

Wisconsin Navigator Entity Registration Renewal Guide

June 2024

Requirements for Navigator Entity Registration Renewals

- Navigator Entity renewals must be finished processing through the Office of the Commissioner of Insurance every year **by October 1st**
- Covering Wisconsin recommends that Navigator Entities should have their renewal submitted to the Office of the Commissioner of Insurance (OCI) by **September 1st**
- The Office of the Commissioner of Insurance (OCI) sends Navigator Entity renewal reminders, via email, 90 days before the renewal deadline

Requirements for Navigator Entity Registration Renewals

- Navigator Entity License renewals must be completed before Individual Navigators are able to renew their License
- Navigator Entity license renewals require that the Designated License Producer have an active Navigator License
- Failing to renew the Navigator Entity License on-time will cause the license to expire and your Navigator Entity will become inactive
- Navigator Entity Licenses cannot be reinstated if they become inactive; the Entity would need to reapply

Requirements for Navigator Entity Registration Renewals

To renew as a 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)
- Fill out [this survey](#), created by Covering Wisconsin, to verify the application has been submitted

Gather Navigator Entity Registration Renewal Materials

- Federal Employer Identification Number
- Business Address
- Business Phone Number
- Business Type
- Contact Person's Name and Information
- Formation date
- Navigator Entity National Producer Number (NPN)
 - Located on Slide 7
- Entity's Management Information
- Entity's Designated/Responsible Licensed Producer Navigator's NPN and Contact Information
 - This Navigator's License must be active
- 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

Renewing a Navigator Entity Registration Online

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

Online Navigator Entity License Renewal Steps

- Log into the NIPR website under “Business”
 - <https://pdb.nipr.com/my-nipr/frontend/identify-licensee>
- Identify the Navigator Entity
 - National Producer Number (NPN) listed on slide 8
- 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 9
- Start the Application and Select Product Type
- Registration Type
- Answer all Legal Questions
- Pay the \$100 +\$5.60 Licensing Fee
- Check Email Inbox
- Follow-up with OCI by sending a list via email of all Navigators associated with the entity that includes
 - Navigators’ NPNs
 - Navigators’ Contact Information
- Fill out Covering Wisconsin’s verification [survey](#) for application renewal and OCI follow up

Navigator Entity National Producer Numbers (NPN)

- 20158081ABC for Rural Health
- 17423800Covering Wisconsin, Board of Regents of the University of Wisconsin System
- 18072532Centro Hispano of Dane County
- 20121295Family Health Center of Marshfield
- 20994655Feeding America Eastern Wisconsin
- 17225697Gerald L Ignace Indian Health Center
- 17775765Partnership Community Health Center
- 20283365Progressive Community Health Center
- 17088877Northwest Wisconsin CEP & Workforce Connections, Inc.
- 20158082Wisconsin Institute for Public Policy and Service

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>

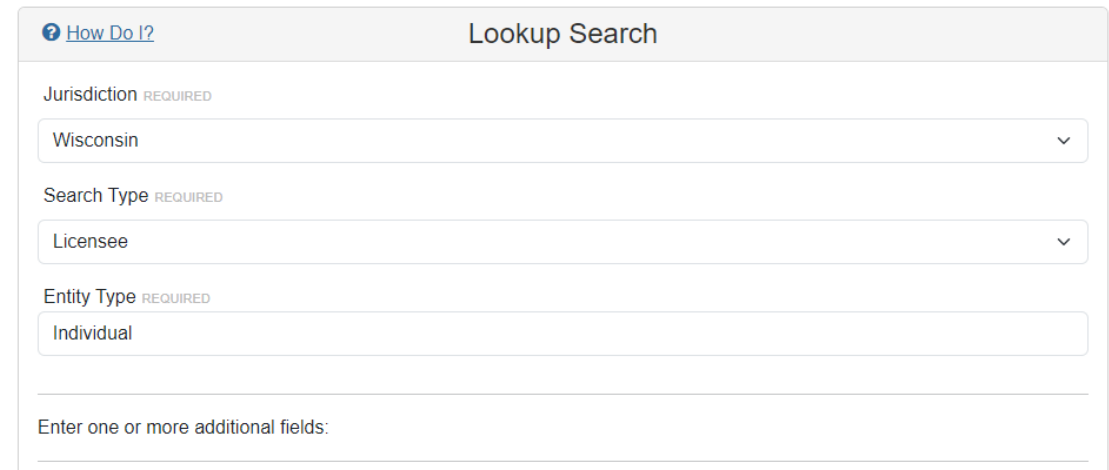
- Input your information

- Jurisdiction: Wisconsin
- Search Type: Licensee
- Entity Type: Individual
- Additional Fields: First and Last Name

- Agree to Terms and Conditions

- Click "Search"

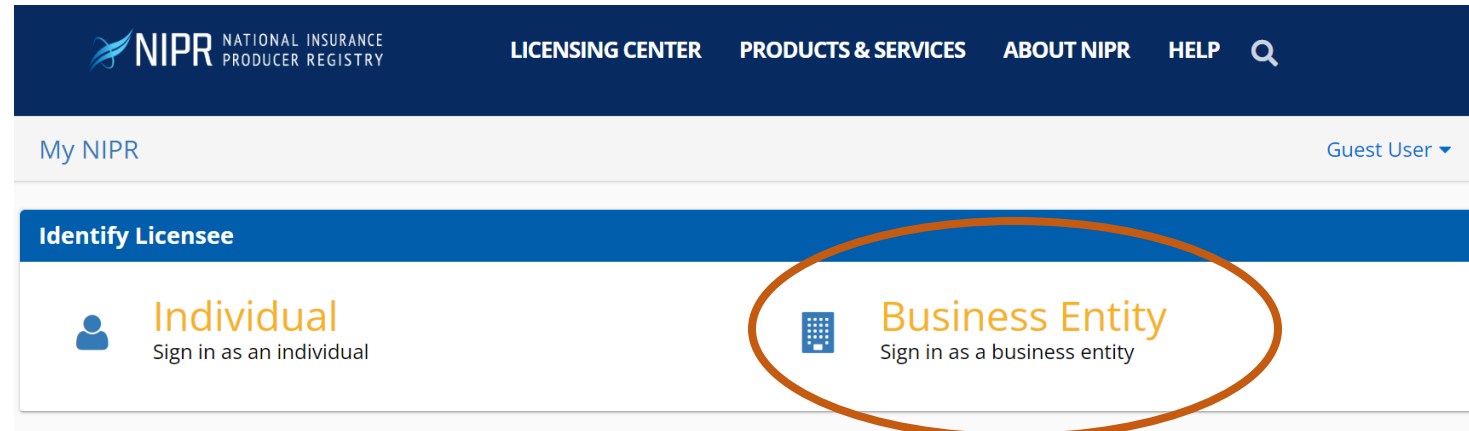
- Find your Navigators' name and the NPN will be listed in the NPN column to the left



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:".

National Insurance Producer Registry for Navigator Entities

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



Identify Your Business Entity

- Use the Entity's National Producer Number (NPN) to identify your Entity
- National Producer Numbers are found on slide 7

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 'Business Entity' label and a 'Search Type' section with 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:
 - Renewal
- Residency Type:
 - Resident

The screenshot shows a web form titled "Select Product" for user "ROTHE, ELIZABETH". It contains three sections of radio button options:


- Product Type:** Producer Licensing, Adjuster Licensing, Other Licensing (selected), Contact Change Request (Change Address, Phone, or Email), PDB Detail Report.
- Application Type:** Initial, Renewal (selected), Add Line Of Authority.
- Residency Type:** Resident (selected), Non-Resident, Non-Resident (No Home State).

Navigation buttons "Back" and "Next" are located at the bottom of the form.

Select a License Type


- Select **None**
- Then **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

← Back Next →

Answer Questions

- Answer each of the questions with your organization's information

The screenshot shows a web application interface for entering biographic data. At the top, there is a blue header with a 'User Menu' icon. Below the header, a grey box contains the following information: 'Applicant Name: BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM', 'Application State(s): WI', 'Resident/Home State: WI', 'NPN: [redacted]', and 'License #: [redacted]'. Below this is a blue section header '→ Biographic Data'. The form contains several input fields: 'Business Entity Name' (redacted), 'FEIN' (redacted), 'Home State' (Wisconsin), 'License Number' (redacted), and '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' (selected). At the bottom right of the form is a 'Next →' button. Below the form are several dark grey 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 and click "next"
- The cost of a Navigator Entity License Renewal is \$100+\$5.60 online licensing fee
- Submit the application

NIPR NATIONAL INSURANCE PRODUCER REGISTRY

LICENSING CENTER PRODUCTS & SERVICES ABOUT NIPR HELP

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

Licensing Center	Get the Free Mobile App
Products & Services	News & Events
About NIPR	NIPR Jobs
Help	Contact Us

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
- 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

 [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

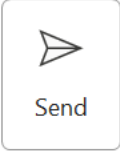
State Messages:

- **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.
- **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 18)
 - Subject line: Navigator Entity License Renewal
 - 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

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



Navigator Entity License Renewal

Good morning,
We have renewed our Navigator Entity License on NIPR. The Navigators associated with our entity are:

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

The contact person for our entity can be reached at elizabeth@wisc.edu or (608) 417-9077.

Warmly,
Elizabeth Smith

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

Follow-Up With Covering Wisconsin

- To ensure proper Navigator Entity renewal application and processing, Covering Wisconsin is verifying each entity's renewal through this [survey](#)
- After completing your entity application and your follow up with the Office of the Commissioner of Insurance, please complete the survey right away
- Covering Wisconsin will contact entities that have not filled out this survey by **September 1st**

Renewing a Navigator Entity License by Mail

Paper Navigator Entity License Renewal Check-list

- PDF of the Navigator Entity Renewal Form
 - <https://oci.wi.gov/Documents/OCIForms/11-091.pdf>
- National Producer Number (NPN)
 - Entity National Producer Numbers are listed on the slide 7
- 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 9
- Answer All Legal Questions
- Check Payment
 - \$100 Non-refundable Payment
- Mail
 - Navigator Entity Renewal Form
 - Payment
- Fill out Covering Wisconsin's verification [survey](#) for application renewal

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 Renewal Form
- Be sure to give OCI plenty of time to receive and process the paperwork before the **October 1st** deadline
- Covering Wisconsin and OCI recommends having this finished before **September 1st**
- Mail the Navigator Entity's Renewal 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 Renewal Form

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

Follow-Up With Covering Wisconsin

- To ensure proper Navigator Entity renewal application and processing, Covering Wisconsin is verifying each entity's renewal through this [survey](#)
- After completing your entity application, please complete the survey right away
- Covering Wisconsin will contact entities that have not filled out this survey by **September 1st**

Processing Timeline and Requirements

Processing and Approval for Navigator Entity Renewals

- 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
- If the Navigator Entity does not submit their license renewal or does not follow-up with the necessary documentation before mid-October, your license may not be renewed and will expire
- Navigator Entity Licenses cannot be reinstated once they have expired; they are required to reapply
- 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

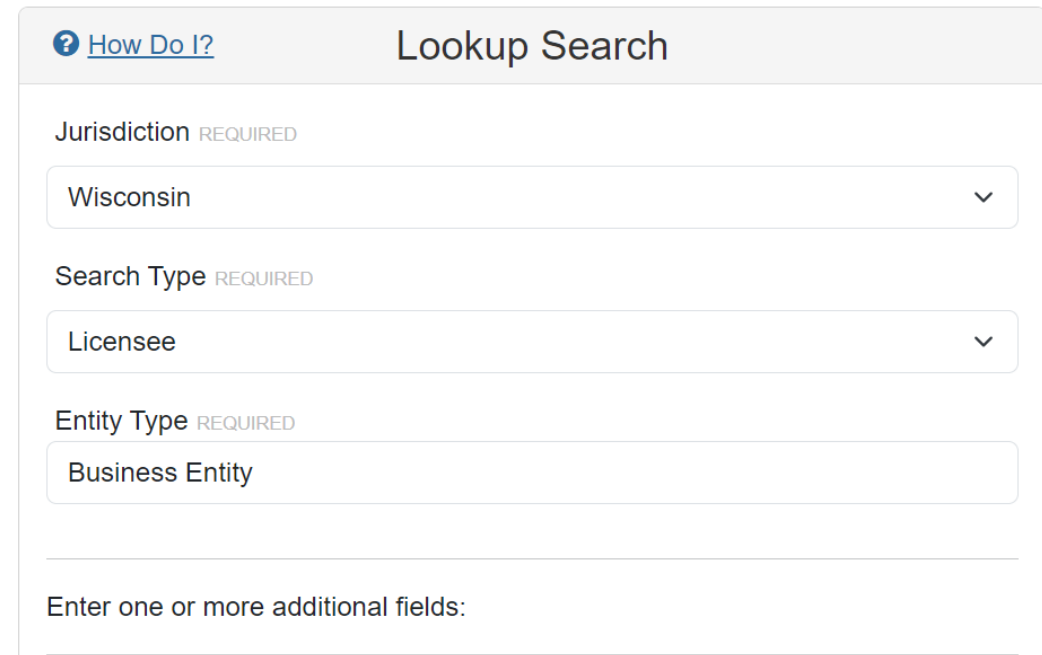
Finding Your Navigator Entity's License

- 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:	