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STATE OF MICHIGAN  
DEPARTMENT OF INSURANCE AND FINANCIAL SERVICES  
LANSING

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# Memorandum

**DATE:** September 19, 2016  
**TO:** Resident and Non-Resident Licensed Business Entities (Agencies)  
**FROM:** Michele Riddering, Manager – Insurance Licensing Section  
**SUBJECT:** New Online System Available for Licensed Business Entity Producers

The purpose of this memo is to provide Licensed Business Entity Producers (agencies) with information regarding important changes in licensing processes for the maintenance of agency affiliations, demographic changes and adding/cancelling DBA's.

ILOS is a reliable and efficient online resource where licensed agencies can add/cancel affiliations, add/cancel Designated Responsible Licensed Producers (DRLPs), 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 forms:

- *Insurance Business Entity Affiliate Disclosure FIS 0200 form:* used to maintain agency affiliates, including DRLPs, licensed producers, LLC members or managers, owners, officers, directors and partners. The FIS 0200 form can be used to report a change in agency name or address.
- *Insurance Licensee Registration/Cancellation of DBA FIS 0201 form:* used to add or cancel DBAs.
- *Name or Address Change for Insurance Licensees FIS 0262 form:* used to report a change in the agency name or address.

**Effective December 1, 2016, licensed agencies will be required to use ILOS exclusively.** The FIS 0200, FIS 0201 and FIS 0262 forms will no longer be available on the DIFS website and will not be accepted. Any forms submitted after the deadline will not be processed. We encourage you to familiarize yourself with our new online system and to begin using ILOS right away.

Detailed information regarding ILOS and the link to log-in to 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.