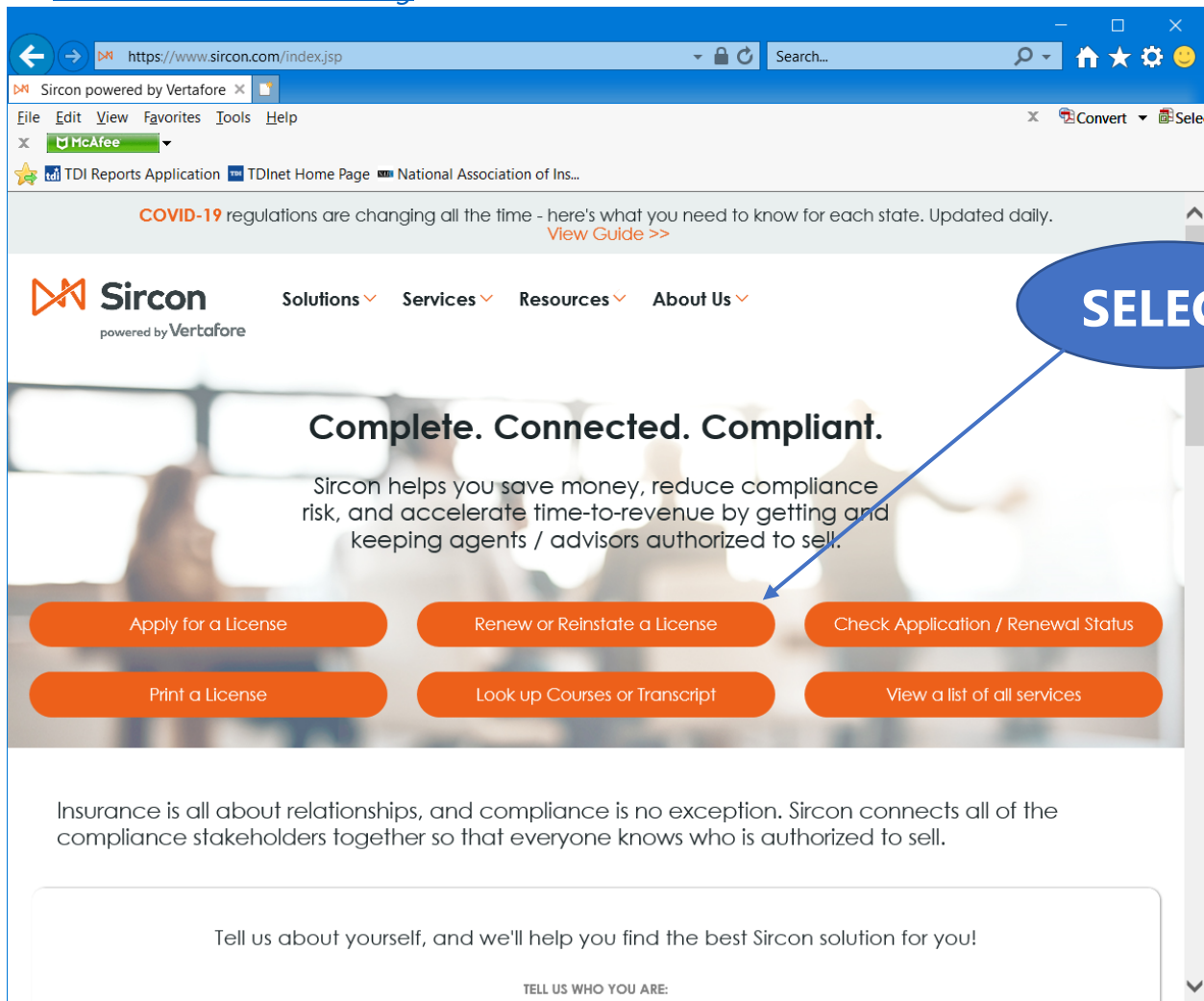


Note: Be sure to have all the **required attachments (exhibits)** ready to complete the online renewal process.

- Email the required [application](#) exhibits to IRUIAPRO@tdi.texas.gov
 - [Email subject line:](#) "URA Renewal Application for [insert company name on application]"
 - [Naming convention for the documents](#)

Go to [Sircon Online Processing](#)



The screenshot shows the Sircon website homepage. At the top, there is a navigation menu with links for Solutions, Services, Resources, and About Us. Below the menu is a banner with the text "Complete. Connected. Compliant." and a sub-header "Sircon helps you save money, reduce compliance risk, and accelerate time-to-revenue by getting and keeping agents / advisors authorized to sell." Below the banner are six orange buttons: "Apply for a License", "Renew or Reinstatement a License", "Check Application / Renewal Status", "Print a License", "Look up Courses or Transcript", and "View a list of all services". A blue callout bubble with the word "SELECT" in white capital letters is positioned to the right of the buttons, with a blue arrow pointing to the "Renew or Reinstatement a License" button.

Select the **"Renew or Reinstatement a License"** button.

License Renewals | Sircon p... x

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Convert Select

Texas Government Power Pl... TDI Reports Application TDI.net Home Page National Association of Ins...

License Renewal

i If you have recently completed all continuing education requirements, please allow 2-5 business days for the education provider to report the credit hours to the State.

[Check the Status of a Submitted License Renewal](#)

RENEW INSURANCE LICENSES

Renew or reinstate an **existing insurance license** [Renew Insurance Licenses](#)

RENEW ADJUSTER LICENSES

Renew or reinstate an **existing adjuster license** [Renew Adjuster Licenses](#)

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Select the **“Renew Insurance Licenses”** button.

The screenshot shows a web browser window with the URL <https://uat.sircon.com/products/renew.jsp>. The page title is "License Renewals | Sircon p...". The browser's address bar shows the URL, and the page content includes a "License Renewal" header, a notice about continuing education requirements, a link to "Check the Status of a Submitted License Renewal", and two main sections: "RENEW INSURANCE LICENSES" and "RENEW ADJUSTER LICENSES".

In the "RENEW INSURANCE LICENSES" section, there is a button labeled "Renew Insurance Licenses". Below it, a form asks "Are you an individual or a firm?" with two radio button options: "Individual" and "Firm". The "Firm" option is selected. To the right of the form are "Cancel" and "Continue" buttons. A blue oval labeled "SELECT" has an arrow pointing to the "Firm" radio button. Another blue oval labeled "THEN" has an arrow pointing to the "Continue" button.

The "RENEW ADJUSTER LICENSES" section has a button labeled "Renew Adjuster Licenses".

At the bottom of the page, there is a footer with navigation links: Home | News | State Information | NAIC Information | Privacy | Terms of Use | Help | FAQ | Live Chat, and copyright information: Copyright © 1998-2021 Sircon Corp. | [Email Support](#) | 877-876-4430 | 1500 Abbot Rd Ste.100 | East Lansing, MI 48823.

Select the "**Firm**" and then click "**Continue.**"

The screenshot shows a web browser window with the URL <https://uat.sircon.com/products/renew.jsp>. The page title is "License Renewals | Sircon p...". The browser's address bar shows the URL, and the page content includes a "License Renewal" section. A dropdown menu for "Renewal State" is open, listing various states. The state "Texas" is highlighted in the list. A blue callout box with the text "Select 'Texas.'" points to the "Texas" option in the dropdown menu.

License Renewal

Renewal State

- Maine
- Maryland
- Michigan
- Minnesota
- Mississippi
- Missouri
- Nebraska
- Nevada
- New Hampshire
- New Jersey
- New Mexico
- North Carolina
- North Dakota
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Puerto Rico
- Rhode Island
- South Carolina
- South Dakota
- Tennessee
- Texas**
- U.S. Virgin Islands
- Utah
- Vermont
- Virginia
- West Virginia
- Wisconsin
- Wyoming

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Select **"Texas"** from the Renewal State drop down menu.

The screenshot shows a web browser window with the URL <https://uat.sircon.com/products/renew.jsp>. The page title is "License Renewals | Sircon p...". The browser's address bar shows the URL and search icons. The page content includes a "License Renewal" section with the following fields:

- Renewal State: * Required
- EIN: * Required
- Resident State: * Required
- Resident License Number: * Required

Below the fields are "Continue" and "Cancel" buttons. A link labeled "Search for a specific license" is highlighted with a blue arrow pointing from a yellow callout box. The callout box contains the text: "FOR NON-RESIDENT, SELECT 'Search for a specific license.'".

Don't have a resident license? [Search for a specific license](#)

** We accept VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER and electronic checks. **

The information on the following pages may include information provided from the National Insurance Producer Registry's Producer Database and may contain information subject to the Fair Credit Reporting Act, 15 U.S.C. 1681 et seq. A Summary of Consumer Rights is provided [Here](#), and is available for viewing.

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For a **Non-Resident Renewal**, do not fill out the information on this page, select "**Search for a specific license**" to continue.

License Renewals | Sircon p... x

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TDInet Home Page (3) Full Events Calendar ERS TDInet Home Page (2) Texas Government Power Pl...

License Renewal

Renewal State * Required

EIN * Required

License Number * Required

[Return to Resident License Search](#)

**** We accept VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER and electronic checks. ****

The information on the following pages may include information provided from the National Insurance Producer Registry's Producer Database and may contain information subject to the Fair Credit Reporting Act, 15 U.S.C. 1681 et seq. A Summary of Consumer Rights is provided [Here](#), and is available for viewing.

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Fill out the required data, including the **Texas license number** being renewed.

License Renewal

TEST FIRM-NonRes

Please review the selected items you wish to renew. Note: Some States do not have Qualifications available for renewal. For these states, all associated Qualifications will be renewed when the License is renewed.

Texas License Renewals

REPORT MATERIAL CHANGES: A report of material changes must be filed within 30 days of the change taking effect. To file a report, a utilization review agent must email to URAGrp@tdi.texas.gov:

1. a Utilization Review Agent Application form [LHL005](#) showing the material changes in a redlined version (e.g. using *strikethrough* and *underline*), and signed by an authorized representative, and
2. a listing and description of the material changes being reported.

Action	License Type	Lic. Number	Exp. Date
<input checked="" type="checkbox"/> Renew	URA Certified	[REDACTED]	03-31-2021

Back Continue Cancel

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Verify the data presented, then review the instructions relating to **Reporting Material Changes** located on this page. Select **“Continue.”**

The screenshot shows a web browser window with the URL <https://uat.sircon.com/ComplianceExpress/LicenseRenewals/licRnv>. The page title is "Compliance Express™". The browser's address bar and menu bar are visible. The page content includes:

- License Renewal** section with the following information:
 - TEST FIRM-NonRes
 - 333 GUADALUPE
 - TAMPA, TX 33601
- License Fee Summary** section with the sub-header "License Renewals for Texas".
- A table with the following data:

License Type	Lic. Number	Exp. Date	State Fee
URA Certified	[REDACTED]	03-31-2021	* \$545.00

**The state fees for this renewal are estimated. The final fees will be determined after all data has been entered.*
- Confirmation Email Address** section with a text input field labeled "Email Address" and a "* Required" note.

Two blue callout boxes with white text and arrows point to specific elements:

- The top callout box, containing the text "Verify the information provided.", has arrows pointing to the firm name and address information.
- The bottom callout box, containing the text "Enter the email address for the URA.", has an arrow pointing to the "Email Address" input field.

Verify the information provided. Enter the **email address for the URA**.

Compliance Express™

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Texas URA Certified Renewal Questions

* All questions are required.

Question 1

Regarding Health Care provided under a health Benefit or Health Insurance policy: [28 TAC 19.1706 (c)] The URA renewing this certification must send to TDI the name, type, license number, state of licensure, and qualifications of the personnel either employed or under contract to perform the utilization review with the renewal application.

Will a document containing the name, type, license number, state of licensure, and qualifications of the personnel either employed or under contract to perform the utilization review be attached to this renewal application submission?

No
 Yes

Question 2

Is the URA applying for a renewal with this application providing adequate training to personnel responsible for precertification, certification, and recertification of services or treatment relating to acquired brain injury in accord with the Texas Insurance Code §1352.004, [28 TAC 19.1706(e)]?

No
 Yes

Question 3

Regarding Health Care provided under Workers' Compensation Insurance Coverage: [28 TAC 19.2006 (e)] The URA renewing this certification must send to TDI the name, type, Texas license number, and qualifications of the personnel either employed or under contract to perform the utilization review with the renewal application.

Will a document containing the name, type, Texas license number, and qualifications of the personnel either employed or under contract to perform the utilization review be attached to this renewal application submission?

No
 Yes

Question 4

Regarding Adverse Determination Template Letter requirements:

Will the Initial Adverse Determination, Appeal Acknowledgement, and Appeal Determination letters last approved by the department, which are currently being issued to applicable parties, be attached to this renewal application submission?

No
 Yes

All the questions must be answered.

Note: Be sure to have all the **required attachments (exhibits)** ready to complete the online renewal process.

- Email the required [application](#) exhibits to IRUIAPRO@tdi.texas.gov
 - [Email subject line:](#) "URA Renewal Application for [insert company name on application]"
 - [Naming convention for the documents](#)

Attestation for Texas

By renewing online, you affirm that you have reported to the Department any administrative action and/or any criminal history, including convictions, deferred adjudications, probations or pending charges. **You may report such information by scanning and electronically attaching the required documentation directly to your renewal application from the confirmation page.** If you do not have scan capability, mail it to: Texas Department of Insurance, Licensing Division - MC 107-1A, 333 Guadalupe, P. O. Box 149104, Austin, Texas 78714-9104. Federal law (18 USC 1033), prohibits an individual from engaging in the business of insurance if they have been convicted of a crime involving dishonesty or breach of trust without express written consent of a commissioner of insurance.

Effective June 1, 2018, Chapter 19.1016 of the Texas Department of Insurance has been adjusted to reflect recent legislative changes. These changes have affected both License Renewal and Continuing Education (CE) requirements.
Each hour of continuing education not completed during a license term will result in a \$50.00 per deficient hour fine up to a maximum of \$500.00 per license type held that requires continuing education. Fines for reporting periods prior to 6-1-2018, may exceed the \$500.00 per license held limitation.

For Certificate of Registration Renewals Only:
In applying for a renewal of an SFMO industry certificate of registration, I certify that I am familiar with and will comply with the Texas Insurance Code and the Texas Administrative Code applicable to the certificate being renewed. I hereby authorize the Texas State Fire Marshal or his representative to enter, examine, and inspect any premises, building, room, or establishment used by my firm while engaged in the business the firm is licensed for, to determine compliance with the provisions of the Texas Insurance Code and the Texas Administrative Code applicable to the certificate being renewed.

For Public Insurance Adjuster renewals only:
I will attach a copy of my public insurance adjuster contract and proof of financial responsibility with this submission.

For Utilization Review Agents (URA and URAREG)
I have read and understood the URA application and attachments and that the answers are true and correct. I further attest that I am familiar and compliant with the Texas statutes and rules that relate to the type of utilization review that the applicant is performing in Texas (Texas Insurance Code, Chapters 4201 and 1305, TDI rules, Texas Labor Code provisions, and DWC rules).

I attest that the applicant has written policies and procedures that comply with all URA statutes and rules. I understand that TDI may request, at any time, copies of all written policies and procedures that were not submitted with this renewal application.

Agree * Required

Pay close attention to the section for **Utilization Review Agents (URA and URAREG)**.

Select **"Agree"** to continue.

https://www.sircon.com/ComplianceExpress/LicenseRenewal

Compliance Express™

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Submitter Information

Producer **Authorized Submitter * Required**

As the authorized submitter, I declare that the applicant provided all the information submitted on this form.

Submitter First Name

Submitter Last Name

Submitter Firm Name

Submitter Phone Ext.

Submitter Firm Address

Submitter City

Submitter State

Submitter Zip

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This section is optional. Select "**Continue.**"

The screenshot shows a web browser window with the URL <https://uat.sircon.com/ComplianceExpress/LicenseRenewa>. The page title is "Compliance Express™". The browser's address bar and menu bar are visible. The main content area is titled "License Renewal" and displays the following information:

TEST FIRM-NonRes
333 GUADALUPE
TAMPA, TX 33601

License Fee Summary

License Renewals for Texas

License Type	Lic. Number	Exp. Date	State Fee
URA Certified	[REDACTED]	03-31-2021	\$545.00

Total State Fee \$545.00
Sircon Fee \$6.00
Processing Fee \$15.35
=====
Total Fee \$566.35

I understand that all license renewal fees are non-refundable.

NOTE: You will not be charged the above amount until you complete the payment process. If you wish to continue with this process, please click process below.

I would like to receive email notifications concerning state insurance deadlines, renewal notices, new electronic services and related issues.

Please send email notifications to: [REDACTED]

Revise Process Cancel

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Four blue callout boxes with arrows pointing to specific elements on the page:

- Top right: "Review all information **carefully**." (points to the firm name and address)
- Middle right: "Select the check boxes." (points to the "I understand that all license renewal fees are non-refundable" checkbox)
- Bottom right: "Verify email address in order to receive notifications." (points to the email notification checkbox and the email address field)
- Bottom right: "Select **Process**." (points to the "Process" button)

The applicant must check the box next to **"I understand that all license renewal fees are non-refundable."**

Verify the information provided on the page is correct and select **"Process"** to continue.

License Renewal

✔ License Renewal(s) and/or Reinstatement(s) were successfully submitted. Please review the information on this page, and then print the page for your records using the Print link below. To print a license, click the link next to the license renewal (if available).

NEXT I would like to:

- [Attach documents](#) to this application ↗
- [Print](#) this confirmation page

Attach any required documents. Please print confirmation page for your records.

Select "**Attach documents**" to attach any required documents to complete the renewal application. Then you may print the confirmation page and retain for your records.