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February 5, 2018

MEMORANDUM 2018-1LIC

To: All Active Individuals and Business Entities Insurance Licensees and Registrants

FR: Gordon I. Ito, Insurance Commissioner 

RE: Electronic Printing of Licenses

The Hawaii Insurance Division, Department of Commerce and Consumer Affairs, is pleased to announce that all active licensees may now print their active insurance licenses, at no cost, online at insurance.ehawaii.gov/diss beginning on February 5, 2018. This is a continuation of the Insurance Division's efforts to provide easy, efficient and paperless online services for our licensees.

Licensees and registrants may print their active licenses, anytime, by going to the "Hawaii Insurance Licensee Services" website at insurance.ehawaii.gov/diss or going to the "NEW- Print a License" link in the Insurance Division's website at cca.hawaii.gov/ins/.

Please be aware that changes to licenses, depending on the type of changes made, will take approximately 3 – 10 business days of processing time for changes to be reflected online. Examples of types of license changes include: 1) Initial Application; 2) Reactivation; 3) Reinstatement; 4) Renewal; 5) Name Change; 6) Address Change; 7) Designated Representative Addition; 8) Designated Representative Deletion; 9) License Class Addition; and 10) License Class Deletion. Confirmation notices will be sent to the licensees via electronic mail when changes are made and when licenses are ready to be printed online.

The Hawaii Insurance Licensee Services website enables 24/7 access to the printing of licenses, license searches, license renewals, and continuing education searches. It was created through a partnership with the Hawaii Insurance Division and the State approved vendor, Hawaii Information Consortium ("HIC"). HIC works with state agencies to enable them to conduct state business online and improve public access to government information.

If you have any questions regarding this online service, please contact the Licensing Branch at (808) 586-2788 or email inslic@dcca.hawaii.gov. Contact HIC Customer Service at (808) 695-4620 if it is a technical or login issue.