

**STATE OF NEW MEXICO**  
**OFFICE OF SUPERINTENDENT OF INSURANCE**

**SUPERINTENDENT OF INSURANCE**

Russell Toal



**DEPUTY SUPERINTENDENT**

Jennifer A.Catechis

DATE: November 23, 2022

TO: Insurance Companies with New Mexico Agent Appointments

FROM: Vanessa DeJesus, Licensing Supervisor

SUBJECT: New Mexico Agent Appointment Renewal Invoices for 2023

The New Mexico Office of the Superintendent of Insurance (OSI) will process all company appointments electronically through the National Insurance Producer Registry (NIPR). The appointment renewal invoice will include all resident/nonresident appointment renewals.

**All agents will appear on the renewal list *unless* the agent was terminated by 11:59 p.m. CST on December 29, 2022.**

**Information and Dates**

- Appointment billings become available, and payments may be submitted starting on January 1, 2023.
- The appointment invoice and a list of agents associated with the invoice will be available on the
- NIPR website at [www.nipr.com](http://www.nipr.com) on the morning of January 1, 2023, through 4:00 p.m. CST, April 30, 2023.
- Appointment terminations can only be processed for appointments that are shown as active on the Producer Data Base (PDB) at the time the termination transaction is sent to NIPR.
- Appointments added on or after January 1, 2023, will be assigned a 2024 renewal date and will not be included on this year's invoice.
- The deadline to submit an agent termination is 11:59 p.m. on December 29, 2022. No reconciliation will be allowed on or after December 29, 2022.
- If the company fails to pay the renewal invoice by the April 30, 2023, deadline, all agent appointments will be terminated.
- To activate those appointments, the company will need to reappoint and pay initial appointment fees again via [www.nipr.com](http://www.nipr.com).
- NIPR transaction processing fees are nonrefundable.
- By using NIPR's electronic appointment renewals, the NIPR invoice will be updated as paid, and the transactions to renew will be forwarded to OSI within 24 business hours.
- NIPR will display the invoices as paid once payment is received.

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[www.osi.state.nm.us](http://www.osi.state.nm.us)

### **NIPR Transaction Fees**

The NIPR renewal processing fee is 1% of the total state fee charged, with a minimum of \$5 and a maximum of \$1,000.

- For example: For 100 appointments, the State Fee per Appointment Renewal = \$10, the Total State Appointment Renewal Fee = \$1,000, and the NIPR transaction fee = \$10.
- Transaction fees must be paid to renew and NIPR processing fees are not refundable.

### **Process Beginning January 1<sup>st</sup>, 2023.**

- Go to [www.NIPR.com](http://www.NIPR.com)
- Follow the links to company appointment renewals and sign in using any of your company identifiers:
  - Company CoCodes
  - FEIN
  - Company Name
- After entering the necessary identifying information, you can:
  - Print/pay invoice
  - View the detailed appointment renewal report
  - Print report
  - Download the report as both txt and XML
- • Help screens and NIPR Customer Support are available to guide you through the process

If you have any questions regarding this new appointment renewal process, contact NIPR Customer Service at [support@nipr.com](mailto:support@nipr.com).