

COMMISSIONER OF SECURITIES & INSURANCE

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 <https://www.optins.org>. Once registered and set up, you will be able to log in, upload your renewal form, and submit the \$100 renewal fee online. 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.

STATE OF MONTANA
Commissioner of Securities and Insurance
Office of the State Auditor
840 Helena Avenue, Helena MT 59601 (406) 444-2040

ADMINISTRATORS' CERTIFICATE OF REGISTRATION
RENEWAL FORM

Company Name	DBA		
Mailing address	City	State	Zip
Phone	FEIN		
Fax	Company Email Address		
Contact Person	Contact Person's Phone Number		