

• Open https://licensing.abcouncil.ab.ca/#/login/with/cipr in your favorite browser

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Alberta Insurance Council	
Log in to your account With your CIPR Number	
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□ Remember me Login ④	
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Alberta Insurance Council

• Enter your CIPR

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Licensing rc Alberta Insurance Council		
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• Place your mouse over your name on the top left-hand side to see drop down

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Alberta Insurance Council

• Click Licenses

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Alberta Insurance Council

• Click License Renewals

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License Applications Apply for a License			
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Alberta Insurance Council

• Click Review and Add E&O Policies

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• Click on Select a Policy to Add on the right hand side

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Alberta Insurance Council

• Enter Policy number

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• Enter Certificate number if applicable

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		 Active 	123456 To Be Added	1245	Aviva Insurance Company of Canada (CIPR: 47545)	Mar 1, 2016	Mar 1, 2017
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• Begin typing Carrier (Insurer) name. Select Carrier from search list

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• Click Effective date to open calendar

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		 Active 	12345678910		Royal & Sun Alliance Insurance Company of Canad	la (CIPR: 48842)	Mar 01, 2016	Mar 01, 2017
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		 Active 	12345678910		Royal & Sun Alliance Insurance Company of Canad	la (CIPR: 48842)	Mar 01, 2016	Mar 01, 2017



• Click Month-Year to change view to months

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Alberta Insurance Council

• Click applicable month

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		 Active 1234567891 		Royal & Sun Alliance Insurance Company of Canada (CIPP	: 48842)	Mar 01, 2016	Mar 01, 2017



Alberta Insurance Council

• Click applicable date

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		 Active 123456789 	910	Royal & Sun Alliance Insurance Company of Canada (CII	PR: 48842)	Mar 01, 2016	Mar 01, 2017



• Click End date (TIP: most policies will have an expiry date)

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	LINE IN A 1	Coverage Status Policy	Certificate	Carrier		Effective Date	End Date
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Alberta Insurance Council

• Click Month-Year

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		 Active 	123456 To Be Added	1245	Aviva Insurance Company of Canada (CIPR: 47545)	Mar 1, 2016	Mar 1, 2017
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• Click Year to change to Year View

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Alberta Insurance Council

• Select Year policy expires

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Alberta Insurance Council

• Select Month policy expires

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Alberta Insurance Council

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Alberta Insurance Council

• That's it. You're done.

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