

## Be Ready Before you Begin!

Before you enter the FCNB Portal, please note the following information:

<b>Internet Browser Requirements</b>	For the online system to function properly, it is important that your browser is compatible with FCNB's portal. Please ensure that you are using the most recent version of your browser and that it is properly updated. Our portal works with any of Microsoft Explorer, Google Chrome, Firefox, or Safari.
<b>Username</b>	Your username is an email address that you provide. Please ensure that the email address you submit is used only by you and that it is checked regularly, as all notices from the system will be sent to that email address.
<b>Authorized Signatory (Sponsor)</b>	If you are applying for an insurance agent/broker licence, you will need the name of the insurance company that is sponsoring your application. If you do not already have this information, please ask your employer.
<b>Criminal Record Check</b>	For a new application, you will be required to upload a copy of your Criminal Record Check. For information on the required criteria, please click <a href="#">here</a> .
<b>CIPR Number</b>	All insurance applicants are required to obtain a Canadian Insurance Participant Registry (CIPR) number in order to apply for registration. Obtaining a CIPR number is free and can easily be done online at <a href="https://www.cipr.ca/registration/start">https://www.cipr.ca/registration/start</a> or by clicking the link provided on the profile page.
<b>Suitability Disclosures</b>	If you disclose a potential suitability issue, you may be required to upload further documentation. Examples of potential suitability issues are, but are not limited to, bankruptcies, disciplinary decisions, court judgments and criminal records. Please make sure that you have all related documents available to upload. Additional information may be requested during the review of your application.
<b>Trust Account</b>	If you receive payments directly from clients, you are required to have a Trust Account(s) and will be required to provide the name and address of the financial institution(s) on your application. Please ensure that you have this information at hand.

**Non-Resident** If you are applying for an insurance agent/broker licence and you are not a resident of New Brunswick, you are required to provide and upload proof of your current licence in your home jurisdiction.

**Educational Requirements** If you are applying as a new resident agent, resident broker or an adjuster (from any jurisdiction), you will be required to upload a copy of your transcript indicating that required courses and exams have been successfully completed.

**Brokerage/firm** If you are applying for an agent or broker licence, you will be required to enter the name, address and phone number for the agency(ies), brokerage(s) or other entity(ies) that you represent. If you are applying for an adjuster or damage appraiser licence, you will be asked to enter your employer's name, address and phone number. Be sure to have this information ready before you access the portal. If you use a corporation to receive any compensation from your licensed activity, please add particulars for this entity as well.

**Regulatory history** During the renewal process you will be asked to confirm that since your last licence was issued you have not been refused any kind of professional registration or licensing to deal with the public, had any type of registration or licensing to deal with the public restricted, suspended, revoked, or cancelled, or been subject to discipline from, nor are you aware that you are currently the subject of an investigation by, a regulatory body in either Canada or the U.S. If you have been the subject of any of these actions, please ensure you have the details of these (dates, circumstances, correspondence) available to provide during the renewal process. Please be sure to upload any related documents and correspondence at the documents upload step.

**Licences in other jurisdictions** You will be asked to provide particulars of insurance licenses held in other jurisdictions. Please ensure you have details of the licence type, month and year of issue, and month and year of expiry ready before accessing the portal.