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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF INSURANCE AND FINANCIAL SERVICES  
LANSING

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# Memorandum

**DATE:** June 28, 2017

**TO:** Resident and Non-Resident Licensed Business Entities (Agencies)

**FROM:** Michele Riddering, Manager – Insurance Licensing Section

**SUBJECT:** Branch Registration Available via DIFS Insurance Licensing Online System (ILOS)

The purpose of the notification is to inform Licensed Business Entity Producers (agencies) that branch registration transactions can now be performed through ILOS.

ILOS is a reliable and efficient online resource where licensed agencies can add/cancel affiliations, add/cancel Designated Responsible Licensed Producers (DRLPs), add/cancel a branch registration, request a branch office certificate, report a name change, update business and mailing addresses, update phone/email/fax information, and add/cancel DBA's.

Currently, licensed agencies use the following paper form:

- *Branch Office Registration or Cancellation Form (FIS 2268)*: used to register or cancel office locations, other than the primary location of the licensed business entity, that regularly conduct insurance business or that is advertised as a place where the public may contact the business entity or its employees concerning insurance services.

**Effective July 1, 2017, licensed agencies will be required to use ILOS exclusively.**

The FIS 2268 form will no longer be available on the DIFS website and will not be accepted. Any form submitted after July 1, 2017 will not be processed.

Detailed information regarding ILOS and the link to log into ILOS can be found at [www.michigan.gov/ilos](http://www.michigan.gov/ilos).

Please contact us at 877-999-6442 or [DIFS-Licensing@michigan.gov](mailto:DIFS-Licensing@michigan.gov) with any questions.