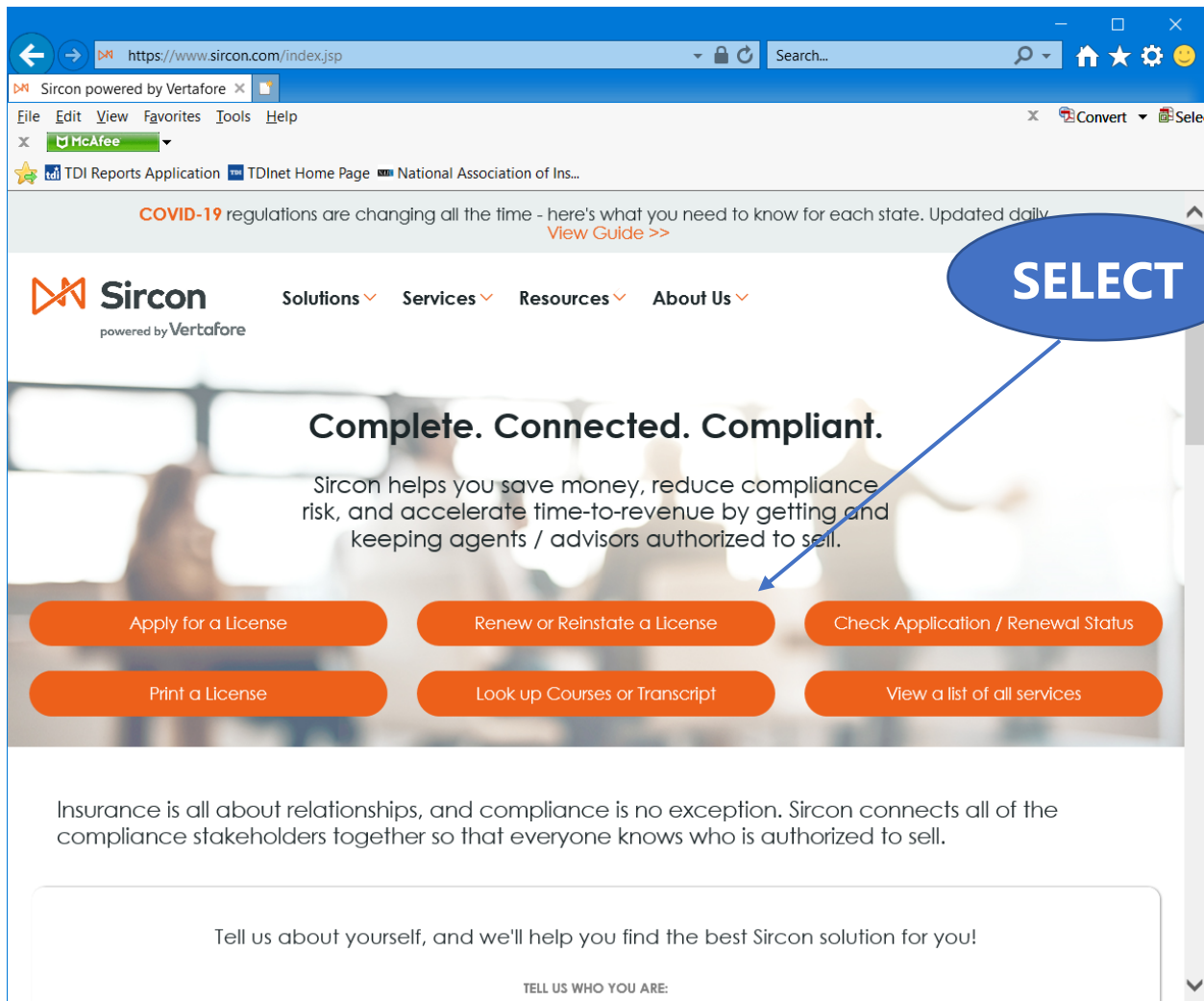


Note: Be sure to have all the **required attachments (exhibits)** ready to complete the online renewal process.

- 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 navigation is a large banner with the headline "Complete. Connected. Compliant." and a sub-headline: "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 arranged in two rows. A blue oval with the word "SELECT" in white capital letters is positioned to the right of the buttons, with a blue arrow pointing from the oval to the "Renew or Reinstatement a License" button. Below the buttons is a text block: "Insurance is all about relationships, and compliance is no exception. Sircon connects all of the compliance stakeholders together so that everyone knows who is authorized to sell." At the bottom of the page, there is a form with the text "Tell us about yourself, and we'll help you find the best Sircon solution for you!" and a label "TELL US WHO YOU ARE:".

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

License Renewal

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 this, a form asks "Are you an individual or a firm?" with two radio button options: "Individual" and "Firm". The "Firm" option is selected. At the bottom of this form are "Cancel" and "Continue" buttons. A blue oval labeled "SELECT" has an arrow pointing to the "Firm" radio button, and 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.

Browser window showing the Sircon License Renewal page. The URL is <https://uat.sircon.com/products/renew.jsp>.

License Renewal

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

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

License Renewal

Test Firm-Resident

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

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Verify the information 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/licRnwISe>. The page has a blue header with the text "Compliance Express™". Below the header, there are several sections:

- License Renewal**: A dark grey header bar.
- Test Firm-Resident**: A section containing the address: 333 GUADALUPE, AUSTIN, TX 78701.
- License Fee Summary**: A dark grey header bar.
- License Renewals for Texas**: A section containing 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**: A dark grey header bar.
- Email Address**: A text input field with a red asterisk and the word "Required" next to it.

Two blue callout boxes with white text and arrows pointing to the page elements are present:

- The top callout box says "Verify the information provided." and has arrows pointing to the "Test Firm-Resident" address and the "Lic. Number" column in the table.
- The bottom callout box says "Enter the email address for the URA." and has an arrow pointing to the "Email Address" input field.

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

Compliance Express™

File Edit View Favorites Tools Help

Texas Government Power ... tdi TDI Reports Application TDI Home Page National Association of In...

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™

File Edit View Favorites Tools Help

McAfee

tdi TDI Reports Application tdi TDI Inet Home Page naic National Association of Insurance Commissioners

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/LicenseRenewals/LicRnwLSu>. The page title is "Compliance Express™". The browser's address bar shows the URL and a search icon. The page content includes a "License Renewal" section with the following information:

Test Firm-Resident
 333 GUADALUPE
 AUSTIN, TX 78701

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]

Callout boxes on the right side of the page provide instructions:

- Review all information **carefully**.
- Select the check boxes.
- Verify email address in order to receive notifications.
- Select "**Process**."

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

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.