



Instructions

Licensee Registration Quick Tips

How to register with online licensing service

Licensee registration/login instructions

Individual licensee 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 “Licensee” link. This takes you to the *Online Services* registration/login page.
2. For help during the registration process, use the “Need Online help for registration or login” link located in the User Login section in the upper left corner of the page.
3. Go to the “New User?” register hyperlink. This is located at the bottom of the User Registration box. This takes you to the *User Registration* page.
4. Type your User ID and temporary password as printed in your registration letter. All passwords are case sensitive.
5. Click on the “Next” button at the bottom of the page. This takes you to the *Update Contact Information* page.
6. Complete the contact information section. Make sure the e-mail address is correct. We will use it for all future communication with you.
7. Click on the “Register” button at the bottom of the page. This takes you to the *Registration Confirmation* page. You will receive a confirmation e-mail at the e-mail address you entered.
8. You have now completed the registration process.
9. Click on the “Home” button to go to the *Online Licensing* home page or click on “Change Password” button to go to the *Change Password* page.

Licensee 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 the “Licensee” link. This takes you to the *Online Licensing Services* registration/login page. The “User Login” section is located in the upper left corner.
3. Enter your User ID and password and click on the “Go” button. This takes you to the *Online Licensing* home page. If you forget your password, click on the “Forgot Password?” link. This takes you to the *Forgot Password* page.
4. Enter your WAOIC number, your e-mail address, and select Administrator. You will receive an e-mail with your login credentials.

