



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. 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 or (406) 444-2040.