



**DATE:** November 25, 2020

**TO:** Insurance Licensees and Registrants

**FROM:** Mark V. Afable, Commissioner of Insurance

**SUBJECT:** Moving to Electronic License/Registration Renewal Notifications - February 1, 2021

Beginning February 1, 2021, the Office of the Commissioner of Insurance (OCI) will send license renewal notifications only by email, rather than the current practice of sending renewal notifications via email and U.S. Mail.

OCI currently sends renewal notifications to all licensees/registrants via U.S. Mail and email using the business email address on file within 60 days of a licensee's expiration date.

Beginning in February, OCI will **only** be sending notices to your business email address.

#### **How Does This Affect You?**

If your license/registration expires January 31, 2021 or February 28, 2021, you will still receive your renewal notification via email **and** U.S. Mail within 60 days of the expiration date.

If your license/registration expires on or after March 31, 2021, you will **only** receive an electronic renewal notification at your business email address.

#### **What Should You Do?**

Check your licensing/registration information using the SBS portal at <https://sbs.naic.org/solar-external-lookup/license-manager> to ensure that all your contact information including your business email is accurate and up to date.

You can change your email information using one of the following methods:

1. Email OCI directly at [ociagentlicensing@wisconsin.gov](mailto:ociagentlicensing@wisconsin.gov)
2. Change your email with SBS through the [SBS portal](#)
3. Individual licensees/registrants can go to NIPR and submit email changes through the following link <https://nipr.com/licensing-center/change-contact-info>

#### **Current Information is Required**

Section 6.61 (1) and 6.61(15), Adm. Code. states that each intermediary or intermediary firm shall, within 30 days, notify the commissioner of insurance in writing any change in the intermediary's name, residence address, contact email address, business address, or mailing address.

You may also refer to the following link for specific guidance on license/registration changes.  
<https://oci.wi.gov/Pages/Agents/UpdateLicenseInformation.aspx#AgentAddress>

Please note: some emails may go into your spam or junk mail folder. Make sure you check those folders so you do not miss the email reminder and risk your license/registration becoming inactive.

If you have any questions, please reach out to our office at [ociagentlicensing@wisconsin.gov](mailto:ociagentlicensing@wisconsin.gov) or call our agent licensing team at 1-800-236-8517.