

CE Provider Quick Tips

How to access the insurance commissioner's new online licensing service

CE Provider registration/login instructions

CE Provider registration

To register go to www.insurance.wa.gov

1. Click on the Agent/Broker tab at the top of the page, select *Online Services* and select the “Continuing Education Providers” link. This takes you to the *Online Licensing Services* registration/login page.
2. Go to the “New User?” [Register](#) hyperlink. This takes you to the *User Registration* page.
3. Type your User ID and temporary password as printed in your registration letter. All passwords are case sensitive. From the Business Type drop-down list, select “Provider.”
4. Click on the “Next” button at the bottom of the page. This takes you to the “Update Provider Contact Information” page.
5. Complete the licensing profile information. **Make sure that e-mail address is correct.** We will use this address information for all future licensing communication including your appointment renewal notification.
6. Click on the “Register” button at the bottom of the page. This will take you to the *Registration Confirmation* page. **You will receive a confirmation e-mail at the e-mail address you entered.**
7. You have now completed the registration process
8. Click on the “Home” button to go to the *Online Licensing Services* home page.

CE Provider Login (after initial registration)

To login go to www.insurance.wa.gov

1. Click on the Agent/Broker tab at the top of the page
2. Select *Online Services* and select “Continuing Education Provider” link. This takes you to the *Online Licensing Services* registration/login page.
3. The User Login section is located in the upper left corner of the page.
4. Enter your User ID and password and select the “Go” button. This takes you to the *Online Licensing Services* home page
5. If you forget your password, click on [Forgot Password?](#) Link. This takes you to the *Forgot Password* page.

6. Enter your insurer's WAOIC number, your e-mail address and select if you are an Administrator or Secondary user. You will receive an e-mail with your new login credentials.

CE Provider Online Licensing Home Page Services

Change Password

1. Choose the "Change Password" button located on the left side of the page.
2. Type your current password
3. Type your new password. You must use between 8 -16 characters and it must contain at least two numbers and one letter.
4. Confirm your password by typing it again.
5. Click on the "Submit" button, which takes you to the 'Change Password Confirmation' page.
6. You have now completed changing your password.
7. Click on the "Home" button to return to the Online Licensing home page.

Create a Secondary User (an additional person who is allowed to act on behalf of the insurer)

1. Choose the "Create Secondary User" button located on the left side of the home page.
2. As the administrator, you type the secondary user's e-mail address for the Login Name in the User ID box.
3. Module Code is "Licensing." Status should appear as "Active."
4. Type the secondary user's name
5. Determine what functionality to give to the secondary user
 - a. Select "CE course roster" if you want the secondary user to submit course rosters.
 - b. Select "Change Secondary User Password" if you want to give the secondary user permission to change their password.
 - c. Selecting the box in the blue banner will select all functions.
6. Click on the "Save" button. This takes you to Confirmation page. The secondary user will receive an e-mail about their login credentials.
7. You have now completed creating a secondary user.
8. Click on "Home" button to return to the Online Licensing Services home page.

Modify a Secondary User

1. Choose the "Modify Secondary User" button located on the left side of the home page.
2. As the administrator, you enter the secondary user's e-mail address for the login name in the User ID box.
3. The current secondary user information will display. Only the administrator can change or correct any information or change the status to active or inactive.
4. The administrator can reset the functionality of the secondary user by clicking on a blank box to add functionality or clicking on the checked box to remove functionality.

5. Click on the “Save” button at the bottom of the page. This takes you to Confirmation page for successful modifications of a secondary user. If you modify the login name, the secondary user will receive an e-mail about their new login credentials.
6. You have now completed modifying a secondary user.
7. Click on “Home” button to return to the Online Licensing Services home page

Submit a CE course roster

1. Choose the “CE Course Roster” button located on the left side of the home page.
2. Your provider number and name will automatically display.
3. Enter the course number and click out of the text box. The course name, credit hours, and ethics hours will automatically display. If any of this information is incorrect, verify you have entered the correct course number. For incorrect information, please contact Joe Mendoza at 360-725-7146, or email joem@oic.wa.gov.
4. Select the instruction method for which the course was approved. A course may be lecture, self-study, or both. However, you can only have one instruction method per roster.
5. Enter the course completion date. This date cannot have occurred prior to the approval date of the course nor can it be a future date.
6. You should complete the course location for all lecture courses.
7. For lecture courses, you must add the instructor(s) by completing the Instructor Information.
 - a. If the instructor is a licensee, enter the instructor’s WAOIC number. The name will automatically display. The “Licensee Lookup” feature is available to search for the number if you do not know it or it is incorrect. This link is located in the first block under “Attendees.”
 - b. If the instructor is not a licensee, enter the instructor’s name.
 - c. If there is more than one instructor, click on the “Add” function at the left side of the bar labeled “Instructor Information.” This adds another row to enter the second instructor’s information.
 - d. You may also delete an entered instructor prior to submitting the roster. Click on the check box to the right of the instructor’s name, and then click on the “Delete” function at the left side of the bar labeled “Instructor Information.”
8. For Self-Study courses, the Instructor section will not display.
9. Complete the Attendee section for both lecture and self-study courses.
 - a. Click on the “Add” function at the left side of the bar labeled ‘Attendee.’

- b. Enter the licensee's WAOIC number in the row created. The licensee's name will display. Please verify the name is correct. The "Licensee Lookup" feature is available to search for the number if you do not know it or it is incorrect. This link is located in the first block under "Attendees."
 - c. Click on the 'Add' function again to add additional rows to enter WAOIC numbers for more attendees.
 - d. You may also delete an entered attendee prior to submitting the roster. Click on the check box to the right of the attendee's name, then click on the "Delete" function at the left side of the bar labeled "Attendees."
 - e. If a course is repeated within a three-year period, the system will not accept the licensee as an attendee.
 - f. The attendee must have a current license or previous license record. If not, the Online Services will not accept the course attendance information.
 - g. After you enter all the attendees, click on the "Submit" button at the bottom of the page. This takes you to the Confirmation page.
10. You have now completed submitting a course roster. You have the option to print a copy of the submitted roster
11. If at a later date, you need to add an attendee to a course roster, log on to the Online Services and select the "CE Course Roster" button. Enter the same course name, completion date, and instruction method as previously submitted. The current course roster information will appear. You will have the ability to add additional attendees and submit the appended roster. You may also print the corrected roster when finished.

For questions about this new service, please call 360-725-9633 and select the "Licensing" option or send an e-mail to onlinelicense@oic.wa.gov



