



Department of Business and Industry

Nevada Division of Insurance

1818 E. College Pkwy, Suite 103, Carson City, Nevada 89706 Phone: (775) 687-0700 Fax: (775) 687-0797 Web: doi.nv.gov

INSURANCE COMPANY ANNUAL APPOINTMENT RENEWAL

On July 2nd, the Nevada Division of Insurance (“Division”) will email Annual Appointment Renewal Invoice and the Detailed Appointment List to each insurer. Appointments expire on June 30th, unless the renewal invoice is paid in full on or before the due date of September 1st. It is a violation of NRS 683A.321 for an insurer to use a producer who is not appointed to sell, solicit or negotiate insurance on its behalf. Such violations are subject to penalties pursuant to NRS 680A.200(1)(d).

New Payment Process for 2018

All 2018 Nevada appointment renewal invoices must be paid via Sircon’s electronic payment portal (www.sircon.com) to collect payments for all appointment renewal invoices. This process enhances efficiency, reduces costs and improves customer service with the Division. You will be able to submit payment for all appointment renewal invoices for your company in a single transaction through this service without having to pay each invoice separately. To use this service, you must be a Sircon account holder.

If you do not have a Sircon account, go to www.sircon.com/products/carriers/signup/ and follow the instructions to establish your Sircon account. If you already have a Sircon account, no action is required by you. Access to this appointment renewal payment service will be available on July 2nd.

Payments will be made through an Automated Clearing House (ACH) process, and there will be a \$10 service fee for each invoice paid. Payment can be made with checking, savings or corporate checking accounts. To submit these payments, the account must be authorized to accept ACH transactions. We recommend notifying your bank **no later than June 15, 2018** with the following information:

1. Sircon’s ACH ID is: 1582035074
2. Payment Processor: First Data Telecheck

NOTE: Once your Sircon account is set up and your bank is notified of the above information, no additional set up is needed. If you have any questions regarding your Sircon account or this new payment service, please contact Sircon directly, sirconsupport@vertafore.com or (877) 876-4430.

NOTE: All Appointment Renewal invoices must be paid via Sircon’s portal. No paper checks or other methods of payment will be accepted.

Updating Insurer Appointment Renewal Contact Information

Nevada appointment renewal invoices are generated on July 1st and emailed on July 2nd to the company appointment renewal contact on record with the Division. Please ensure that all contact information is current with the Division as of June 15th.

You may update your company’s contact information on the Division’s Online Service Portal (“Company Portal”) at www.doi.nv.gov under the “Insurers” tab and Company Portal. By utilizing the Division’s Company Portal, it ensures that any contact information changes are done in a timely manner and sent to the appropriate contact on file.

If your company is not set up with a PIN (“Personal Identification Number”) through the Company Portal, you will need to request one by sending an email to finances@doi.nv.gov .

Important Dates to Remember for your Appointment Renewal

6/15/2018: Appointment renewal contact updates due via the Division’s Company Portal.

6/25/2018: Terminations of appointments not to be renewed.

7/02/2018: Appointment renewal invoices sent via email.

9/01/2018: PAYMENT DUE

9/02/2018: Nonrenewed appointments expire retroactively to June 30th

Disputed Invoices

Any insurer having a dispute regarding a specific appointment must submit an email to the Division and provide documentation to verify that an appointment was terminated by the insurer prior to June 25, 2018. Invoices must be paid in full.

Questions

Questions concerning the Annual Appointment Renewal Invoice may contact the Division by email at renewal.desk@doi.nv.gov .