

**NIPR: Step by Step Instructions
Utilization Review Company License
Resident Licensing Renewal**

1. **Go to NIPR's website:**
 - a. www.nipr.com
2. **NIPR Home Page:**
 - a. *Under Licensing Center*
 - b. *Select "Renew an Existing 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 "Renew"*
 - 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 application questions 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.