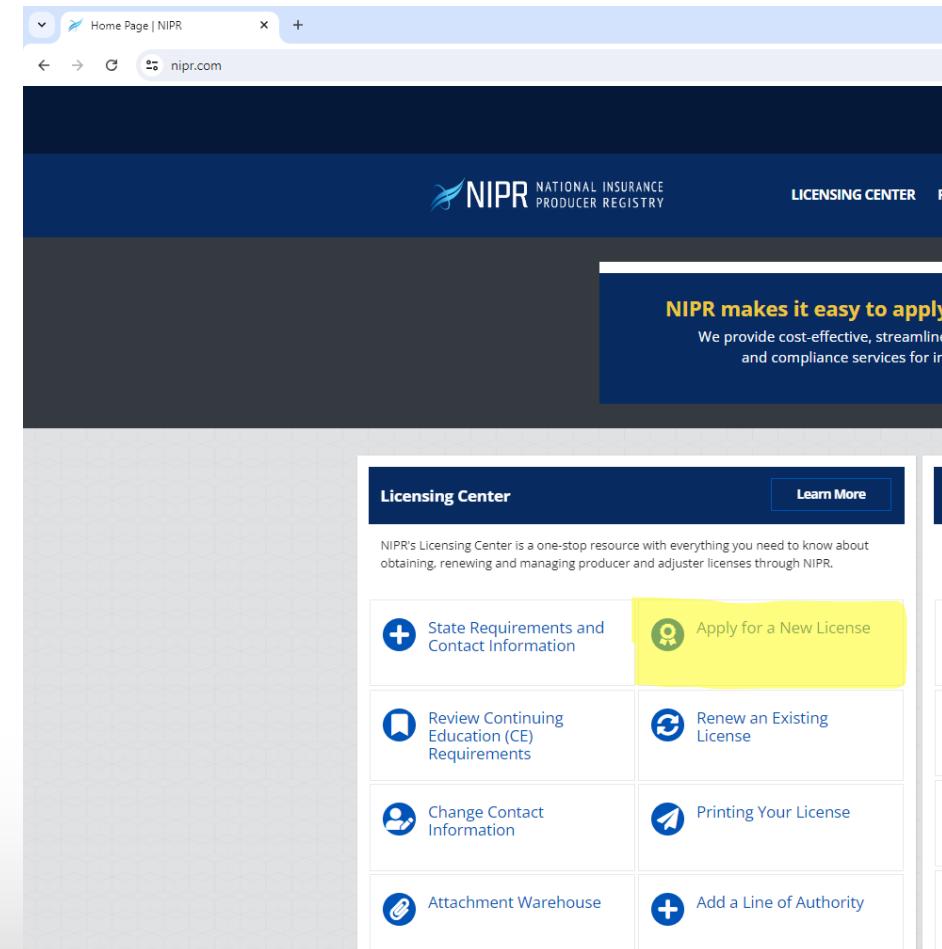


# Massachusetts

## ■ 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

User Menu

Select Product

Product Type

Producer Licensing  
 Adjuster Licensing  
 Other Licensing  
 Contact Change Request (Change Add)  
 Demographic Update  
Update name.  
 License Update  
Update Designated Responsible Licensed Person.  
 PDB Detail Report

← Back

- 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.

User Menu

MASSACHUSETTS: Select Licenses

**Attention Massachusetts Applicants: Massachusetts Business Entity Applicants Important Notice: Please Note:**

**Business Entity license:** Any new insurance business entity in MA must have name approval BEFORE you apply for a license. Please follow the three step name approval process. Please note application fees are non-refundable.

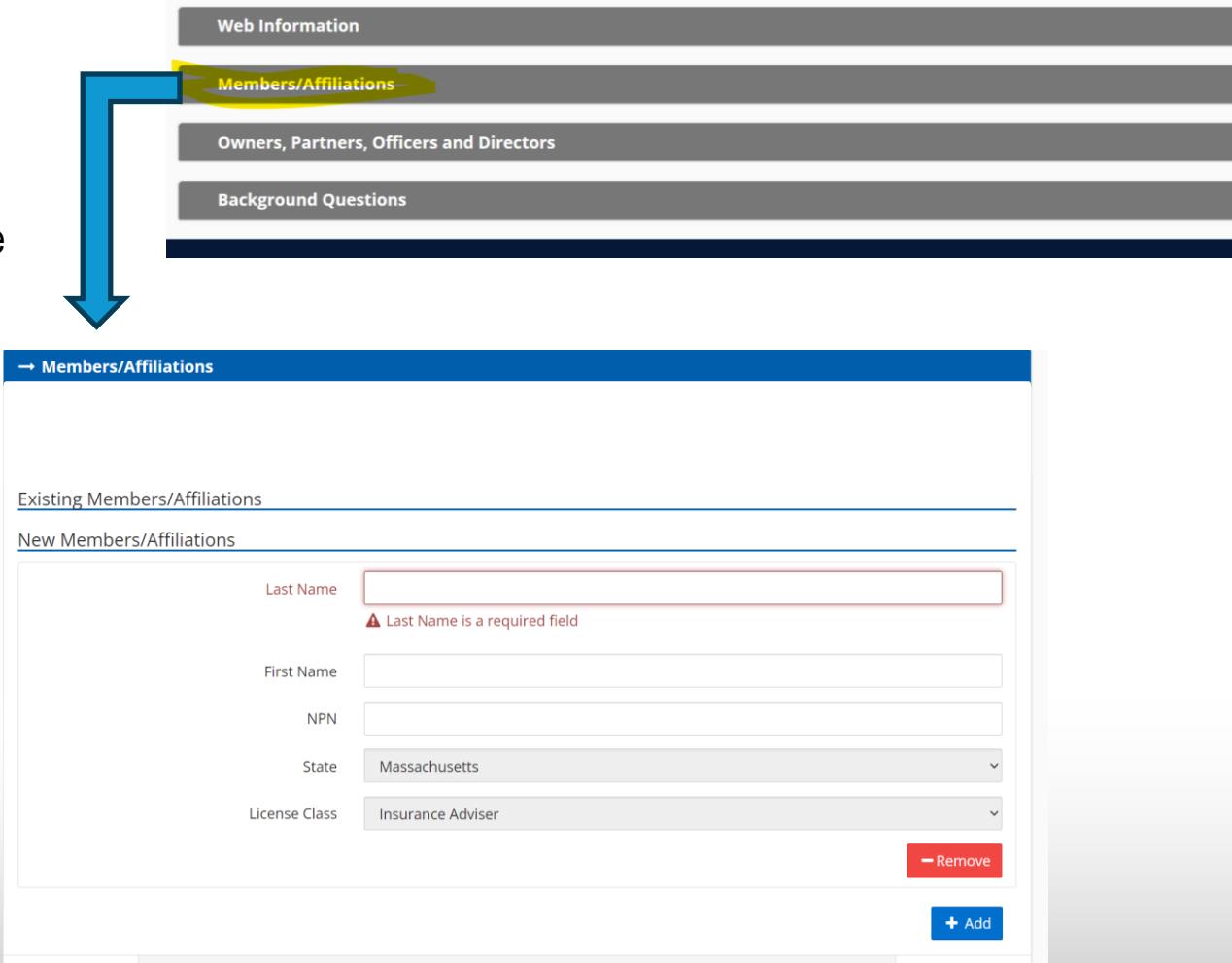
Insurance Adviser

Accident & Health or Sickness  
 Casualty  
 Life  
 Property

Motor Club

Motor Club

- 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.



Web Information

Members/Affiliations

Owners, Partners, Officers and Directors

Background Questions

→ Members/Affiliations

Existing Members/Affiliations

New Members/Affiliations

Last Name:  ⚠ Last Name is a required field

First Name:

NPN:

State:  ▼

License Class:  ▼

— Remove

+ Add