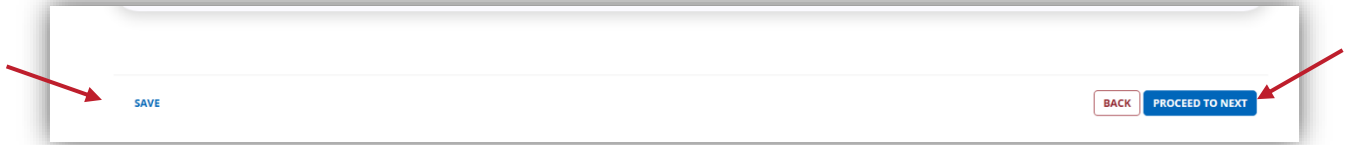
The screenshot shows two acknowledgement steps. The first step is "The applicant confirms they have obtained and maintained a valid policy of Errors & Omissions 'E&O' Insurance as required by the Insurance Council Bylaws of Saskatchewan and The Insurance Regulations." with a radio button labeled "I Acknowledge". The second step is "I confirm the E&O Policy listed has \$1M extended coverage for loss resulting from fraudulent or dishonest acts." with a radio button labeled "I Acknowledge". Below these steps is a section for "Add an attachment (PDF, JPG, or MSG only)" with a "Select File" button. Red arrows point to the two "I Acknowledge" buttons.

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 screenshot shows the same acknowledgement steps as the previous image, but the radio buttons are now selected and highlighted in green. Below the second acknowledgement step, the "Add an attachment (PDF, JPG, or MSG only)" section shows the "Select File" button, a "View - Testing PDF.pdf" button, and a "Delete - Testing PDF.pdf" button. A red arrow points to the "Select File" button.

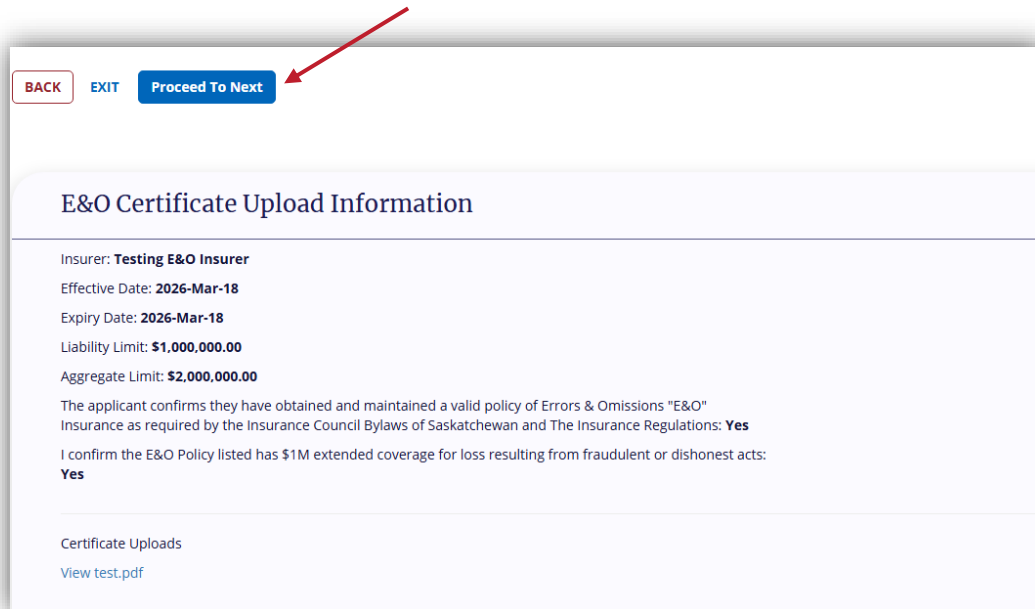


Click Save and then click Proceed to Next.



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

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.

[View History →](#)

E&O Certificate Upload

LICENCE TYPE	LICENCE #	EFFECTIVE DATE	EXPIRY DATE	COVERAGE STATUS	SUBMISSION STATE
Property & Casualty	09615	2025-04-01	2026-04-01	Expires in 14 days	Pending ICS Review
 HISTORY					Pending Review
Life and Accident & Sickness	09616	2025-04-01	2026-04-01	Expires in 14 days	Pending ICS Review
 HISTORY					Pending Review

