

INSTRUCTIONS FOR ONLINE RENEWAL OF PRENEED SALE AGENT REGISTRATIONS

1. To view the current list of appointed preneed sales agents on the ALDOI Website:

ALDOI website: (<http://www.aldoi.gov>). Click on "Online Services" and then "Company Search". Enter your company name and click the "Submit" button. Find your company in the list and click "Appointments" to obtain a list of active appointments. Appointments cannot be terminated from this website.

2. Terminate preneed sales agents no longer employed after viewing the list of active appointments:

You may terminate agents via fax or email.

Fax: 334-240-3282

E-mail: producerlicensing@insurance.alabama.gov

You may also terminate agents electronically. Go to the NIPR website: (<http://www.nipr.com>). On the left side under Online Services, click on the Appointments & Terminations square (A&T) . If you do not have a PDB login for your company, please contact the NIPR Marketing Department at 816-783-8467 or marketing@nipr.com.

3. Print and Pay the invoice on or after May 1st, which is the date that invoices are posted on the website. Make a copy of the invoice and receipt/payment confirmation for your records:

- Go to <http://www.nipr.com>
- Click on the link "Company Appointment Renewals" (left-hand column)
- Click on "Continue to Appointment Renewals"
- Select the "agree" button at the bottom of the "Use Agreement" page.
- Search for renewal billing by choosing the State of Alabama and entering either the company CoCode (COA #), FEIN, or search by company name.
- After identifying yourself as the authorized submitter, the company appointment renewals will be displayed.

You can print/pay the invoice; view the list of appointment renewals; print the list; and download the list.

- If you are paying by credit card (Visa, MasterCard, or American Express) the process will be entirely electronic. A receipt will be displayed for you to print for your records.
- If you are paying by E-Check (Paper check payments will not be accepted), some banks or companies may require a pre-authorization to use the electronic check service. If you need to set up this service with your financial institution, this NIPR ACH-ID will be required: ACH-ID-9431763793.
- Help screens and NIPR Customer Support are available to guide you through the process.

The costs involved with the electronic appointment renewal process are:

The NIPR processing fee will equal 1% of total fees charged with a minimum of \$5.00 and a maximum of \$1,000.00.

The fee to renew a Preneed Sales Agents is \$30.00 per appointment.

If you have any questions regarding the appointment continuation process, please contact: NIPR Customer Service at 816-783-8468 or the Producer Licensing Division at 334-241-4197 or email to: producerlicensing@insurance.alabama.gov