

**NIPR: Step by Step Instructions**  
**Utilization Review Company License**  
**Resident Licensing Initial and Reinstatement**

1. **Go to NIPR's website:**
  - a. [www.nipr.com](http://www.nipr.com)
2. **NIPR Home Page:**
  - a. *Under Licensing Center*
  - b. *Select "Apply for License"*
  - c. *Select "Go to the Online Application"*
3. **Identify Licensee Page:**
  - a. *Select "Business Entity"*
  - b. *Sign-in by License number, NPN or FEIN – Enter required information*
  - c. *Check off "I accept the NIPR Use Agreement" box*
  - d. *Select "Next"*
4. **User Menu Page:** (*Verify your name within the "User Menu" bar to the right*)
  - a. *Select "Start"*
5. **Select Product Page:**
  - a. *Product Type: Select "Producer Licensing"*
  - b. *Application Type: Select "Initial"*  
*Note: Reinstatements also select "initial"*
  - c. *Residency Type: Select "Resident"*
  - d. *Select "Next"*
6. **Select States Page:**
  - a. *Click on the "Select" button next to "Connecticut"*
  - b. *Select "Next"*
7. **Connecticut: Select Licenses Page:**
  - a. *Select "Utilization Review"*
  - b. *Select "Next"*
8. **Fee Estimate Page:**
  - a. *Select "Next"*
9. **Main Menu Page:** (*You must complete all of the red asterisks (\*) before you continue*)
  - *Biographical Data*
  - *Addresses*
  - *Phone Contact Data*
  - *Web Information*
  - *Affiliations (designated responsible person) - (Not a required field – go to the next page)*
  - *Background Questions*  
*If you answer "yes" to any of the questions, you must attach supporting documents.*
  - *Select "Next"*

○When all areas are completed, a green checkmark will show.

○Select “Next”

- 10. Review Application Page:**
  - a. Review for accuracy
  - b. Select “Next”
- 11. Submitter Page:**
  - a. You must complete all red asterisks (\*)
  - b. Select “Next”
- 12. Attestation Page:**
  - a. Read and Accept
  - b. Select “Next”
- 13. Verification Contact Page:**
  - a. Additional email address not required
  - b. Select “Next”
- 14. Submit Requests Page:**
  - a. Select “Submit & Pay”
- 15. Choose Payment Type Page:**
  - a. Select Credit Card or eCheck
  - b. Select “Next”
- 16. Complete Payment Information:**
- 17. Print Summary for your records:**

**Applicants will be advised during the application process to complete the additional UR application (excel workbook) and attach to the [NIPR warehouse](#).**

**The processing of your license will not begin until both applications and required documents have been submitted.**

Keep a copy of the Receipt of Payment, Confirmation and Follow-Up page(s) with your transaction number for your records.