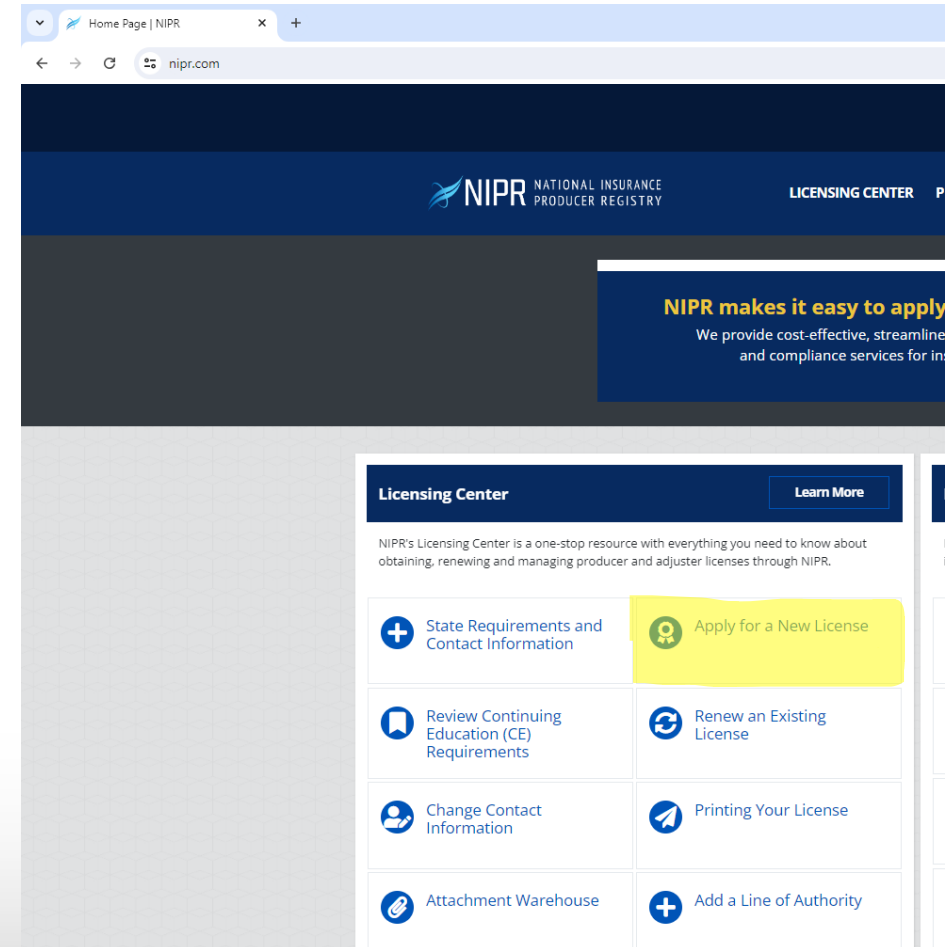


# Massachusetts

## ■ Adding/Removing Members

- Go to NIPR.com to access the application
- Click on “Apply for New License”
- Select Resident or Non-Resident License to be taken to application.
- Select Business Entity and enter your identifier




- *Please note: Members can only be added or removed utilizing the initial application*

- Choose the appropriate product type: Producer, Adjuster or Other
- Select INITIAL license: *Members can only be added/removed via initial applications*
- Select Residency type
- Select Massachusetts

- Select the License and LOAs that you **already** maintain.
  - Selecting another LOA will alter your license.
- After selecting the LOAs under the license class you **already** maintain, you will be able to move forward to the application and edit the members.

- Under the “Members/Affiliations” section is where edits can be made
- Members must be added or removed prior to moving on to the next selection of the application.
- Complete and review the application.
- Submit payment – all fees are non-refundable.



The top navigation bar contains the following items:

- Web Information
- Members/Affiliations**
- Owners, Partners, Officers and Directors
- Background Questions

The 'Members/Affiliations' section of the application form is shown below:

→ Members/Affiliations

Existing Members/Affiliations

New Members/Affiliations

Last Name

⚠ Last Name is a required field

First Name

NPN

State

License Class

[- Remove](#)

[+ Add](#)