

Navigator/In Person Counselor Initial Application

Go to www.nipr.com

1. On left look for “Licensing & Renewal Applications” and click on the words Producer / Agent / Broker / Business / Agency / Adjuster
2. In the middle of the page it says **I would like to... Apply for a new license** Click on the words “Resident”
3. On the left hand side of the screen in blue find “Begin Application” and click on it.
4. Scroll to bottom of the Use Agreement page and click on “Accept”
5. This page starts the application process
6. At “Resident State:” use the drop down and select “Illinois”
7. At “License Type” click on the dot next to “Individual”
8. At “What do you want to do:” click on the dot by “Apply for a new Resident License or resume an existing application.
9. At “SSN or FEIN” enter your SSN#
10. Enter Last name at next box then click “Next”
11. The next page lists the lines of authority (LOA) and License class, scroll to the bottom of the page and click Navigator Certificate then chose the LOA of Navigator or In Person Counselor, then click “Next”.
12. **PERSONAL DATA** page – Please enter all information that has a red * then click “Next”
13. **BUSINESS DATA** page - You must enter a business phone number and email address. You can chose to list your resident address for the Business address by clicking the dot or you can fill in your business information, click “Next”
14. **MAILING ADDRESS** page – at this page you may click on the dot next to Use Residential Address or the dot next to Use Business Address or you may fill in a different mailing address.
15. **ALIASES** At next page enter any Alias’ you may have used and click “Next”
16. **AGENCY OR BUSINESS ENTITY AFFILIATIONS** Illinois does not require affiliations, please scroll down and click on “Next”
17. **EMPLOYMENT HISTORY-** At this page you must enter 5 years of employment history then click on “Next”
18. **BACKGROUND** -Please answer all background questions following all instructions given, click “Next”
19. **APPLICANTS CERTIFICATION AND ATTESTATION** Read the Attestations and click on the dot by “Agree”, then click “Next”
20. **VERIFICATION EMAIL** Please enter an email address for a verification email or click the box next to the email address listed, then click “Next”
21. **SUBMITTER** At this page, if you are the navigator or in-person counselor please click the dot next to “Yourself” then click “Next”
If you are submitting an application on behalf of Someone Else you must complete all information then click on “Next”
22. **FEE DETAILS** This page tells you what your fees are, review and click on “next”
23. Please click the dot next to how you want to pay, billing details will automatically come up to the left, fill them in and press “Next”

If you have any problems with the application process, please contact NIPR at 855-674-6477 or you can email them at customerservice@nipr.com