



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

2023 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, 2023, unless the renewal invoice is paid in full on or before the due date of September 1, 2023. 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, 2023. 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, 2023, the appointments will terminate effective June 30, 2023.

Payments will be made through an Automated Clearing House (ACH) process using Vertafore’s Sircon solution. There will be a \$10 service fee for each invoice paid. Payments can be made with checking, savings or corporate checking accounts. To submit these payments, the account must be authorized to accept ACH transactions.

Please note that Vertafore has a new ACH payment processor. We recommend notifying your bank **no later than June 28, 2023**, with the following information:

1. Sircon’s ACH ID is: F742470776
2. Payment Processor: Vertafore, Inc.

NOTE: If you do not have a Sircon account, please go to <https://www.sircon.com/products/company/signup/> to sign up. If you previously notified your bank and already have a Sircon account that is set up to use the State Invoice Payment service, no further action is needed.

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, Option 1.

To access the State Invoice Payment service, go to www.sircon.com and log into your business account. Under the **Administration** menu, click on **Pay State Invoices** to process payment. Additionally, to help ensure payment can be submitted, please verify that the EIN and/or NAIC ID you used to setup your Sircon account matches what the Division has on file for your company.

Updating Insurer Appointment Renewal Contact Information

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

You may update your company's contact information on the Division's Online Service Portal ("Company Portal") at 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.

Important Dates to Remember for your Appointment Renewal

6/30/2023: Appointment renewal contact updates due via the Division's Company Portal.

6/30/2023: Terminations of appointments not to be renewed.

7/01/2023: Appointment renewal invoices sent via email.

9/01/2023: PAYMENT DUE

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 30, 2023. 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 nevada.licensing@doi.nv.gov.