

2025

# Apply For a License

Industry Access Portal - User Manual

LOUISIANA DEPARTMENT OF INSURANCE



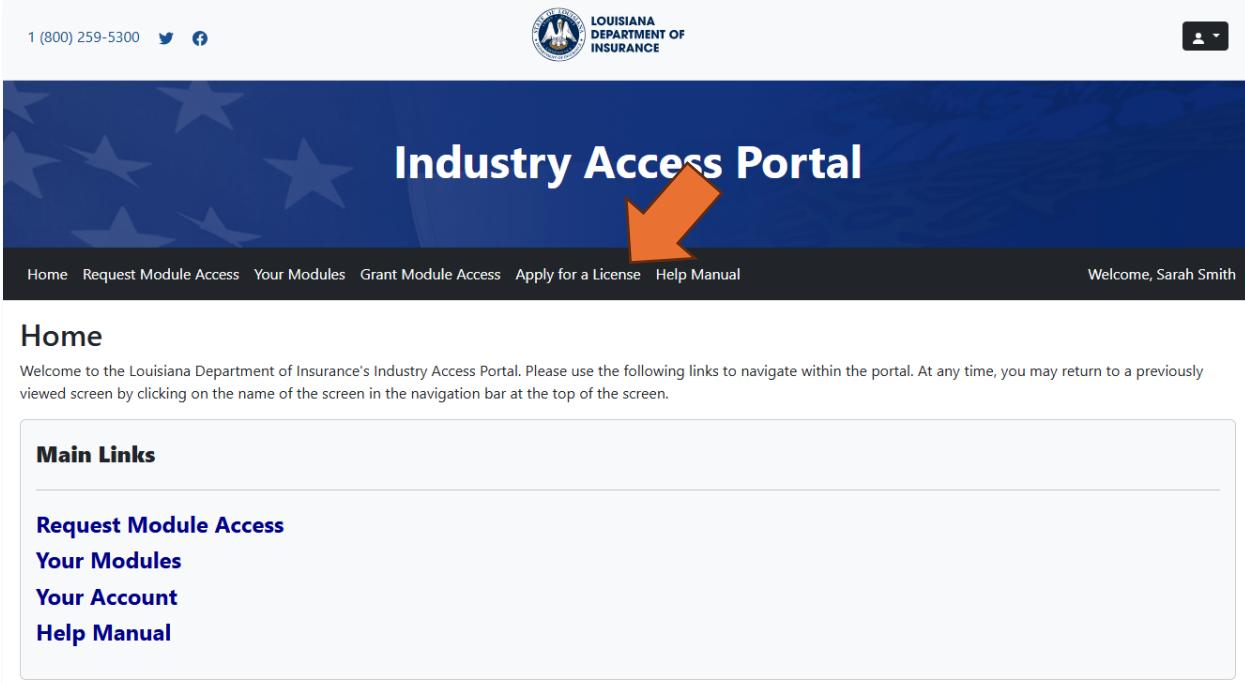
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## Apply for a License

The **Apply for a License** module allows users to register for a license with the Louisiana Department of Insurance via the Industry Access portal.

To access this module, log into the **Industry Access** portal and click the “Apply for a License” link on the **Industry Access** home page.



The screenshot shows the Industry Access Portal's home page. At the top, there's a header with the Louisiana Department of Insurance logo, a phone number (1 (800) 259-5300), and social media links for Twitter and Facebook. The main title 'Industry Access Portal' is centered above a navigation bar. The navigation bar includes links for Home, Request Module Access, Your Modules, Grant Module Access, Apply for a License (which is highlighted with an orange arrow), and Help Manual. A welcome message 'Welcome, Sarah Smith' is on the right. Below the navigation bar, there's a section titled 'Main Links' containing links for Request Module Access, Your Modules, Your Account, and Help Manual.

1 (800) 259-5300  

LOUISIANA  
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Industry Access Portal

Home Request Module Access Your Modules Grant Module Access **Apply for a License** Help Manual Welcome, Sarah Smith

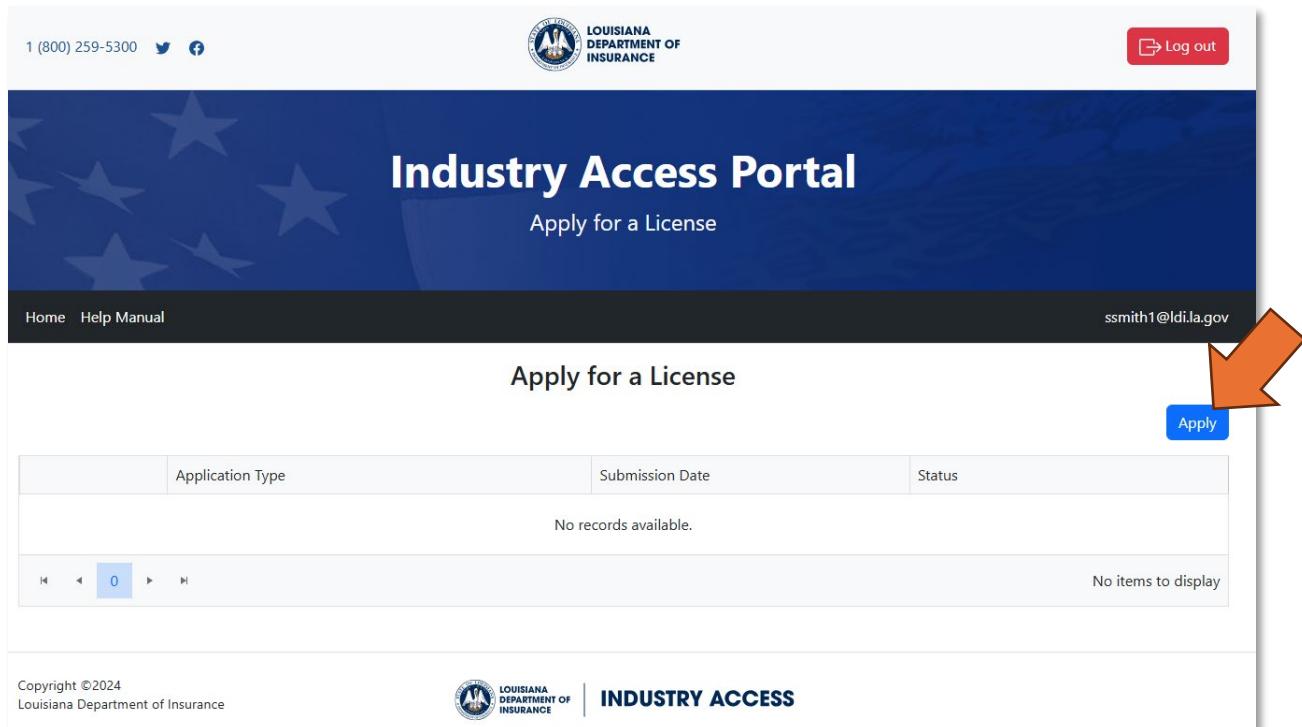
**Main Links**

**Request Module Access**  
**Your Modules**  
**Your Account**  
**Help Manual**

## APPLY FOR A LICENSE

This will open the **Apply for a License** module. This screen will display any saved drafts or pending or complete applications, if applicable.

To begin your application, click the “Apply” button.



1 (800) 259-5300 [Twitter](#) [Facebook](#)

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Log out

# Industry Access Portal

## Apply for a License

Home Help Manual ssmith1@ldi.la.gov

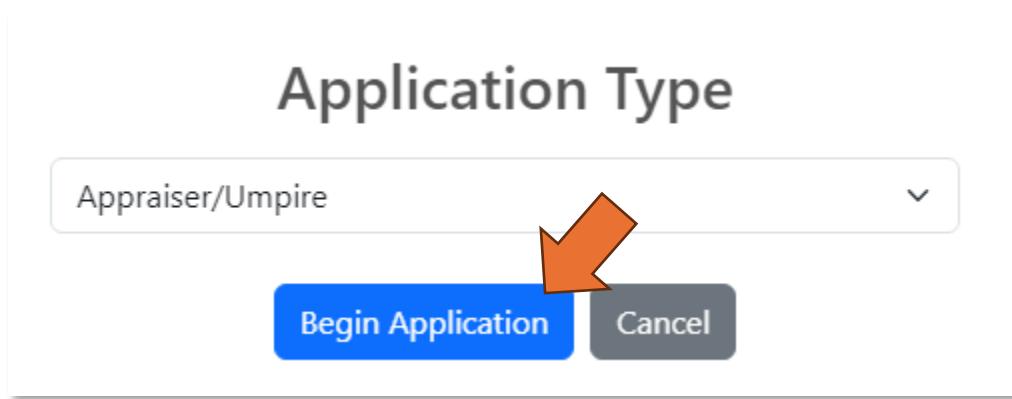
	Application Type	Submission Date	Status
No records available.			

0 No items to display

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LOUISIANA  
DEPARTMENT OF  
INSURANCE | INDUSTRY ACCESS

A popup window will open. Select the Application Type you would like to register and then click the “Begin Application” button.



## Application Type

Appraiser/Umpire

Begin Application Cancel

The **Application to Register** page will open. To submit your application, you must complete the fields within each section of this page. Fields that are required for submission are marked with a red asterisk.

This page contains the following sections:

- Contact Information
- Address Information
- Background Questions
- Qualifications and Acknowledgements
- Attachments
- Applicants Certification and Attestation

The screenshot shows the Louisiana Department of Insurance Industry Access Portal. The top navigation bar includes a phone number (1 (800) 259-5300), social media links (Twitter and Facebook), and a 'Log out' button. The main title 'Industry Access Portal' is displayed with a sub-instruction 'Apply for a License'. The sub-page title is 'Application to Register as an Appraiser and/or Umpire'. A 'Contact Information' section contains fields for First Name, Middle Name, Last Name, SSN, Date of Birth, Business Phone Number, Business E-Mail Address, and Personal E-Mail Address. Each field is preceded by a red asterisk indicating it is required. The 'I am registering as:' section includes radio buttons for 'Appraiser', 'Appraiser and Umpire', and 'Umpire'.

## Save Draft

While filling out your application, you can save your current progress at any time by clicking the “Save” button at the bottom of the page. This will prevent you from losing any of the information you have already entered if the page is closed or if the page times out.

**Applicants Certification and Attestation**

By submitting this application to register as an appraiser as contemplated pursuant to La. R.S. 22:1807.1. I understand that this registration does not authorize me to perform any functions for which a claims or public adjuster license is required.\*

I hereby certify that, under penalty of perjury, all of the information submitted in this registration application and attachments is true and complete. I am aware that submitting false information or omitting pertinent or material information in connection with this application is grounds to deny or rescind a registration and may subject me to civil or criminal penalties.

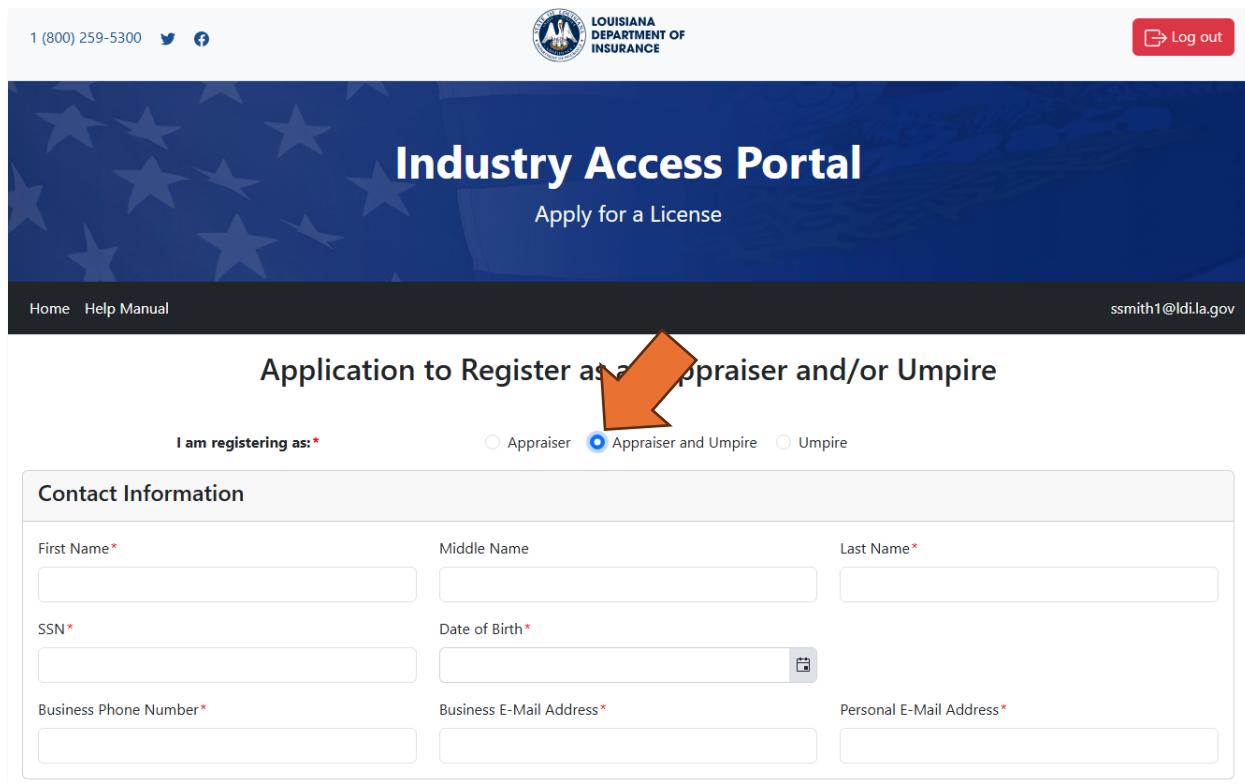
 Save Submit and Pay

## APPLY FOR A LICENSE

First, select what Application Type(s) you are registering, if applicable.

### Appraiser and Umpire

You can register to be an appraiser, an umpire, or both an appraiser and an umpire simultaneously for a single \$55 initial registration fee. Once complete, the registration is valid for 12 months.



1 (800) 259-5300 [Twitter](#) [Facebook](#)

LOUISIANA  
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INSURANCE

Log out

# Industry Access Portal

Apply for a License

Home Help Manual ssmith1@ldi.la.gov

## Application to Register as an Appraiser and/or Umpire

I am registering as:  Appraiser  Appraiser and Umpire  Umpire

Contact Information

First Name*	Middle Name	Last Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
SSN*	Date of Birth*	
<input type="text"/>	<input type="text"/> 	
Business Phone Number*	Business E-Mail Address*	Personal E-Mail Address*
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Contact Information

In the *Contact information* section, fill in the fields with your contact information.

Contact Information		
First Name*	Middle Name	Last Name*
Sam		Smith
SSN*	Date of Birth*	
111-11-1111	1/1/2000	<input type="button" value=""/>
Business Phone Number*	Business E-Mail Address*	Personal E-Mail Address*
(222) 222-2222 x22222	ssmith1@ldi.la.gov	ssmith1@ldi.la.gov

## Address Information

In the *Address Information* section, fill in the fields with your address information. Please note that you must enter a Resident/Domicile Address, a Business Address, and a Mailing Address.

Address Information			
<b>Resident/Domicile Address</b>			
Street*			
12345 Example Street			
City*	State*	Zip Code*	
Example City	LA	70810	
<b>Business Address</b>			
Street*			
67890 Example Street			
City*	State*	Zip Code*	
Example City	LA	70811	
<b>Mailing Address</b>			
Street*			
13579 Example			
City*	State*	Zip Code*	
Example City	LA	70812	

## Background Questions

In the *Background Questions* section, you must select an answer to each background question. Please note: if you select “Yes” to any of these questions, you will be required to submit additional documentation along with your application.

### Background Questions

All of the following questions must be answered for every applicant. ATTACH A FULL EXPLANATION AND THE REQUESTED INFORMATION FOR ANY “YES” ANSWERS.

**1. Have you ever been convicted of a crime, had a judgement withheld or deferred, or are you currently charged with committing a crime?\***  Yes  No

Note: “Crime” includes a misdemeanor, a felony or a military offense.

You may exclude misdemeanor traffic citations and misdemeanor convictions or pending misdemeanor charges involving driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license and juvenile offenses.

“Convicted” includes, but is not limited to, having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendere or no contest, or having been given probation, a suspended sentence, or a fine.

If you answer yes, you must attach to this application:

- a) a written statement explaining the circumstances of each incident,
- b) a copy of the charging document,
- c) a copy of the official document, which demonstrates the resolution of the charges or any final judgement.

**1a. If you have a felony conviction involving dishonesty or breach of trust, have you applied for written consent to engage in the business of insurance in your home state as required by 18 USC 1033?\***  Yes  No  Not Applicable

**2. Have you ever been named or involved as a party in an administrative proceeding, including FINRA sanction or arbitration proceeding regarding any professional or occupational or registration?\***  Yes  No

“Involved” means having a license or registration censured, suspended, revoked, canceled, terminated; or, being assessed a fine, a cease and desist order, a prohibition order, a compliance order, placed on probation, sanctioned or surrendering a license to resolve an administrative action. “Involved” also means being named as a party to an administrative or arbitration proceeding, which is related to a professional or occupational license, or registration. “Involved” also means having a license, or registration application denied or the act of withdrawing an application to avoid a denial. INCLUDE any business so named because of your actions, in your capacity as an owner, partner, officer or director, or member or manager of a Limited Liability Company. You may EXCLUDE terminations due solely to noncompliance with continuing education requirements or failure to pay a renewal fee.

If you answer yes, you must attach to this application:

- a) a written statement identifying the type of license and explaining the circumstances of each incident,
- b) a copy of the Notice of Hearing or other document that states the charges and allegations, and a copy of the official document, which demonstrates the resolution of the charges or any final judgement.

## Qualifications and Acknowledgements

The information in the *Qualifications and Acknowledgements* section (or sections) will be relevant to the Application Type(s) that you selected. For example, if you selected to register as both an appraiser and an umpire, you must fill out both the *Appraiser Qualifications and Acknowledgement* section and the *Umpire Qualifications and Acknowledgements* section.

### Appraiser Qualifications and Acknowledgements

To qualify as an appraiser, an applicant must be licensed and have at least 3 years of experience in one of the below-listed professions. Check all that apply and provide the license number, initial license date and expiration date. Professional engineers must be licensed in Louisiana or under the laws of another state. Claims adjusters, public adjusters, architects or general contractors must be licensed in Louisiana.

Profession*	State*				
<input type="text" value="Select a profession..."/>	<input type="text" value="Select a state..."/>				
License Number*	Initial License Date*	License Expiration Date*			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
<b>Add</b>					
Profession	Issuing State	License Number	Initial License Date	License Expiration Date	

Please add records using the form above.

Navigation buttons: < < > > >>

### Umpire Qualifications and Acknowledgements

To qualify as an umpire, a person must either be qualified and registered as an appraiser OR is an attorney licensed in Louisiana with experience in first-party property damage litigation.\*

I am also registering as an appraiser. My qualifications were provided in Appraiser Qualifications and Acknowledgements section of this application.  
 I am an attorney licensed in Louisiana with experience in first party property damage litigation.

My Bar Roll number is

**Is your professional training and experience in residential or commercial property? Check one or both.\***  Residential  Commercial

**Summarize your training and experience in the profession in which you are licensed.\*** You will also be required to provide current biography, resume or curriculum vitae as part of the application package in addition to this summary. This summary will be publicly available on the LDI website as part of your umpire registration profile.

## Attachments

In the *Attachments* section, you must select and attach your Biography, Resume, or Curriculum Vitae. In addition, if you selected “Yes,” for any of the Background Information questions, you must also select and attach your Background Supporting Document(s).

**Attachments**

Attachment Type\*

Biography, Resume, or Curriculum Vitae

Select files... Drop files here to upload

Attachment Type	Date Uploaded		
Biography, Resume, or Curriculum Vitae	12/17/2024 12:41 PM	<a href="#">View</a>	<a href="#">Delete</a>

1

## Applicants Certification and Attestation

In the *Applicants Certification and Attestation* section, you must check the box to certify your registration. Please read the certification statement carefully before clicking.

### Applicants Certification and Attestation

By submitting this application to register as an appraiser as contemplated pursuant to La. R.S. 22:1807.1. I understand that this registration does not authorize me to perform any functions for which a claims or public adjuster license is required.\*

I hereby certify that, under penalty of perjury, all of the information submitted in this registration application and attachments is true and complete. I am aware that submitting false information or omitting pertinent or material information in connection with this application is grounds to deny or rescind a registration and may subject me to civil or criminal penalties.

## Submit Application

Once you complete every section in the **Application to Register** page, you can submit your application. Click the “Submit and Pay” button.

If you have left any required fields blank, you will be prompted to fill them in now.

### Applicants Certification and Attestation

By submitting this application to register as an appraiser as contemplated pursuant to La. R.S. 22:1807.1. I understand that this registration does not authorize me to perform any functions for which a claims or public adjuster license is required.\*

I hereby certify that, under penalty of perjury, all of the information submitted in this registration application and attachments is true and complete. I am aware that submitting false information or omitting pertinent or material information in connection with this application may result in the state board to deny or rescind a registration and may subject me to civil or criminal penalties.

Save Submit and Pay



If there are no issues with your application, you will be prompted with a popup window. Please note: you will not be able to edit your application after it is submitted.

To finish submitting your application, click the “Submit and Pay” button.



### Submit and Pay

You will not be able to update the information provided in this application once it is submitted. Do you want to continue?

*You will be able to submit attachments and correspondence while the application is pending approval.*

Submit and Pay

Cancel



Please note: once your application has been submitted you will receive a verification email. However, processing on your application will not begin until your payment has been submitted.

The **Payment Method** screen will open. You have the option to pay your registration fee via the online payment portal, or by printing and mailing a payment coupon. Select your preferred payment method.

### Payment Method

Your online payment will include a payment processing fee. A breakdown of the fees associated with all online payments is listed below:

- Payment via credit/debit card: \$1.50 + 2.5%
- Payment via ACH/E-Check: \$1.50

**IMPORTANT NOTICE:** Effective December 2019 the Originator ID (aka Debit Block Code) for the Louisiana Department of Insurance has changed. It is no longer 9463097001. **It is now 1522077581.** If you have a debit block on your account, you will need to notify your bank of the new Originator ID so that your online payment will not be blocked.

**No action will be taken on your application submission until your payment has been received.**

Application Type	Name	Price
Appraiser and Umpire	Sam Smith	\$55.00

#### Select Payment Method

**Online:** After clicking on the button, you will be directed to a payment gateway for payment. After completing the payment process, you will be redirected back to this website to view details on your order.



[Click here to proceed to the online payment portal](#)

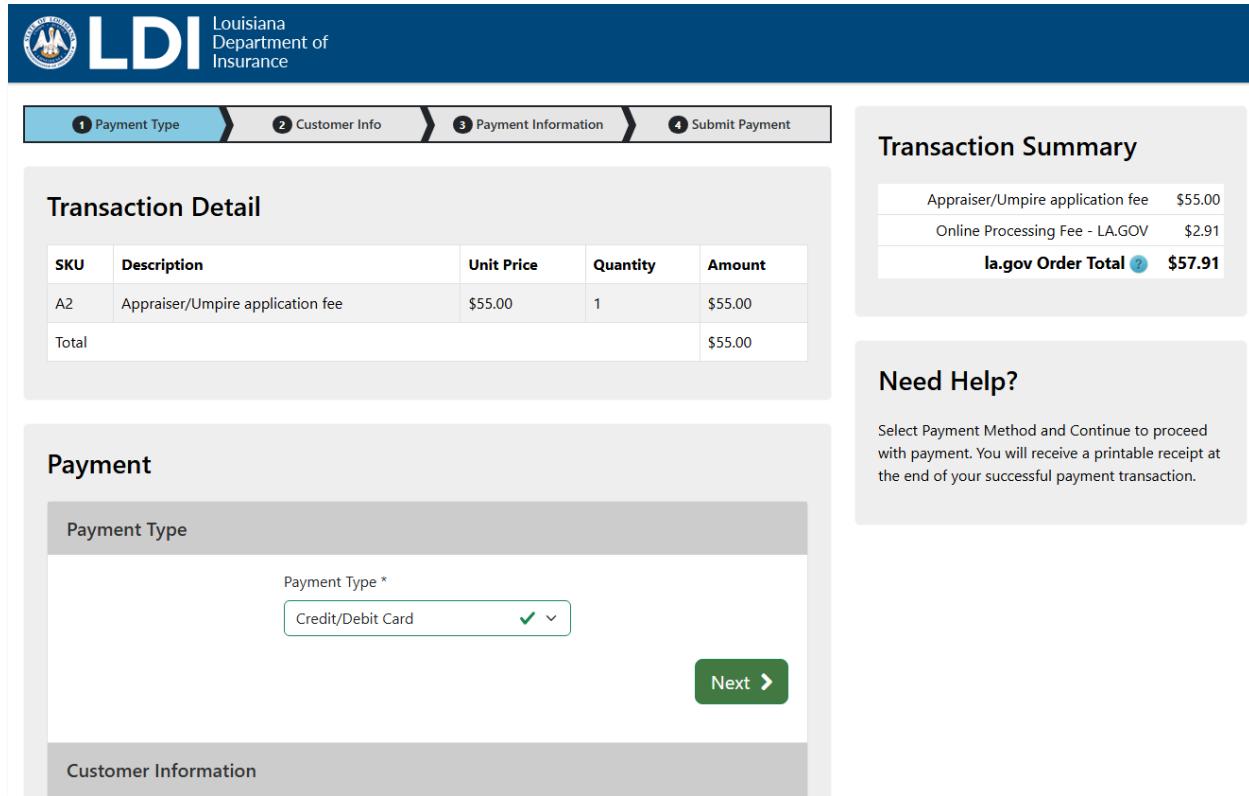
**Mail:** You will have to print the remittance coupon and attach it along with your payment. You may multiple coupons with one payment.

**Review of your application will not begin until payment is received.**

[Click here to submit and print a mailable payment coupon](#)

## Paying via Online Payment Portal

If you choose to pay via the online payment portal, you will be directed to the LDI Payment Portal. You will need to enter your payment information and submit your payment.



The screenshot displays the LDI Payment Portal interface. At the top, the LDI logo and the text "Louisiana Department of Insurance" are visible. Below the logo, a navigation bar shows four steps: 1 Payment Type, 2 Customer Info, 3 Payment Information, and 4 Submit Payment. The "Payment Type" step is currently active.

**Transaction Detail**

SKU	Description	Unit Price	Quantity	Amount
A2	Appraiser/Umpire application fee	\$55.00	1	\$55.00
Total				\$55.00

**Transaction Summary**

Appraiser/Umpire application fee	\$55.00
Online Processing Fee - LA.GOV	\$2.91
<b>la.gov Order Total</b>	<b>\$57.91</b>

**Need Help?**

Select Payment Method and Continue to proceed with payment. You will receive a printable receipt at the end of your successful payment transaction.

**Payment**

**Payment Type**

Payment Type \*

Credit/Debit Card ✓

**Customer Information**

Next >

## Paying via Mailable Payment Coupon

If you choose to pay via mailable payment coupon, the system will generate a PDF of your payment coupon. You will need to mail this payment coupon along with a check to the LDI.



**Louisiana Department of Insurance  
Licensing Division**

Run: 12/17/2024  
1:06:52 PM

**INVOICE**

Sam Smith  
13579 Example  
Example City, LA 70812

Item	Amount Due
Appraiser/Umpire application fee Printed (12/17/2024)	\$55.00

**Payment Notice**

The Louisiana Department of Insurance may convert your payments by check to an electronic Automated Clearinghouse (ACH) debit transaction. This means your account may be debited the day your check is received by the Louisiana Department of Insurance. Although the debit transaction will appear on your bank statement, your check will not be returned to your bank. If the electronic fund transfer cannot be processed for technical reasons, you authorize us to process a copy of your check.

**You may return multiple invoices with one check.**

Mailing Address: P.O. Box 94214, Baton Rouge, LA 70804-9214

Physical Address: 1702 N. Third Street, Baton Rouge, LA 70802

E-Mail: [producerlicensing@ldi.state.la.us](mailto:producerlicensing@ldi.state.la.us)

Phone: (225) 342-0860

Fax: (225) 342-3754

*Cut here and return bottom portion with your payment*

Remitter: Sam Smith

LDI #: 864121

Item	Amount Due
Appraiser/Umpire application fee Printed (12/17/2024)	\$55.00

Please attach a check payable to the Commissioner of Insurance, State of Louisiana, in the amount of **\$55.00**

## APPLY FOR A LICENSE

Your application will only be processed after your payment has been received by the LDI. You can check the status of your application at any time by opening the **Apply for a License** page.

If there are no issues with your application, you will be notified when your application has been processed and you are registered for your license.



The screenshot shows the Industry Access Portal. At the top, there is a header with the Louisiana Department of Insurance logo, a phone number (1 (800) 259-5300), social media links (Twitter and Facebook), and a 'Log out' button. Below the header, the main title 'Industry Access Portal' is displayed in large white text on a dark blue background with a star pattern. A sub-header 'Apply for a License' is also present. The main content area shows a table with one item. The table has columns for 'View' (with a blue 'View' button), 'Application Type' (Appraiser and Umpire), 'Submission Date' (12/17/2024), and 'Status' (Pending Payment). Below the table, there is a page navigation bar with arrows and the number '1' in the center, indicating 1 of 1 items. The footer contains copyright information (Copyright ©2024, Louisiana Department of Insurance), the Industry Access logo, and a link to the Help Manual.

	Application Type	Submission Date	Status
<a href="#">View</a>	Appraiser and Umpire	12/17/2024	Pending Payment

1 - 1 of 1 items

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INDUSTRY ACCESS

## Correspondence

You will receive an email if an LDI examiner has any questions or concerns about your application. To correspond with the examiner, open your application and go to the *Correspondence* section.

This section will display any correspondence an LDI examiner. Click the “Add Correspondence” button to respond to the LDI examiner.



The screenshot shows a table with one row of data. The table has three columns: 'Correspondence', 'Entered By', and 'Date'. The 'Correspondence' column contains the text 'This is an example of correspondence. Example text.'. The 'Entered By' column contains 'LDI Staff' and the 'Date' column contains '12/17/2024 01:23 PM'. At the bottom of the table, there is a navigation bar with arrows and a page number '1'.

Correspondence	Entered By	Date
This is an example of correspondence. Example text.	LDI Staff	12/17/2024 01:23 PM

1 - 1 of 1 items

**Add Correspondence**