



Non-Resident Renewal Instructions

Agent Licensing & Education



How to Renew your Non-Resident License

Go to www.nipr.com

1. On left look for “Licensing & Renewal Applications” and click on the words Producer/Agent/Broker/Business/Agency/Adjuster
2. In the middle of the page it says I would like to... Renew an existing license click on the word “Non-Resident”
3. Scroll to bottom of the ANNOUNCEMENT PAGE and select “Begin”
4. At USE AGREEMENT page and click on “Accept”
5. The “Non-Resident Licensing SIGN-IN” page – begins your application.
6. Use drop down and click on your home state.
7. Enter your home state license number
8. Click on dot next to License Type
9. Click on dot by “Apply to renew an existing Non-Resident License OR resume an existing renewal application”
10. Enter last 4 digits of SSN or NPN #, click “Next”
11. STATE SELECTION page - click on the box next to “West Virginia” then click on “Next”
12. LICENSE SELECTION page - click on the box next to “Producer” click on “Next”
13. LOA SELECTION page - click on the boxes to indicate what line of authority you want in West Virginia, click “Next”
14. PERSONAL DATA page -enter or the personal data paying special attention to items marked with a red * once completed click on “Next”
15. BUSINESS DATA page - enter the business data paying special attention to items marked with a red * once completed click on “Next”
16. MAILING ADDRESS page – this page just confirms what has already been reported, click on “Next”
17. ALIASES page – please enter any information then scroll to bottom and click “Next”
18. AFFILIATIONS page - West Virginia does not require affiliations, scroll down to bottom of page and click “Next”
19. EMPLOYMENT HISTORY page – You must enter 5 years of employment history and click on “Next” after completion. (If unemployed enter “unemployed” and dates of unemployment)
20. BACKGROUND page - Answer all background questions and click on “Next”
21. ATTESTATION page – once read, scroll to bottom and click on the box next to “Agree”, click on “Next”

22. ALTERNATE EMAIL ADDRESS page - If you need to enter an alternate email address please do and then click on "Next"
23. SUBMITTER page click on button next to "Yourself" (unless you are not the producer that is being applied for then click on the button next to "on behalf of Someone Else" and fill in all information) Click on "Next"
24. FEE DETAILS page - This gives you a review of the fee, if the license has expired within 1 year you will be required to pay the late renewal fee, click "Next".
25. Please click the dot next to how you want to pay, billing details will automatically come up to the left, fill them in and press "Next"

If you have any problems please contact NIPR at 855-674-6477 or you can email customerservice@nipr.com