

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

### 1. On Sircon/Vertafore (electronic): [www.sircon.com](http://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/>.

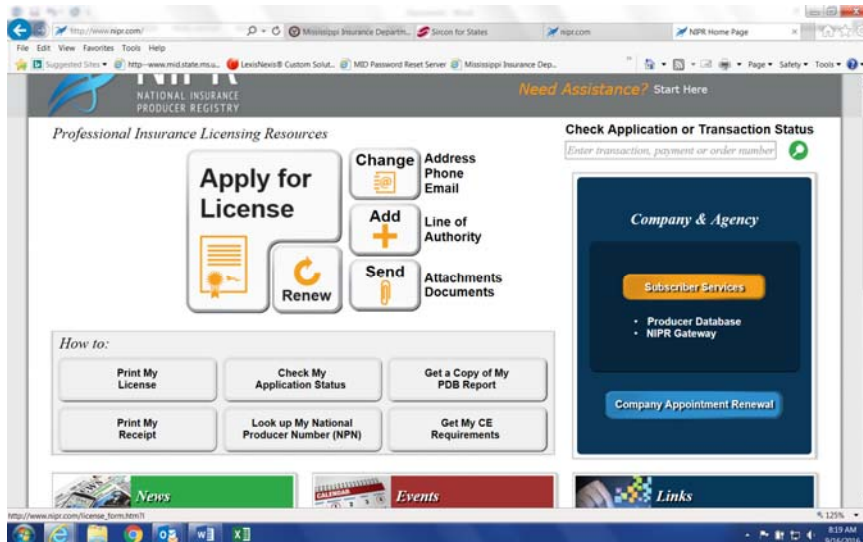
Agencies can update email addresses using the following links from [www.sircon.com/mississippi](http://www.sircon.com/mississippi) (or [www.sircon.com](http://www.sircon.com) or AgencyEDGE):

- Update Firm Email Address
- Update Firm Address

### 2. On NIPR (electronic) : [www.nipr.com](http://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](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](mailto:licensing@mid.ms.gov), fax 601-359-1951 or mail to the department.

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