



# COMMISSIONER OF SECURITIES AND INSURANCE

Troy Downing  
Commissioner

Office of the  
Montana State Auditor

## **ADMINISTRATOR (TPA) CERTIFICATE OF REGISTRATION RENEWAL**

Your company's certificate of registration must be renewed each year before **July 1**. **The Montana Commissioner of Securities and Insurance has mandated the use of OPTins for certificate of registration renewals.** OPTins is an electronic filing application developed and supported by the National Association of Insurance Commissioners. Easy to follow instructions are available at [www.optins.org](http://www.optins.org). Once registered and set up, you will be able to log in, fill out the OPTins Excel form for renewal, and submit the \$100 renewal fee online. **We only need the renewal form and the fee.**

Your certificate of registration will then be renewed for another year. A new hard copy certificate of registration is not issued each year. Instead, your original certificate remains in effect.

Failure to renew your registration by July 1 will result in termination of your certificate of registration.

If you have any questions, please contact the Examinations Bureau at  
[CSIExams@mt.gov](mailto:CSIExams@mt.gov) or (406) 444-2040.