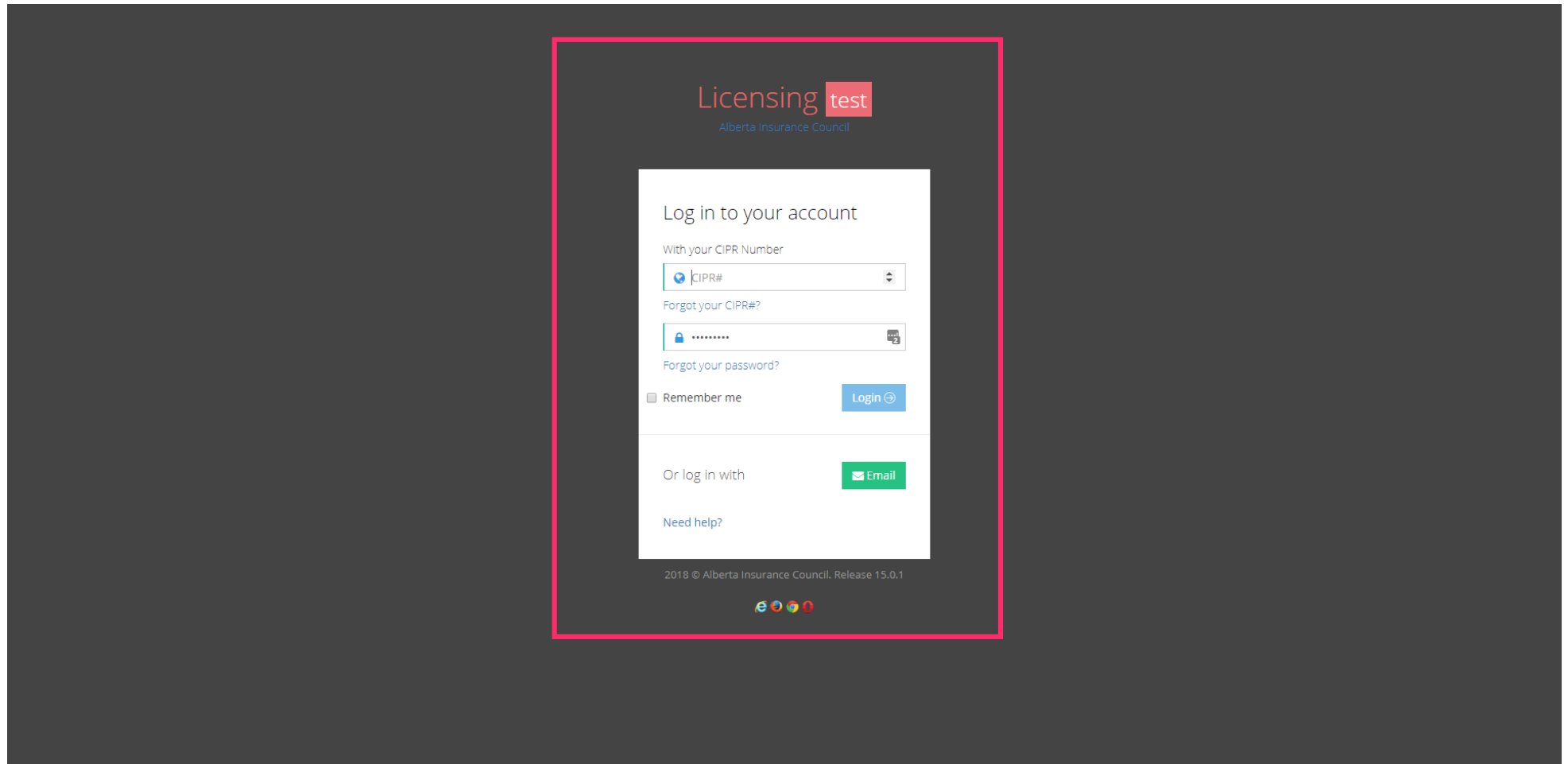


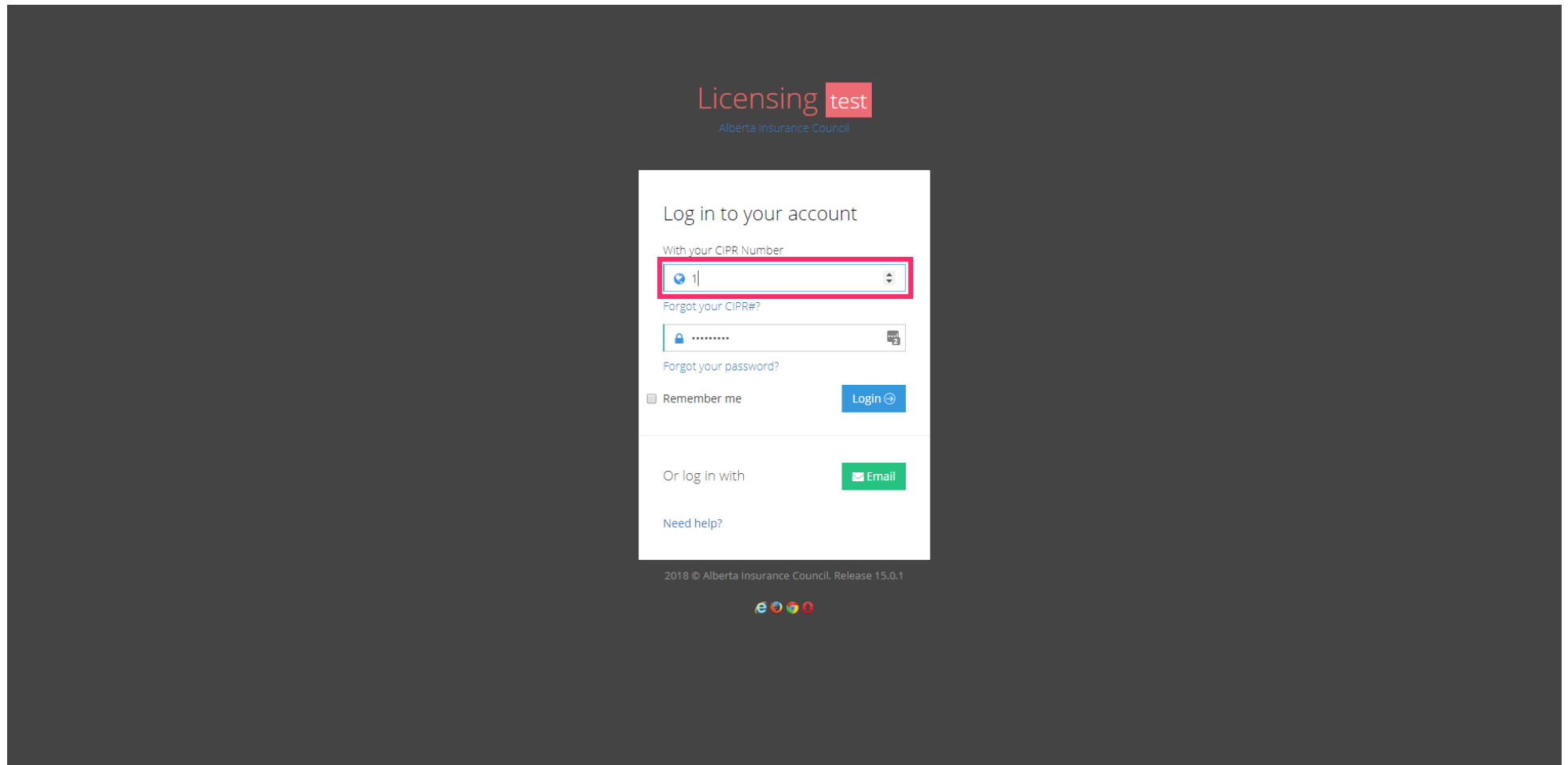


Open <https://licensing.abcouncil.ab.ca/#/login/with/cipr> in your favourite browser





Enter your CIPR



Licensing test
Alberta Insurance Council

Log in to your account

With your CIPR Number

1

[Forgot your CIPR#?](#)

[Forgot your password?](#)

Remember me [Login](#)

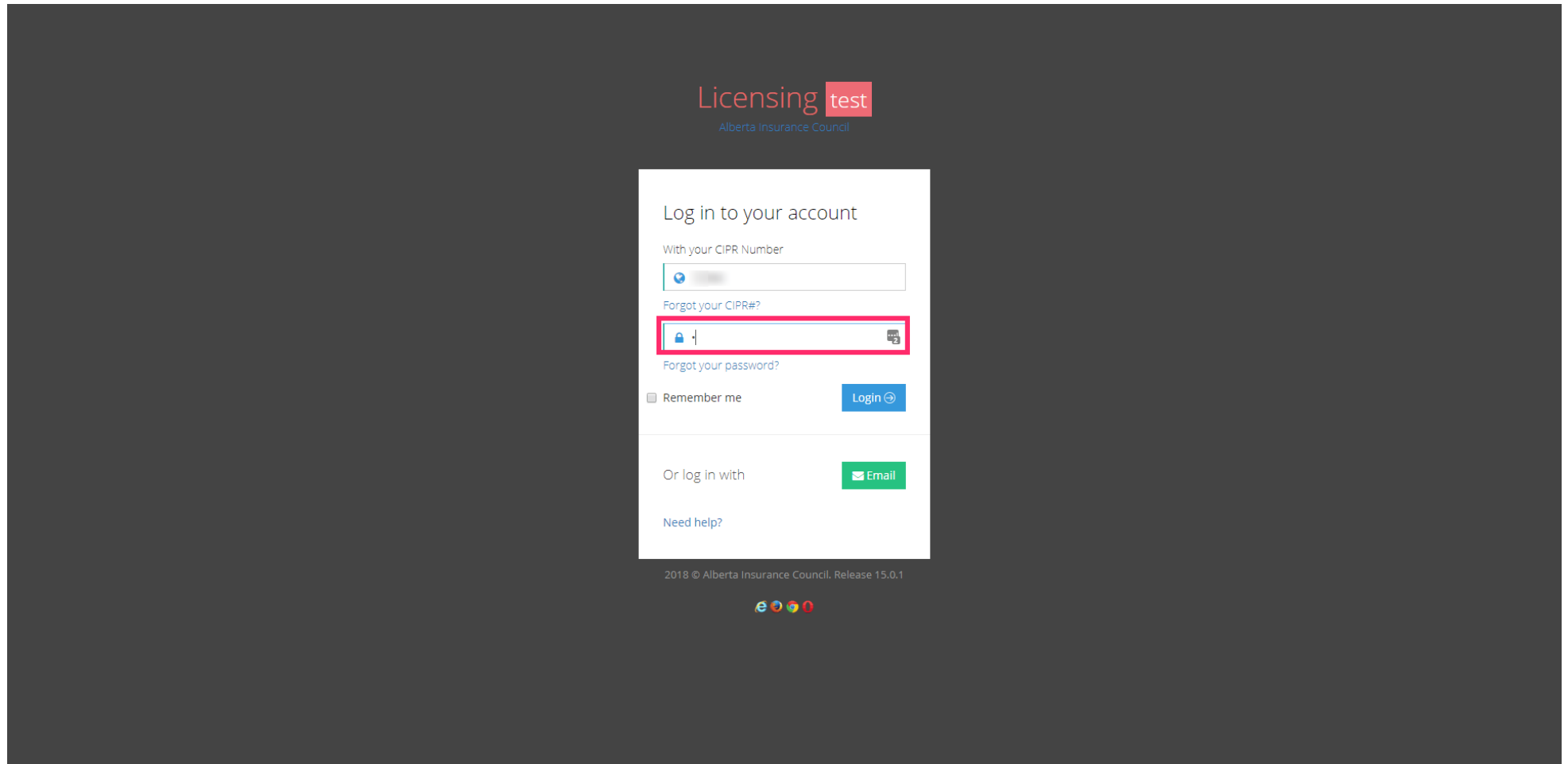
Or log in with [Email](#)

[Need help?](#)

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Enter your password



The screenshot shows a login page for the 'Licensing test' system, part of the Alberta Insurance Council. The page title is 'Log in to your account'. It features a form with the following elements:

- A header with 'Licensing test' and 'Alberta Insurance Council'.
- A section titled 'Log in to your account'.
- A sub-section 'With your CIPR Number' containing a text input field with a blue eye icon on the left and a red eye icon on the right.
- A link 'Forgot your CIPR#?' below the CIPR field.
- A password input field with a lock icon on the left and a red eye icon on the right, which is highlighted with a red border.
- A link 'Forgot your password?' below the password field.
- A checkbox labeled 'Remember me' and a blue 'Login' button with a right-pointing arrow.
- A section 'Or log in with' containing a green 'Email' button with an envelope icon.
- A link 'Need help?' at the bottom.
- Footer text: '2018 © Alberta Insurance Council. Release 15.0.1' and a row of browser icons (e, e, g, o).



How to Change your Business Address on a License

Alberta Insurance Council



Click **Login**

Licensing test
Alberta Insurance Council

Log in to your account

With your CIPR Number

Forgot your CIPR#?

Forgot your password?

Remember me

Login

Or log in with [Email](#)

[Need help?](#)

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How to Change your Business Address on a License

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Click on the Active Licenses tab

The screenshot shows the iorad dashboard with a sidebar on the left containing navigation options: Home, Licenses, CE, Exams, Criminal Check, Payments, My Profile, and Logout. The main content area is titled 'Welcome dashboard & statistics' and features several summary cards: 'Active Licenses' (2), 'Renewals' (0), 'Exams' (0), '\$0.00' (0 Invoice(s)), and 'Current Reported CE Courses' (0). Below these cards is a 'CE Status' section with a table and a 'Pending Tasks' section.

	Required	Remaining	
LIFE	7.50 hrs	7.50 hrs	Doesn't Meet Requirements to Renew
A & S	7.50 hrs	7.50 hrs	Doesn't Meet Requirements to Renew



Select Active Licenses to change business address

The screenshot shows the IORAD web application interface. The top navigation bar includes a home icon, a user profile icon, and a 'Log out' button. The left sidebar contains a menu with items: Home, Licenses (highlighted), CE, Exams, Criminal Check, Payments, My Profile, and Logout. The main content area is titled 'Your License Summary' and features three summary cards: 'APPLICATIONS' with 0, 'RENEWALS' with 0, and 'ACTIVE LICENSES' with 2. To the right of these cards are buttons for 'License History' and 'Apply for a License'. Below the summary is a section titled 'Licenses Your active licenses' with a sub-header '2 ACTIVE LICENSES'. This section includes a search bar, a 'Review and Add E&O Policies' button, and an 'Edit Address' button. A table lists the active licenses with columns for License, Agency & Sponsor, Expires, and Actions. Two licenses are listed: 'Life - Designated Representative' and 'Accident & Sickness - Designated Representative', both expiring on 'Jun 30, 2019'. A red box highlights the checkboxes in the 'License' column of the table. At the bottom of the table, it says 'Showing 1 to 2 of 2 entries' and 'Previous 1 Next'.

License	Agency & Sponsor	Expires	Actions
Life - Designated Representative	[Redacted]	Jun 30, 2019	[Edit]
Accident & Sickness - Designated Representative	[Redacted]	Jun 30, 2019	[Edit]



Click **Edit Address**

Home > Licenses

Your License Summary

APPLICATIONS 0

RENEWALS 0

ACTIVE LICENSES 2

License History

Apply for a License

Licenses Your active licenses

2 ACTIVE LICENSES

Review and Add E&O Policies Edit Address

Show 10 entries

License	Agency & Sponsor	Expires	Actions
[Redacted]	[Redacted]	Jun 30, 2019	[Edit]
[Redacted]	[Redacted]	Jun 30, 2019	[Edit]

Showing 1 to 2 of 2 entries

Previous 1 Next

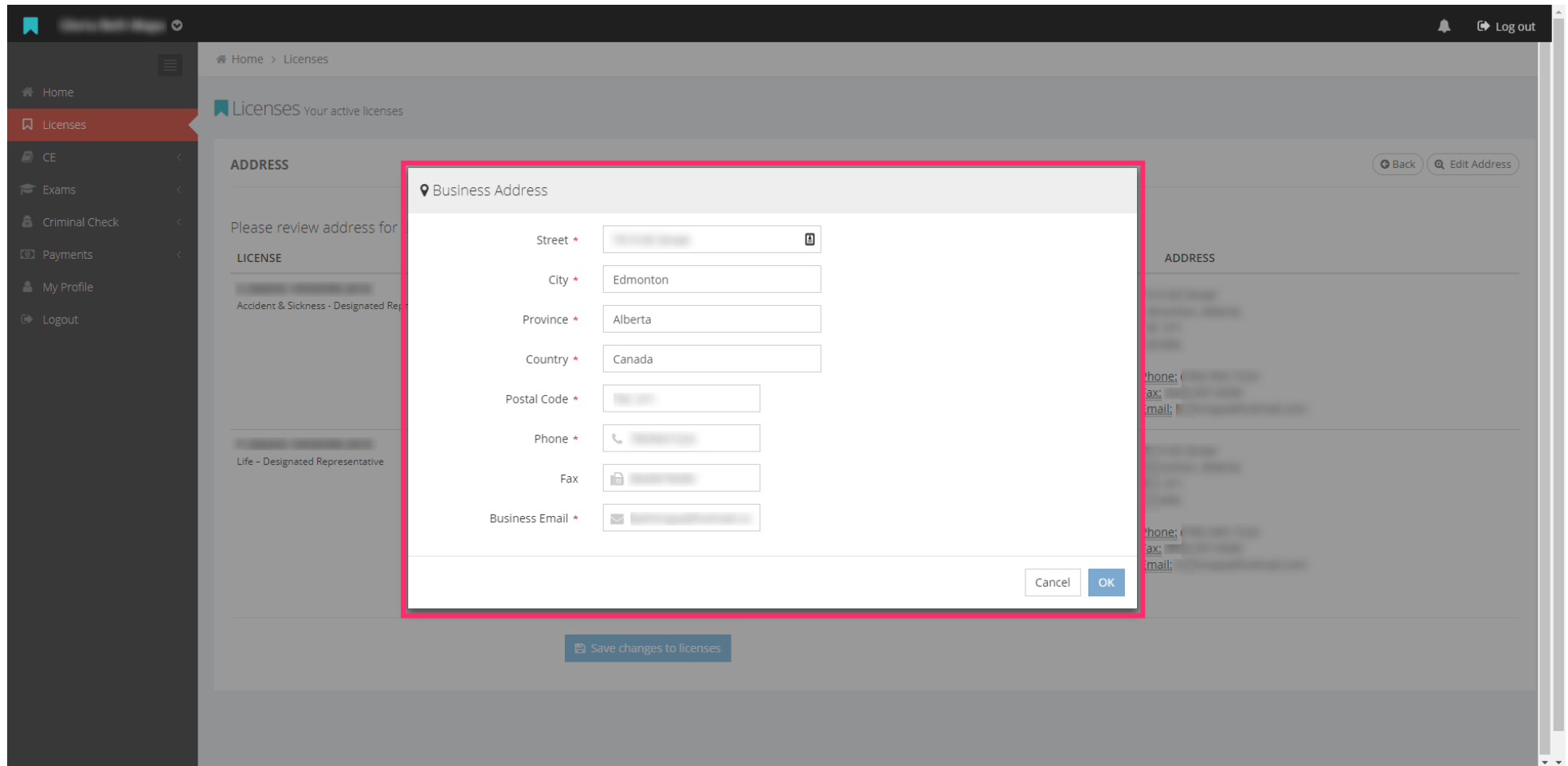


Click **Edit Address**

The screenshot shows the iorad website interface. On the left is a dark sidebar with navigation options: Home, Licensures (highlighted in red), CE, Exams, Criminal Check, Payments, My Profile, and Logout. The main content area is titled 'Licensures Your active licensures'. At the top right of this area are 'Back' and 'Edit Address' buttons, with the latter highlighted by a red box. Below the title is a table with columns 'LICENSE', 'LICENSE HOLDER', and 'ADDRESS'. The table contains two rows of license information. At the bottom of the table is a blue button labeled 'Save changes to licensures'.

LICENSE	LICENSE HOLDER	ADDRESS
Accident & Sickness - Designated Representative		Canada Phone: (780) Fax: (866) Email:
Life - Designated Representative		Phone: (780) Fax: (866) Email:

 Amend your business address i.e. street, city, postal code etc...



The screenshot displays the iorad web application interface. A dark sidebar on the left contains navigation links: Home, Licenses, CE, Exams, Criminal Check, Payments, My Profile, and Logout. The main content area is titled 'Licenses Your active licenses' and shows a list of licenses. A modal window titled 'Business Address' is open, containing the following fields:

- Street *
- City * (Edmonton)
- Province * (Alberta)
- Country * (Canada)
- Postal Code *
- Phone *
- Fax
- Business Email *

Buttons for 'Cancel' and 'OK' are at the bottom right of the modal. A 'Save changes to licenses' button is visible at the bottom of the main page. The background shows a 'Please review address for' section with a 'LICENSE' table and a 'Save changes to licenses' button.



Note: When selecting the City or Province you must select from the drop down menu

The screenshot shows the 'Business Address' form in the iorad web application. The form is titled 'Business Address' and contains several fields: Street, City, Province, Country, Postal Code, Phone, Fax, and Business Email. The 'City' and 'Province' fields are highlighted with a red box, indicating they are dropdown menus. The 'City' field is currently set to 'Calgary' and the 'Province' field is set to 'Alberta'. The 'Country' field is set to 'Canada'. The 'Postal Code' field is currently empty. The 'Phone' field is currently empty. The 'Fax' field is currently empty. The 'Business Email' field is currently empty. The form is displayed over a background of the application's 'Licenses' page, which shows a list of active licenses. The 'City' and 'Province' fields are highlighted with a red box, indicating they are dropdown menus.



How to Change your Business Address on a License

Alberta Insurance Council



Click **OK** once completed

The screenshot displays the 'Business Address' modal form within the iorad web application. The form is titled 'Business Address' and contains the following fields:

- Street *
- City * (filled with 'Calgary')
- Province * (filled with 'Alberta')
- Country * (filled with 'Canada')
- Postal Code *
- Phone *
- Fax *
- Business Email *

At the bottom right of the modal, there are two buttons: 'Cancel' and 'OK'. The 'OK' button is highlighted with a red box, indicating the final step to complete the address change. In the background, the 'Licensures' page is visible, showing a list of licenses and a 'Save changes to licenses' button.



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Click **Save changes to licenses**

ADDRESS Back Edit Address

Please review address for the licenses you selected.

LICENSE	LICENSE HOLDER	ADDRESS
Accident & Sickness - Designated Representative		To Be Updated Canada Phone: Fax: Email:
Life - Designated Representative		To Be Updated Canada Phone: Fax: Email:

Save changes to licenses



Success your address has been updated

The screenshot shows the IORAD web application interface. A green success message box in the top right corner states: "Success! Address has been updated to 2 license(s)". The main content area is titled "ADDRESS" and contains the text "Please review address for the licenses you selected." Below this is a table with three columns: "LICENSE", "LICENSE HOLDER", and "ADDRESS". The table lists two licenses: "Accident & Sickness - Designated Representative" and "Life - Designated Representative". Each license entry shows contact information including "Canada", "Phone:", "Fax:", and "Email:". A blue button labeled "Save changes to licenses" is located at the bottom of the table.

LICENSE	LICENSE HOLDER	ADDRESS
Accident & Sickness - Designated Representative		Canada Phone: Fax: Email:
Life - Designated Representative		Canada Phone: Fax: Email:



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Click **Log out**

The screenshot shows the IORAD user interface. In the top right corner, the 'Log out' button is highlighted with a red box. The main content area displays 'Your License Summary' with three cards: 'APPLICATIONS' (0), 'RENEWALS' (0), and 'ACTIVE LICENCES' (2). Below these is a table of active licenses with columns for License, Agency & Sponsor, Expires, and Actions. The table shows two active licenses, both expiring on Jun 30, 2019. The 'Log out' button is located in the top right corner of the page.