



Department of Business and Industry

# Nevada Division of Insurance

1818 E. College Pkwy, Suite 103, Carson City, Nevada 89706-7942 **Phone:** (775) 687-0700 **Web:** doi.nv.gov

---

## **2021 INSURANCE COMPANY ANNUAL APPOINTMENT RENEWAL**

On July 1st, the Nevada Division of Insurance (“Division”) will email the Annual Appointment Renewal Invoice and the Detailed Appointment List to each insurer. Appointments will retroactively expire effective June 30, 2021, unless the renewal invoice is paid in full on or before the due date of September 1, 2021. Pursuant to NRS 683A.321, each producer acting as an agent of the insurer must be appointed and each insurer shall remit the annual appointment renewal fee to the Division.

The last day to terminate an appointment and avoid the renewal fee is June 30, 2021. Once invoices are generated, the invoice may not be altered and must be paid in full to renew the company’s appointments. Be aware that, if the invoice is not paid on or before September 1, 2021, the appointments will terminate effective June 30, 2021.

All 2021 Nevada appointment renewal invoices should be paid via Sircon’s electronic payment portal ([www.sircon.com](http://www.sircon.com)). 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 or group. 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/](http://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 until you receive your invoice. Access to this payment service will be available on July 1, 2021.

We recommend notifying your bank no later than June 26, 2021 with the following information:

1. Sircon’s ACH ID is: 1841393599
2. Payment Processor: ePayPolicy

If you have any questions regarding your Sircon account or this payment service, please contact Sircon at <https://sirconwalkup.vertafore.com/apex/sc>ContactSupport> or (877) 876-4430.

To access the State Invoice Payment service, go to [www.sircon.com](http://www.sircon.com) and log into your business account. Under the Administration menu, click on Pay State Invoices to process payment.



Department of Business and Industry

# Nevada Division of Insurance

1818 E. College Pkwy, Suite 103, Carson City, Nevada 89706-7942 Phone: (775) 687-0700 Web: [doi.nv.gov](http://doi.nv.gov)

---

## **Updating Insurer Appointment Renewal Contact Information**

Appointment renewal invoices will be generated on June 30 and emailed on July 1 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 26.

You may update your company's contact information on the Division's Online Service Portal ("Company Portal") at [www.doi.nv.gov](http://www.doi.nv.gov) under the "Insurers" tab and Company Portal. Use of the Division's Company Portal, ensures that any contact information changes are completed efficiently and that invoices are sent to the appropriate company contact person.

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](mailto:finances@doi.nv.gov).

## **Important Dates to Remember for your Appointment Renewal**

**6/30/2021:** Appointment renewal contact updates due via the Division's Company Portal.

**6/30/2021:** Terminations of appointments not to be renewed.

**7/01/2021:** Appointment renewal invoices sent via email.

**9/01/2021:** **PAYMENT DUE** by 11:59 pm CT. Be aware, if the invoice is not paid on or before September 1, 2021 the appointments will be terminated on September 15<sup>th</sup>.

**9/02/2021:** Payment service closes and payments will no longer be accepted.

## **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 July 1, 2021. Invoices must be paid in full and may not be altered.

## **Questions**

Questions concerning the Annual Appointment Renewal Invoice may be sent to the Division by email at [renewal.desk@doi.nv.gov](mailto:renewal.desk@doi.nv.gov).