



Mark Gordon
Governor

THE STATE OF WYOMING
Insurance Department
106 E. 6th Ave. ▪ Cheyenne, Wyoming 82002

Jeffrey P. Rude
Commissioner

November 18, 2020

2021 Appointment Renewal Process

The Wyoming Department of Insurance will process all 2021 appointment renewals electronically through the National Insurance Producer Registry (NIPR).

Payment for Wyoming appointment renewals will be collected *only* through the NIPR electronic payment system. The payment gateway for appointment renewals is:

<https://nipr.com/products-and-services/nipr-gateway/appointment-renewals>

- Termination notices for individual appointments that a company does not wish to renew must be received by NIPR and/or Sircon no later than **January 23, 2021** to allow sufficient time for processing and posting to the PDB before the renewal billings are created. Any changes submitted after **January 23, 2021** will not be reflected on the 2021 appointment renewal invoice.
- On **January 30, 2021** the NIPR appointment renewal gateway will grant access to invoices and company lists of appointments due for renewal.
- Appointment renewal fees will be due by **3:00pm Mountain Daylight Time on March 31, 2021** for all appointments listed on the appointment renewal invoice.
- Companies are not permitted to alter the invoice in any manner.
- After **March 31, 2021** appointment renewal invoices will no longer be displayed on the NIPR website.
- In the event that a company does not pay their invoice by **3:00pm Mountain Daylight Time on March 31, 2021** all appointments will be cancelled.
- Absolutely no late renewals will be accepted, and no grace periods will be extended.
- Any payments other than those for the exact amount listed on the invoice will not be accepted.

Please direct all questions to Bryan Stevens, Wyoming Department of Insurance Licensing Supervisor at (307) 777-7344 or bryan.stevens@wyo.gov