

2022-2023 MASSACHUSETTS APPRAISER'S LICENSE RENEWAL PROCESS

If you are a licensed Massachusetts Auto Damage Appraiser, there is a new renewal process in place. Renewals are being handled through a national data base, National Insurance Producer Registry (NIPR) for ALL insurance related licenses. **IMPORTANT TO NOTE YOU HAVE BEEN ASSIGNED A NEW APPRAISERS NUMBER.**

YOU WILL NOT BE RECEIVING YOUR NORMAL RENEWAL LETTER AS IN THE PAST.

The deadline to renew is still 6/30/2022. Everything is done online.

Please follow these instructions and refer to the screenshots for assistance. If you run into any difficulties with their website use the "chat box" on the screen or call them directly at (855) 674-6477 (recommended).

IMPORTANT: If ANY of your information has changed since your renewal last year go to the NIPR website home page <https://pdb.nipr.com/my-nipr/frontend/identify-licensee> and then call them at the number listed at the bottom for assistance in changing the information. This will save you hours of time. You CANNOT change any information once you have started the renewal process without starting over. You must also wait for the changes to take place before proceeding with the renewal which could take several days.

Step 1: Find your NEW appraiser's number at the ADALB website:

<https://www.mass.gov/service-details/licensing-board-motor-vehicle-damage-appraisers> (see screenshot MVDA Renewal A)

Step 2: Scroll to bottom and select the last item on the menu (screenshot MVDA Renewal B)

Step 3: Look for your name alphabetically or search using "control F" and typing your name in the search box at top right corner (screenshot MVDA Renewal B).

Your new number is the in the 3rd column right after your name (write it DOWN).
(screenshot MVDA Renewal C)

Step 4: Go to the NIPR website to begin the renewal application process: NIPR National Insurance Producer Registry website (**cut and paste**) <https://pdb.nipr.com/my-nipr/frontend/identify-licensee> (screenshot MVDA Renewal D)

Step 5: Click on the “INDIVIDUAL” tab (see red arrow on screenshot MVDA Renewal D) also note the start chat button should you need assistance going forward at any point.

Step 6: Select “Other Licensing” from the list see red arrow on screenshot MVDA Renewal E) then click “next” (NOTE: due to recent change this step may be unnecessary ship to step 7)

Step 7: Select National producer Number (NPN) from the menu, (see red arrow on screenshot MVDA Renewal F) The screen will change (see red arrow on screenshot MVDA Renewal G) Then type in your last name and the NEW appraiser’s number you wrote down previously in step 3, then check off box “I accept the NIPR Use Agreement” (see red circle on screenshot MVDA Renewal F) then click “next”

Step 8: Enter the last four of your SS # and your date of birth as MM/DD/YYYY (see red arrow on screenshot MVDA Renewal H) then click “next”

Step 9: Confirm it is your name in the blue banner, (see red check mark and ? on screenshot MVDA Renewal I) If name is correct then Select “Start” from the menu (see red arrow on screenshot MVDA Renewal I) If name is incorrect you need to find the correct NPN by going back to step 1 in these instructions. If you have further issue with the name coming up incorrectly contact NPIR directly.

Step 10: After selecting “Start” in the previous step Now select “Other Licensing” from the menu (see red arrow on screenshot MVDA Renewal J). This will expand your selections. Select “Renewal” and then “Resident” (see red arrow on screenshot MVDA Renewal K). then click “next”.

Step 11: Confirm the state is correct in the white bar then click in the white bar next to the state and the bar will turn blue (see red arrow on screenshot MVDA Renewal L & M).

Step 12: Confirm that your name and the number you wrote down in step 3 match the information (see red check marks & ? on screenshot MVDA Renewal N). Then check off the box marked “Auto Damage Appraiser”. then click “next”.

Step 13: Next screen will show the fees for renewing your license. (see screenshot MVDA Renewal O). then click “next”.

Step 14: Confirm all information is correct on this screen . (see screenshot MVDA Renewal P). then click “next”.

Note: the next several screens are straight forward input the information as requested. (see screenshots MVDA Renewal Q, R, S). then click “next”.

Step 15: On the “Affiliation” screen (see screenshot MVDA Renewal T). Just click “next”. (does NOT pertain to MVDA)

Step 16: **CAREFULLY** answer the questions in the next section. When completed select “Review” at the bottom. (see screenshot MVDA Renewal U and V). Then **CAREFULLY** review and confirm all your information is correct. then click “next”.

Step 17: Select the correct answer regarding the who is submitting the renewal form (see screenshot MVDA Renewal W).

Step 18: On the “Attestation” page: *after reading the statements 1 through 7* “Under the pains and penalties of perjury” check of the “I Accept” box (see screenshot MVDA Renewal X and Y) then click “next”.

Step 19: Enter a primary email you want notifications to come to and a secondary if you have one (see screenshot MVDA Renewal Z).

Step 20: Next screen shows the fees (see screenshot MVDA Renewal Za). Then click on “Submit and Pay”

Step 21: Complete your personal payment information on the following screens as prompted (see screenshot MVDA Renewal Zb, Zc).

Step 21: Make note of your order number at the top of next screen for your records (see screenshot MVDA Renewal Zd).

IMPORTANT: If all went according to plan you should receive an email (see screenshot MVDA Renewal Ze). The fact that you received this email means your renewal is in process **DISREGARD** the statement: “applicant is required to submit

supplemental documentation” Per the DOI this is a “bug in the system which will be corrected and does NOT apply to MVDA renewals. Just be sure your name appears at the red arrow.

You should be able to go back to the NIPR website with in 5 days and print your license.

Congratulations!!!!

PLEASE DO NOT CALL AASP-MA. If you are having any issues with the renewal process, your 1st point of contact should be NIPR and if they cannot resolve the issue they will direct you to the MA DOI ADALB @ 617 521-7794.

As much as we would like to help beyond these instructions, we are unable to do so. We certainly hope that you have found this to be useful and allows you to renew as easily as possible.