



# Instructions

---

## New Business Entity Applicant Quick Tips How to access the insurance commissioner's new online new applicant licensing service

*(New Business Entity applicant is any business entity that has never previously been licensed in Washington)*

### **To submit a new licensee application**

1. Select the New Applicant “Business Entity” link located below the login box. This takes you to the New Individual Licensee Application page.
2. Complete the “Business Entity Information” section. **Please note: the CRD number is your securities license number. This is required if you are applying for a variable life / variable annuity line of authority.**
3. You may add a “Doing Business As” (DBA) name in the DBA section if it is registered with the Washington State Department of Licensing.
4. Complete the “Authorized Submitter” section.
5. Select the “Next” link at the top or bottom of the page. This takes you to the Address Details page, complete the Business and Mailing sections.
  - a. If you have indicated that you are applying for a resident license, the state and country in the residence address cannot be modified and the city must be a valid city within Washington.
  - b. The mailing address must include an email address and phone number. This email address will be used to send all electronic communication regarding this application.
  - c. You can use the “Same as” feature to copy one address to another if they are the same address.
6. Select the “Next” link at the top or bottom of the page. This takes you to the “License Information” page.
  - a. Select the license type for which you wish to apply.
  - b. Select the lines of authority for the license, if applicable.
  - c. Select the capacity you will be acting as: an agent, a broker, or both. If selecting to act as a broker, you will need to have a bond in place prior to placing business.
  - d. You must add a **Designated Responsible Licensed person (DRLP)** for your business entity. This person must have a Washington license.
7. Select the “Next” link at the top or bottom of the page. This takes you to the “Background Questions” page. Answer all background questions. If you answer “yes” to question 6, you will need to answer an additional question.

8. Select the “Next” link at the top or bottom of the page. This takes you to the “Attestation” page. Please read this page carefully and either “Accept” or “Decline” the attestation. If you accept the attestation, the system will take you to the fee payment page. If you decline the attestation, the system will not submit the online application.
9. There are two options for the payment of your fees:

**Option 1 - You may pay using an electronic check (e-check), which is the OIC’s preferred method of payment and is the default option (meaning all users will be directed to the e-check payment screen). On the e-check payment screen, you will find the fee details listed for your licensing transaction. Complete all required fields and click on the “Submit” button at the bottom of the page.**

**Option 2 - You may also pay with either a Visa or MasterCard.** If choosing to pay with a credit card, click on the “Alternate Payment Method” link on the lower left-hand portion of the screen. This will take you to the Credit Card Payment page. Complete all fields and click on the “Submit” button at the bottom of the page.

Clicking on the “Submit” button will take you to either the “e-check Verification” page or the “Credit Card Verification” page, depending upon the option you have chosen. **Please note: the Verification page is for you to verify your information. Your payment will not be debited or charged until you select the “Process” button.**
10. Review the payment information listed. If any information is NOT CORRECT, select the “Back” button to return to the previous page to make any necessary corrections. If choosing the e-check option, you will need to click on the debit authorization box on the verification screen (you will find this in the lower left-hand corner of the screen). If the information is correct, select the “Process” button at the bottom of the page. A message will appear asking you NOT to refresh, go back, or cancel this page while your payment is processing.
11. When processing is complete, the system will take you to the confirmation page giving you your online transaction number, a link to print the receipt for the online payment and the list of outstanding items. A payment confirmation will be sent the payee’s email address.
12. You may electronically upload supplemental documents. If unable to upload, you can mail the documents to the OIC via the postal service.
  - a. To upload a document, select the “browse” button. Locate and select the document.
  - b. Click on “open” in your browser. This places the document in the document field. A textbox exists to add additional comments, if needed, about the attached document.
  - c. Select the “Add to List” link to place the document in the “Attachment List” section.
  - d. After you have added all the documents, select the “Upload” button at the bottom of the page. This completes the document(s) upload.
13. Click on the “Home” button to return to the online services page or click on the “Close” button if you are done with your application submission process. A message will be sent to the applicant via e-mail indicating the application status and telling how the online pending application can be tracked.
14. The application may be approved with a link to print the license and an email will be sent with your user id and temporary password or pended. If the application is pended, it will be reviewed by the OIC when all required documents are received. If further information is needed, the OIC will notify you via e-mail. When application is complete and acceptable, you will be registered for our online services and we will send you an approval e-mail that includes your licensee online services log-in user id and temporary password.

## To View New Applicant Pending Online Application

1. If your online application is pending, choose the New Applicant “View Pending Online Application” link to display and check the status of your pending application(s).
2. Select the “Application Summary” link on the left in the “Entity Details” section to open a view of the renewal submission.
3. Select the “View” link to the left of a transaction to view the detail screen of the pended request. A check list will appear to show all required documents with the respective status. Click on the “View” link to view any previously submitted document. Click on the “Attach” link to attach any additional outstanding documents.
4. To upload a document, select the “browse” button. Locate and select the document. Click on “open” in your browser. This will place the document in the document field. A textbox exists to add additional comments, if needed, about the attached document. Select the “Add to List” link to place the document in the “Attachment List” section. After you add all your documents, select the “Upload” button at the bottom of the page.
5. The OIC will review your pended renewal application. If all required documents are attached and acceptable, the OIC will send you an approval e-mail. If further information is needed, the OIC will notify you via e-mail.

