

Updating an email address 3 options: Sircon, NIPR, and MID

1. On Sircon/Vertafore (electronic): www.sircon.com

Producer Edge is required for an individual to update their email address, however Producer Edge is a free account, so there is not a fee to update the email. Within Producer Edge there are two ways to update an email address. The first option is 'Change My Email Address': If an email is updated through this option, it will update in the state's database immediately. The second option is 'Change My Contact Info'. If an individual were to use this option, the email update will go through the Gateway and will be received in the next PIN file.

Within Producer Edge, it is free for a license print and to do an address change. For other services, there may be fees, they would be at the standard Sircon processing fees. In addition, there is a 'Premium' version of Producer Edge. For this it is \$13.95 per year. This version brings back PDB information and loads it into their account. For more information regarding Producer Edge please take a look at <https://www.sircon.com/produceredge/>.

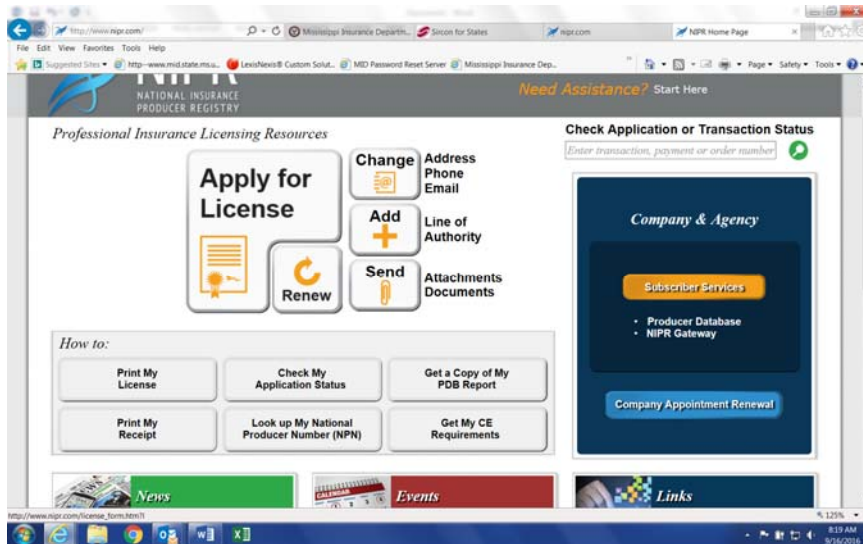
Agencies can update email addresses using the following links from www.sircon.com/mississippi (or www.sircon.com or AgencyEDGE):

- Update Firm Email Address
- Update Firm Address

2. On NIPR (electronic) : www.nipr.com updating email addresses on NIPR CCR service

There is a user guide link in the Contact change login page.

http://www.nipr.com/documents/ccr_user_guide.pdf



3. On Mississippi Insurance Department (MID) website (by paper)

Located on the MID website is a DUPLICATE LICENSE/LETTER OF CERTIFICATION & CLEARANCE CHANGE OF ADDRESS OR TELEPHONE NUMBER REQUEST form. Complete the fillable form, scan and email to licensing@mid.ms.gov, fax 601-359-1951 or mail to the department.

<http://www.mid.ms.gov/licensing/pdf/DuplCertReq.pdf>

Using the Change My Email Address option within Producer Edge

Sircon
ProducerEDGE

Vertafore®
the easiest way to manage *your* compliance

Dashboard Help ?

My Compliance

- Dashboard
- My Licenses
- My Education
- My Requests

Licensing Services

- Apply for a License
- Renew a License
- Virginia Continuance
- Print a License

Demographic Changes

- Change My Name
- Change My Contact Info
- Change My Email Address**

Other State Services

- View All Services

Account Center

- Account Settings
- Logout

Welcome to ProducerEDGE

Thanks for signing up! Here are a few things to do when getting started:

- Watch our [Getting Started](#) video.
- Use the links in the side navigation panel to apply for a license, renew a license, change your address, and more!
- Learn more about state services on the [View All Services](#) page. Some services have video tutorials to help you get started.

Getting Started in ProducerEDGE

My Licenses

Let us help manage your licenses

Upgrade to premium and we will load your licenses and lines of authority from the state departments of insurance.

Then we will automatically keep your licenses up to date with any changes from the state.

[LEARN ABOUT PREMIUM](#)

My Education

Please enter the following information to view your continuing education summary:

Resident License Number:

[Lookup my Resident License Number](#)

[Lookup My Education](#)

My Requests

Instantly access licensing services

To get started, simply select the service you wish to use from the side navigation panel.

My Connections

You have no agency connections

[What's this?](#)

Sircon
ProducerEDGE

Vertafore®
the easiest way to manage *your* compliance

Change My Email Address Help ?

Update email address with a state

Individual Firm

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Change My Email Address

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* = required field

State *

Last Name *

SSN *



Change My Email Address

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* = required field

Producer Name Jane Doe

State Mississippi

Current Email Address doe.jane@gmail.com

New Email Address *



Change My Email Address

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Fee Summary

Producer Name Jane Doe
State Mississippi

Sircon® Fee	State Fee	Sub Total
\$0.00	\$0.00	\$0.00
	Processing Fee	\$0.00
	Total Fee	\$0.00

Change My Email Address

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Confirmation

Producer Name Jane Doe

State	Confirmation ID	Status
Mississippi	14443799	Processed

Using the Change My Contact Info option within Producer Edge

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ProducerEDGE

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Dashboard

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[LEARN ABOUT PREMIUM](#)

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[Lookup my Resident License Number](#)

[Lookup My Education](#)


My Requests

State	Request	Status	Actions
Mississippi	Email Address Change	Processed	

My Connections

You have no agency connections

[What's this?](#)



Change My Contact Information

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Individual Information

Last Name:

Social Security Number:

Date of Birth:

Resident State:

Resident License Number:

Requirements & Notifications

To successfully perform a contact change, please note the following state requirements:

- The individual's resident state must allow electronic contact change requests to update an address with this service
- You must provide the individual's resident state, resident license number, Social Security Number (SSN), and date of birth
- You must provide an effective date for the contact change. A future effective date will not be accepted. Certain states will not accept an effective date in the past, so the date entered will not necessarily reflect the date maintained in the state's licensing system
- Some states require county information to be provided as part of an address change. You will be prompted to include this information when applicable

Notifications:

- This service is currently unavailable in the following states: **New Mexico**
- Changes to phone and email address are currently unavailable for the following states: **New Mexico**
- Alabama: Note that according to Section 27-7-17(B), Code of Alabama 1975, a licensee is required to notify the Department of Insurance of any address change within 30 days of that change. Failure to comply with this statute will result in a \$50.00 penalty fee, for address changes in the state of Alabama
- California: Bail license and Adjuster license address changes will need to be made directly with the California Department of Insurance in the state of California
- Massachusetts non-resident address updates: Submitted address updates must match the address that is currently displayed on PDB for the resident/home state license. It will be necessary to submit any resident/home state license address updates and then wait for the new address to be available on the resident/home state PDB record, prior to submitting a non-resident address update for the state of Massachusetts
- Maine: Maine Bureau of Insurance uses the business address as the mailing address so they are both the same address. Your mailing address should be entered into the business address, for address changes in the state of Maine
- Michigan: Only business e-mail will be updated to the Michigan database. The personal e-mail will not be retained. For non-resident producers, changes to address state must be reported to Michigan Department of Insurance within 30 days of such changes, for address changes in the state of Michigan
- **Multi-Product Note:** Note that according to Multi-Product Contact Update (EP 7-026), a licensee is required to notify the Department of Insurance of any address

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Change My Contact Information

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NAME	SSN	RESIDENT STATE	LICENSE NUMBER
Jane Doe	***_**- 1234	MISSISSIPPI	147258369

Individual Information

Phone:

Email:

Submitter Info

Are you the licensee?

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- Click an item to make changes, add a new address, email, or phone number or to undo your changes.
- Home Phone & Email can be added under Residence.
- You will be able to review all changes before submitting them.

Effective Date:

State	Residence	Business	Mailing
 Mississippi (Resident State)	1098 Davis Rd Carpenter, MS 39466	Business: (123)-456-9871	P.O. Box 000 Carpenter, MS 39466

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Mississippi Residence Address



- The system did not allow you to change the state on your address because this is a change in your compliance. You will need to contact your resident state for further assistance on your address change. [Contact information for the state](#)

Line One:

Line Two:

Line Three:

City:

County:

State:

Zip:

Home Phone: Ext.

Home Email:

Also Apply This Change To:

Cancel

Save

Change My Contact Information

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NAME	SSN	RESIDENT STATE	LICENSE NUMBER
Jane Doe	***-**-1234	MISSISSIPPI	147258369

Update Contact Information

- Click an item to make changes, add a new address, email, or phone number or to undo your changes.
- Home Phone & Email can be added under Residence.
- You will be able to review all changes before submitting them.

Effective Date:

State	Residence	Business	Mailing
Mississippi (Resident State)	1098 Davis Rd Carpenter, MS 39466 doe.jane@gmail.com	Business: (123)-456-9871	P.O. Box 000 Carpenter, MS 39466

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NAME: Jane Doe SSN: ***-**-1234 RESIDENT STATE: MISSISSIPPI LICENSE NUMBER: 147258369

Summary Information

- All address changes have been verified with the US Postal Service
- You can remove any unwanted changes on this page or you can navigate back to the previous page to make modifications

Type	On Record	Pending Change	Actions
Mississippi - Effective Date: 09/15/2016 - State Fee: \$0.00			
Home Email Address		doe.jane@gmail.com	Delete

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NAME	SSN	RESIDENT STATE	LICENSE NUMBER
Jane Doe	***_**-1234	MISSISSIPPI	147258369

Attestation

The Applicant must read the following very carefully:

I hereby certify that, under penalty of perjury, all of the information submitted in this request for address change is true and complete. I am aware that submitting false information or omitting pertinent or material information in connection with this request for address change is grounds for license revocation and may subject me to civil or criminal penalties.

1. Where required by law, I hereby designate the Commissioner, Director or Superintendent of Insurance, or other appropriate party in each jurisdiction for which this request for address change is made to be my agent for service of process regarding all insurance matters in the respective jurisdiction and agree that service upon the Commissioner, Director or Superintendent of Insurance, or other appropriate party of that jurisdiction is of the same legal force and validity as personal service upon myself.
2. I further certify that I grant permission to the Commissioner, Director or Superintendent of Insurance, or other appropriate party in each jurisdiction for which this request for address change is made to verify information with any federal, state or local government agency, current or former employer, or insurance company.
3. I authorize the jurisdictions to give any information concerning me, as permitted by law, to any federal, state or municipal agency, or any other organization and I release the jurisdictions and any person acting on their behalf from any and all liability of whatever nature by reason of furnishing such information.
4. I acknowledge that I understand and will comply with the insurance laws and regulations of the jurisdictions in which I am licensed.

I Agree

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NAME	SSN	RESIDENT STATE	LICENSE NUMBER
Jane Doe	***-**-1234	MISSISSIPPI	147258369

Contact Change Submission Results Print

License Number	Confirmation No.	Approval Date	Status	Comment
Mississippi (Resident State):				
147258369	14443813		State Review	Transaction has been sent to state for review
Type		On Record		Submitted Information
Home Email Address				doe.jane@gmail.com

Submission Date: 09/15/2016
 Total Sircon Fee: \$0.00
 Total State Fee: \$0.00
 Processing Fee: \$0.00
Total Fee: \$0.00