



# How to Obtain or Renew a License

## NIPR

WEB LINK:

[www.nipr.com](http://www.nipr.com)

### INITIAL LICENSE

1. Click on the “Apply for License” button
2. At “Application Selection”, choose either “Resident” or “Non-Resident Licensing”
3. Under “NRL State Requirements” click on “APPLY HERE”
4. Select the “Individual” use drop down and choose your home state.
5. Click on “License Number” and the box next to “I accept“
6. Enter your **HOME** state license number and **HOME** state
7. Enter last four numbers of your social security number and your date of birth
8. Select Start
9. Click on “Producer Licensing”
10. Choose “Initial”
11. Identify as either Resident or Non-Resident
12. Click on “Select” for each state being applied for; click Next.
13. Select “Line of Authorities” to add
14. The fees affiliated with the request will generate; select Next.
15. Initiate the process by clicking on “Biographic Data”
16. Review the information on each page, complete any necessary information and click Next.
17. **ALIASES** page: enter any aliases or DBA’s and click Next
18. **AGENCY OR BUSINESS ENTITY AFFILIATIONS** page: only complete if your business is state licensed
19. **EMPLOYMENT HISTORY** page: enter 5 years of employment history and select Next
20. **BACKGROUND** page: Answer all background questions and click Next
21. **SUBMITTER** page: select button next to “Yourself”, “On Behalf of Someone Else” and fill in all information. Click Next
22. Payment is now required. Complete the credit card information and print the “application”.
23. Email [Karen Reece](mailto:karen.reece@marketsharefinancial.com) to inform her of your pending application; she will monitor for progress.
24. If this is a **RESIDENT** license, verify on the website whether or not there are CE requirements





# How to Obtain or Renew a License

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### RENEW LICENSE

1. At NIPR home page, select “Renew”
2. Follow instructions as noted for **Initial Licensing**



Contact NIPR **855.674.6477**

or

**Karen Reece 800.421.8260, ext. 2463**

