

AGENT SERVICES

TO: All Interested Parties

FROM: Agent Services Division

DATE: April 22, 2013

Re: 2013 – 2014 Renewal Process

The North Carolina Department of Insurance-Agent Services Division (ASD) is proud to announce the debut of its License Management System for non-insurance business entities. Non-Insurance Business Entities (NIBE) are comprised of collection agencies, motor clubs, and premium finance companies.

The 2013-2014 renewal cycle comes with many changes making the renewal process simpler and more efficient. The new on-line application will allow you to update your company records, attach supporting documentation, make credit card payment, check the status of your application, etc.

Within the next week expect to receive an email, entitled “License Renewal Activation,” containing information regarding the use of our on-line renewal application. **It is important to note that the renewal activation email will be sent to your license contact email address as opposed to the business email address.** If we do not have an email address for your license contact, the renewal activation email will go to your business contact email address. This specific e-mail will have a renewal activation link, temporary user ID and password. Any person authorized by your company can use the login information and complete the renewal application.

NIBE Renewal Information FAQs relating to 2013-2014 NIBE renewals can be found on the ASD web site at:

http://www.ncdoi.com/ASD/Documents/FAQs/NIBE%202013%20Renewal%20Process_CAFAQ_PFFAQ_MCFAQ.pdf

If you do NOT receive a separate renewal activation email, have questions or need additional information, please contact the NC Licensing Office of Pearson VUE at (866) 265-6329 or via email northcarolinalicensingoffice@pearson.com.