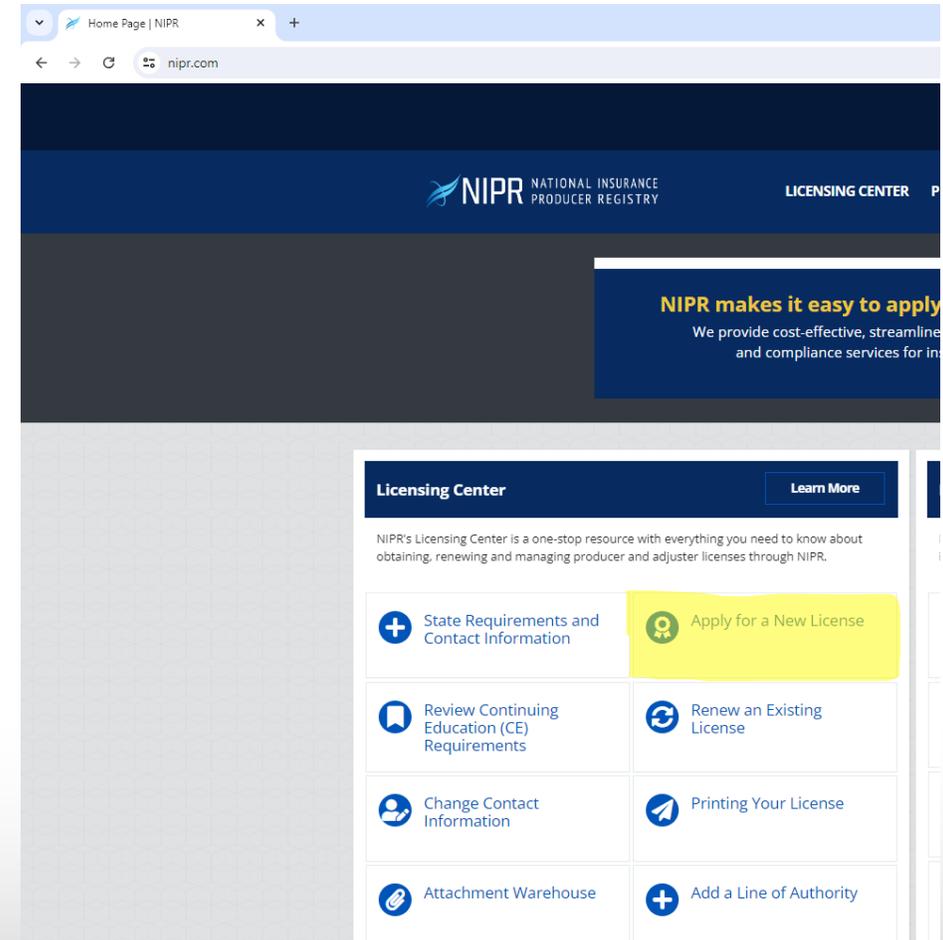


Massachusetts

■ Adding/Removing Members

- Go to NIPR.com to access the application
- Click on “Apply for New License”
- Select Resident or Non-Resident License to be taken to application.
- Select Business Entity and enter your identifier



- *Please note: Members can only be added or removed utilizing the initial application*

- Choose the appropriate product type: Producer, Adjuster or Other
- Select INITIAL license: *Members can only be added/removed via initial applications*
- Select Residency type
- Select Massachusetts

- Select the License and LOAs that you **already** maintain.
 - Selecting another LOA will alter your license.
- After selecting the LOAs under the license class you **already** maintain, you will be able to move forward to the application and edit the members.

- Under the “Members/Affiliations” section is where edits can be made
- Members must be added or removed prior to moving on to the next selection of the application.
- Complete and review the application.
- Submit payment – all fees are non-refundable.

The image shows a navigation menu on the right with the following items: Web Information, Members/Affiliations (highlighted in yellow), Owners, Partners, Officers and Directors, and Background Questions. A blue arrow points from the 'Members/Affiliations' menu item to a detailed form below.

The detailed form is titled "Members/Affiliations" and is divided into two sections: "Existing Members/Affiliations" and "New Members/Affiliations".

The "New Members/Affiliations" section contains the following fields:

- Last Name: (Required field, indicated by a red error message: "Last Name is a required field")
- First Name:
- NPN:
- State:
- License Class:

At the bottom right of the form, there are two buttons: a red "Remove" button and a blue "Add" button.