



**RICARDO LARA**  
CALIFORNIA INSURANCE COMMISSIONER

## NOTICE

To: All Admitted Property and Casualty Insurers, Licensed Independent Insurance Adjusters, and Other Interested Parties

From: Licensing Services Division, Producer Licensing Bureau

Date: January 29, 2020

Subject: New Independent Insurance Adjuster Registration and Certification Online Services

---

The California Department of Insurance (CDI) launched its new Independent Insurance Adjuster Registration and Certification Online Services ([Adjuster Online Services](#)) for qualified licensed independent insurance adjusters, adjuster firms, and qualified managers to electronically register their employees. The [Adjuster Online Services](#) also provides links to CDI's most recent [Notice](#) on significant California laws effective as of the date of that notice that pertain to residential property insurance policies, including those related to a declared state of emergency and CDI's [Guide for Adjusting Property Claims in California After a Major Disaster](#).

### How to Register Employees using the New Adjuster Online Services

- Select the "Independent Insurance Adjuster Registration Service" to register independent insurance adjuster employees.
- Set-up an account to log-in to the Adjuster Online Services.
- Under "Employee Registration," select "Create a New List."
- Select "Add" to insert the full name and information for an employee and save the name. Select "Add" to insert the names of additional employees.
- Select "Download Employee List" to print the list of employees that were submitted to CDI.

In addition, in the event of a declared emergency situation by the Insurance Commissioner, the registration and certification links in the Declared Emergency Situation section of CDI's [Adjuster Online Services](#) will be available for insurers to register their adjusters not licensed in California and for qualified independent

Notice: New Adjuster Online Services  
To: Property and Casualty Insurers and Independent Insurance Adjusters  
Page 2  
January 29, 2020

insurance adjusters, adjuster firms, and qualified managers to register their employees who are authorized to adjust claims during a declared emergency situation in California.

Qualified independent insurance adjusters, adjuster firms, and qualified managers can log-in to CDI's [Adjuster Online Services](#) at any time to update their list of employees. Also, during an Insurance Commissioner declared emergency situation, insurers can create and update their list of adjusters not licensed in California.

**Important Note:** The work performed by independent insurance adjuster employees and adjusters not licensed in California must be under the active direction, control, charge, or management of a licensed adjuster, qualified manager, or insurer authorized to do business in California (Cal. Ins. Code Sections [14022.5\(a\)\(1\)](#) and [14029\(a\)](#)).

### **Questions**

Please direct questions to CDI's Producer Licensing Bureau's Adjuster Unit by email at [Sac.adjuster@insurance.ca.gov](mailto:Sac.adjuster@insurance.ca.gov) or by calling the Adjuster Unit at (916) 492-3085.