

# Wisconsin Navigator Entity Registration Application Guide

June 2024

# Requirements for Navigator Entity License Applications

- Navigator Entity license applications are processed through the Office of the Commissioner of Insurance
- Navigator Entity license applications require that the Designated License Producer has an active Navigator License
- If you do not have a Navigator with an active license, you will need to first have the Navigator apply for their license
- Once your Navigator Entity has an active Navigator license for the Designated License Producer, you will be able to submit your Navigator Entity License Application

# Requirements for Navigator Entity License Applications

To apply as a new Navigator Entity, the entity must:

- Complete the Navigator Business Entity Registration online at <https://nipr.com/> or by mail
- Provide OCI a list of all individual navigators that it employs, supervises, or is affiliated with
- Pay initial application fee of \$100 (+ \$5.60 processing fee)

# Gather Navigator Entity Registration Materials

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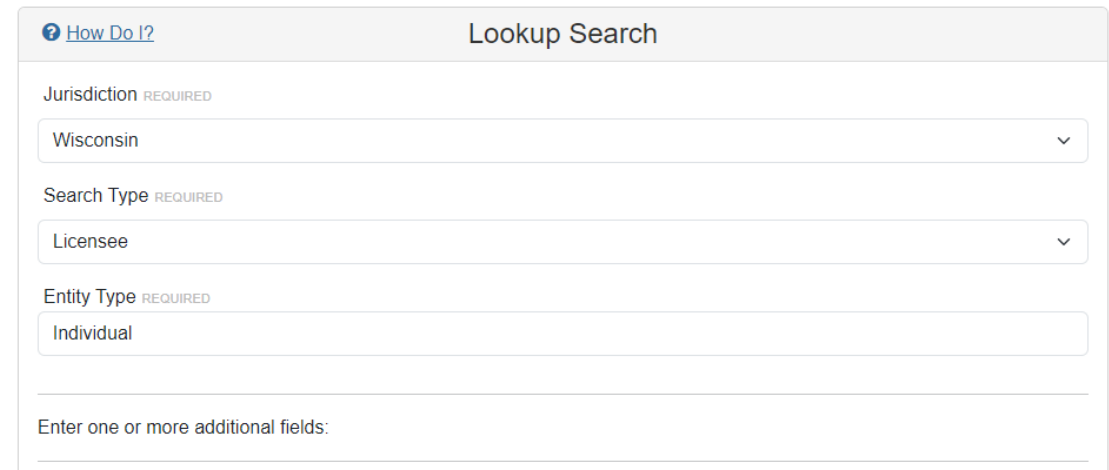
- Federal Employer Identification Number
- Business Address
- Business Phone Number
- Business Type
- Contact Person's Name and Information
- Formation date
- Entity's Management Information
- Entity's Designated/Responsible Licensed Producer Navigator's National Producer Number (NPN) and Contact Information
  - This Navigator's License must already be active with the Office of the Commissioner of Insurance
- Other Navigators Affiliated with the Entity
  - Navigators' Full Name
  - Navigators' Mailing Address
  - Navigators' NPN
- Information Regarding
  - Felonies
  - Misdemeanors
  - Military Offenses
  - Administrative Actions
  - Bankruptcy
  - Tax Delinquency
  - Fraud
  - Terminated for Misconduct
  - Lawsuits
  - Child Support

# How To Find Your Navigators' National Producer Number (NPN)

- You can look-up your Navigators' NPN on the NAIC State Based Systems license manager tool at:

<https://sbs.naic.org/solar-external-lookup/license-manager>

- Input your information
  - Jurisdiction: Wisconsin
  - Search Type: Licensee
  - Entity Type: Individual
  - Additional Fields: First and Last Name
- Agree to Terms and Conditions
- Click "Search"
- Find your Navigators' name and the NPN will be listed in the NPN column to the left



The screenshot shows a web form titled "Lookup Search" with a "How Do I?" help link. It contains three required dropdown menus: "Jurisdiction" (set to Wisconsin), "Search Type" (set to Licensee), and "Entity Type" (set to Individual). Below these is a text input field for "Enter one or more additional fields:".

# Applying as a Navigator Entity Registration Online

Online License Application is Preferred by the Office of the Commissioner of Insurance

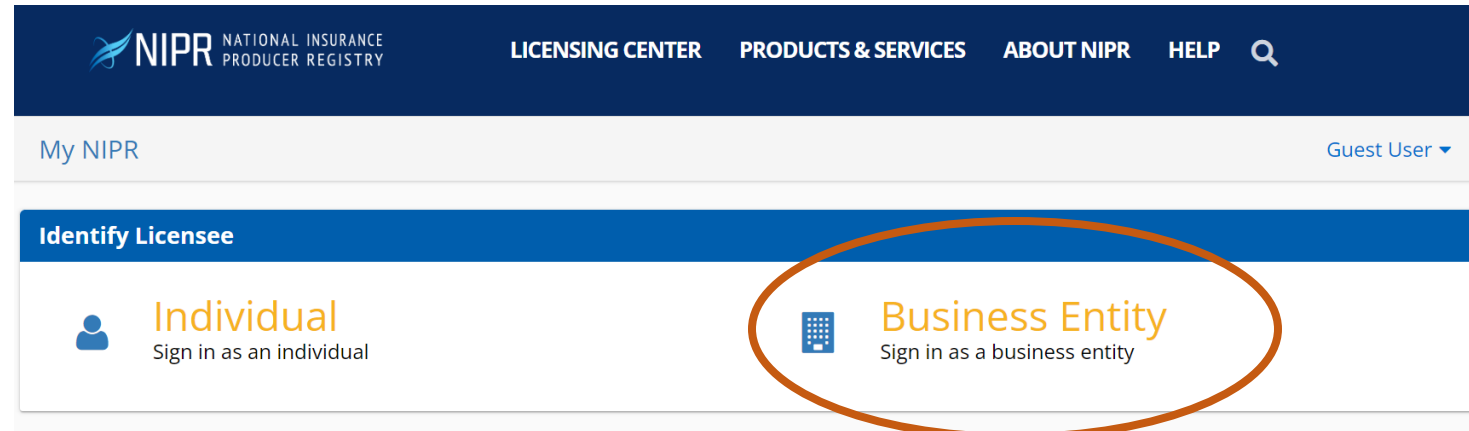
# Online Navigator Entity License Application Steps

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- Log into the NIPR website under “Business”
  - <https://pdb.nipr.com/my-nipr/frontend/identify-licensee>
- Identify the Navigator Entity
  - Use your FEIN to find your business
- Your Navigator Entity’s Designated/Responsible Navigator’s NPN and Contact Information
- All Navigator Contact Information and NPNs Affiliated with the Entity
  - How to find NPNs is located on slide 5
- Start the Application and Select Product Type
- Choose the state of Wisconsin
- Registration Type
- Answer all Legal Questions
- Pay the \$100 +\$5.60 Licensing Fee
- Check Email Inbox for NIPR receipt
- Follow-Up with OCI via Email

# National Insurance Producer Registry for Navigator Entities

- To apply for the Navigator Entity license information, visit: [NIPR \(National Insurance Producer Registry for Navigators\)](#)
- Click **Business Entity**





# Identify Your Business Entity

- Use the Entity's Federal Employer Identification Number (FEIN) to identify your Entity
- Accept the Use Agreement

The screenshot shows the NIPR National Insurance Producer Registry website. The header includes the NIPR logo and navigation links: LICENSING CENTER, PRODUCTS & SERVICES, ABOUT NIPR, HELP, and a search icon. Below the header, there is a 'My NIPR' section with a 'Guest User' dropdown. A red warning banner contains a triangle icon and text: 'Please access the following link to learn how to apply for the South Carolina Emergency Adjuster license, effective September 29, 2022. https://doi.sc.gov/DocumentCenter/View/13985/Bulletin-Number-2022-11---Notice-of-Unusual-CircumstanceCatastrophe-Insurance-Declaration-for-South-Carolina-due-to-Hurricane-Ian'. Below the banner is the 'Identify Licensee' form. The form has a blue header and a 'Business Entity' section. It includes a 'Search Type' label and three radio button options: 'License Number', 'National Producer Number (NPN)', and 'Federal Employer Identification Number (FEIN)'. Below these options is the text 'Select one identifier above'. There is also a checkbox labeled 'I accept the NIPR Use Agreement'. At the bottom of the form are 'Back' and 'Next' navigation buttons.

# Application Type

- Product Type:
  - Other Licensing
- Application Type:
  - Initial
- Residency Type:
  - Resident

**Select Product** BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM

Product Type	<input type="radio"/> Producer Licensing
	<input type="radio"/> Adjuster Licensing
	<input checked="" type="radio"/> Other Licensing
	<input type="radio"/> Contact Change Request (Change Address, Phone, or Email)
	<input type="radio"/> PDB Detail Report
Application Type	<input checked="" type="radio"/> Initial
	<input type="radio"/> Renewal
	<input type="radio"/> Add Line Of Authority
Residency Type	<input checked="" type="radio"/> Resident
	<input type="radio"/> Non-Resident
	<input type="radio"/> Non-Resident (No Home State)

[← Back](#) [Next →](#)

# Select The State of Wisconsin


- Search **Wisconsin**
- Click **Select**
- Click **Next**

The screenshot shows a web interface for selecting a state. At the top, there is a blue header with a home icon and the text "User Menu". Below this is a sub-header with "Select a State" on the left and "BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM" on the right. A search input field contains the text "Wisconsin". Below the input field, a dropdown menu is open, showing the option "WISCONSIN" with a blue "Select" button to its right. At the bottom of the form, there are two buttons: "← Back" on the left and "Next →" on the right.

# Select a License Type


- Select **None**
- Click **Next**

My NIPR Guest User ▾

 Notice - Idaho will be converting to use State Based Systems (SBS). Beginning at 6:00 PM Central Time on September 8th, 2022, all Idaho transactions will be turned off. Processing is expected to resume at approximately 9 AM Central Time on September 14th, 2022. Any transactions submitted during this downtime will be declined. We apologize for any inconvenience this may cause.

[🏠 User Menu](#)

**WISCONSIN: Select Licenses**

 By selecting "None" or "Not Applicable" as a Line of Authority (LOA) for a given license type you are applying for that license type and no LOA selection is required. Once payment has been submitted the state will receive your application and the fee is non-refundable. Applications and submitted fees cannot be reallocated to a different license type. If you don't see the license type you wish to apply for please reach out to NIPR Customer Service - <https://nipr.com/contact-us>.

Navigator Business Entity (License Number: 100192121, Expiration: 10/01/2022)

✔ None Active

✔ Select All ⊖ Deselect All

← BackNext →

# Answer All Contact Information and Legal Questions

- Answer all contact information and legal questions for your organization
- Answer questions for the entity's Designated Responsible Producer including their National Producer Number (NPN)

The screenshot shows a web application interface for a business entity registration. At the top, there is a blue header with a "User Menu" icon. Below the header, the form displays the following information:

- Applicant Name:** BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM
- Application State(s):** WI
- Resident/Home State:** WI
- NPN:** [Redacted]
- License #:** [Redacted]
- Flow #:** [Redacted]

The main section is titled "Biographic Data" and contains the following fields:

- Business Entity Name:** [Redacted]
- FEIN:** [Redacted]
- Home State:** Wisconsin
- License Number:** [Redacted]
- NPN:** [Redacted]

Below these fields is a question: "Is the business entity affiliated with a financial institution/bank?" with radio buttons for "Yes" and "No". The "No" option is selected.

At the bottom right of the form, there is a "Next" button with a right-pointing arrow. Below the form, there are several dark gray buttons for navigation: "Addresses", "Phone Contact Data", "Web Information", "Designated Responsible Producers", and "Background Questions".

# Payment

- Fill in the organization's billing details and payment information
- Click **next**
- The cost of a Navigator Entity License Renewal is \$100+\$5.60 online licensing fee
- Submit the application

Choose Payment Type

How would you like to pay?

Credit Card

Electronic Check

Billing Details

\* = Required

\* First Name:

\* Last Name:

\* Address Line 1:

Address Line 2:

Address Line 3:

\* City:

\* State or Province:

\* Country:

\* Zip Code:

\* Phone:  -  -

Your Total is: \$5.60

< Back Next >

**NIPR** NATIONAL INSURANCE PRODUCER REGISTRY

1100 Walnut Street, Suite 1500  
Kansas City, MO 64106

Need Assistance? Call (855) 674-6477


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# Order Receipt

- NIPR Order Receipt

- You will receive an NIPR Receipt in your email inbox confirming your electronic resident license application. It comes from [donotreply@nipr.com](mailto:donotreply@nipr.com)
- If you do not receive this receipt, check your spam folder
- If you have any questions regarding your order, please contact their customer service at [www.nipr.com/help](http://www.nipr.com/help)

 [View Receipt](#)  
View your receipt

 [View Detail](#)  
View and download your order

Requests will be sent to the state. Please allow up to 5 business days for changes to display on the Producer Database (PDB).

**Order Number:** 14627999  
**Order Date:** 8/18/2022, 4:59 PM  
**Application State(s):** WISCONSIN  
**Product:** Resident Renewal  
**Order Total:** \$105.60

WISCONSIN: Transaction #699269764

**In Progress**

**License Number:** 100192121

**NAVIGATOR BUSINESS ENTITY:** None

**State Messages:**

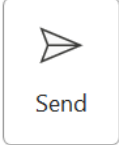
- **No Action Required** Your application has been sent to the state for review due to application for non-uniform lines.
- **Action Required** Applicant must submit proof of a performance bond. The minimum requirement for the performance bond is \$100,000. Applicant must send an original performance bond (signed and sealed) directly to the Wisconsin Office of the Commissioner of Insurance via regular mail to the following address: Office of the Commissioner of Insurance P.O. Box 7872 Madison WI 53707-7872
- **Action Required** Navigator Business Entity applicants must provide a list of all individual navigators that it employs, supervises, or is affiliated with. Send list of individual navigators to [ociagentlicensing@wisconsin.gov](mailto:ociagentlicensing@wisconsin.gov).
- **Action Required** If applicant answered "Yes" to application questions or other information is being requested in order to proceed with the application process, the applicant should submit required documentation by the expiration date. Failure to submit requested information will result in the application being closed as expired. All fees are non-refundable.
- **No Action Required** When an original document is not required to be sent to the state, use the Attachments Warehouse for Additional Licensing Documents in lieu of sending the documents to the state(s) via fax, e-mail or postal mail.

# Follow-up Directly with OCI After Submitting on NIPR

- Email the Office of the Commissioner of Insurance (example on slide 17)
  - Subject line: Navigator Entity License Application
  - Provide a list of your Navigator's full names, National Producer Numbers, addresses and the contact person's information for your entity in the body of the email
  - Send to: [ociagentlicensing@wisconsin.gov](mailto:ociagentlicensing@wisconsin.gov)



# Email Example to Follow-Up with the Office of the Commissioner of Insurance



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Good morning,  
We have submitted our Navigator Entity License Application via NIPR. The Navigators associated with our entity are:

- Jane Williams
  - NPN: 123456789
  - Address: 432 N Lake St. Madison, WI 53706
- Juan Nadie
  - NPN: 987654321
  - Address: 6737 W Washington Ave #2250 West Allis, WI 53214

The contact information for our Entity application is:

- Elizabeth Smith
- [elizabeth@wisc.edu](mailto:elizabeth@wisc.edu)
- (608) 417-9077

Warmly,  
**Elizabeth Smith**

If you answered **yes** to any legal questions, also attach your supporting documents to your email

# Applying for a Navigator Entity License by Mail

# Paper Navigator Entity License Application Check-list

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- PDF of the Navigator Entity Application Form
  - <https://oci.wi.gov/Documents/OCIForms/11-091.pdf>
- Federal Employer Identification Number
- Your Navigator Entity's Designated/Responsible Licensed Navigator Contact Information and NPN
- All Navigator Contact Information and NPNs who are Affiliated with the Entity
  - How to Find Individual National Producer Numbers are listed on the slide 5
- Answer All Legal Questions
- Check Payment
  - \$100 Non-refundable Payment
- Mail
  - Navigator Entity Renewal Form
  - Payment

State of Wisconsin Office of the Commissioner of  
Insurance Agent Licensing Section  
P.O. Box 7872  
Madison, WI 53707-7872

# Fill out Paper Form and Mail Information to the Office of the Commissioner of Insurance

- Fill out the [paper](#) Navigator Entity Application Form
- Mail the Navigator Entity's Application Form and Payment to:

State of Wisconsin Office of the Commissioner of Insurance Agent Licensing  
Section  
P.O. Box 7872  
Madison, WI 53707-7872

# Questions Regarding Receipt of the Entity's Application Form

- If you have questions regarding the receipt of the Entity's License Application Form, Contact the State of Wisconsin Office of the Commissioner of Insurance Agent Licensing Section
  - Email: [ociagentlicensing@wisconsin.gov](mailto:ociagentlicensing@wisconsin.gov)
  - Phone: (608) 266-8699

# Processing Timeline and Requirements

# Processing and Approval for Navigator Entity Applications

- OCI Agent Licensing will begin the **12–17** day processing timeline after they have received all necessary documentation
- To shorten processing timelines, be sure to follow-up with all necessary documentation immediately after submitting the license renewal application
- OCI will send an email to the entity's contact person once the license has been processed and is approved or denied

# Finding the Navigator Entity License After Approval



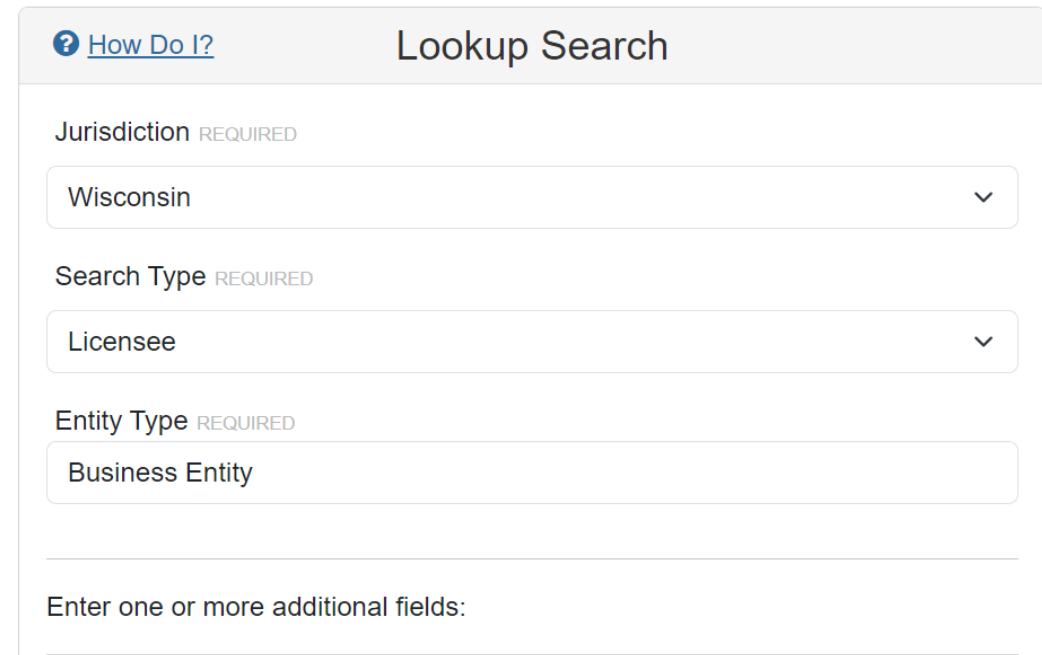
# Finding Your Navigator Entity's License

- After approval of the license application, you can look-up your entity's license details on the NAIC State Based Systems license manager tool at:

<https://sbs.naic.org/solar-external-lookup/license-manager>

- Information needed to search for the Navigator Entity License

- Jurisdiction: Wisconsin
- Search Type: Licensee
- Entity Type: Business
- Additional Fields: Business Name or NPN



The screenshot shows a web form titled "Lookup Search" with a "How Do I?" help link. It contains three required dropdown menus: "Jurisdiction" (set to Wisconsin), "Search Type" (set to Licensee), and "Entity Type" (set to Business Entity). Below these is a text input field for "Enter one or more additional fields:".

Lookup Search	
Jurisdiction <small>REQUIRED</small>	Wisconsin
Search Type <small>REQUIRED</small>	Licensee
Entity Type <small>REQUIRED</small>	Business Entity
Enter one or more additional fields:	