

License Manager is a new tool enabling industry users to manage all of a licensee's information in one place, saving the time required to execute these processes separately. The License Manager summary page will provide: 1) license printing; 2) education transcript; 3) email address functionality; and 4) licensee lookup information...all in a single screen!

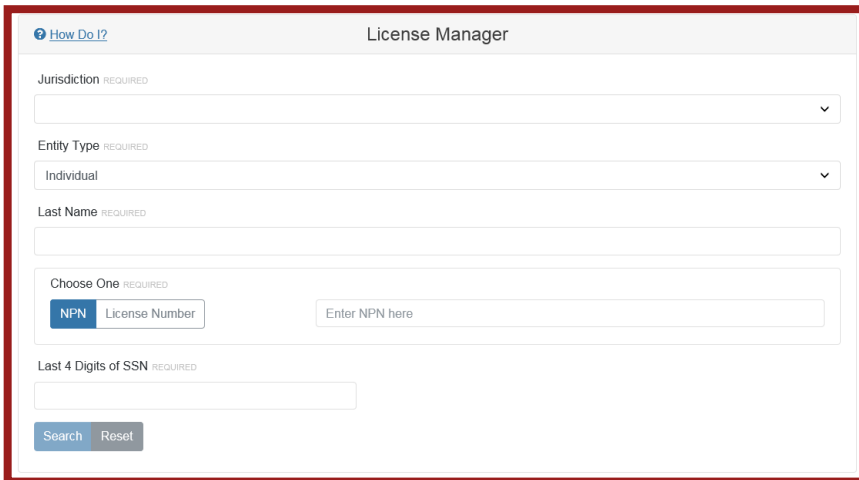


The screenshot shows the SBS website interface. At the top left is the NAIC logo (National Association of Insurance Commissioners). The top navigation bar includes links for Home, Software Services, About Us, News, Contact Us, and Help. The main content area features a large banner with the text "State Based Systems" and "Your Insurance Regulatory Toolset". On the right side, there is a blue box with three numbered steps: 1. Step 1: Select your jurisdiction: (with a dropdown menu labeled "Select One"); 2. Step 2: (empty); 3. Step 3: State Services (with a dropdown menu). Below the banner, there are three columns of content: "Important Announcements" (checking for state transitions), "Now available in new version of SBS:" (with sub-sections for "LICENSE MANAGER" and "LOOKUP", each listing services like "Print License", "Print Education Transcript", "Update Email Address", "Companies", "Education Courses", and "Licensees"), and "State Services" (with a dropdown menu and text "Select a jurisdiction to see a full list of its available services").

From the NEW www.StateBasedSystems.com, users can access License Manager by 1 of 3 different pathways:

- 1 Use the jurisdiction dropdown under Step 1 (located in the blue box on the right hand side) to select your jurisdiction. Then click the [License Manager](#) link under Step 2.
- 2 Click the [License Manager](#) link under the "Now available in new version of SBS" section.
- 3 Select your jurisdiction from the dropdown in the State Services section, then select [License Manager](#) from your jurisdiction's services page.

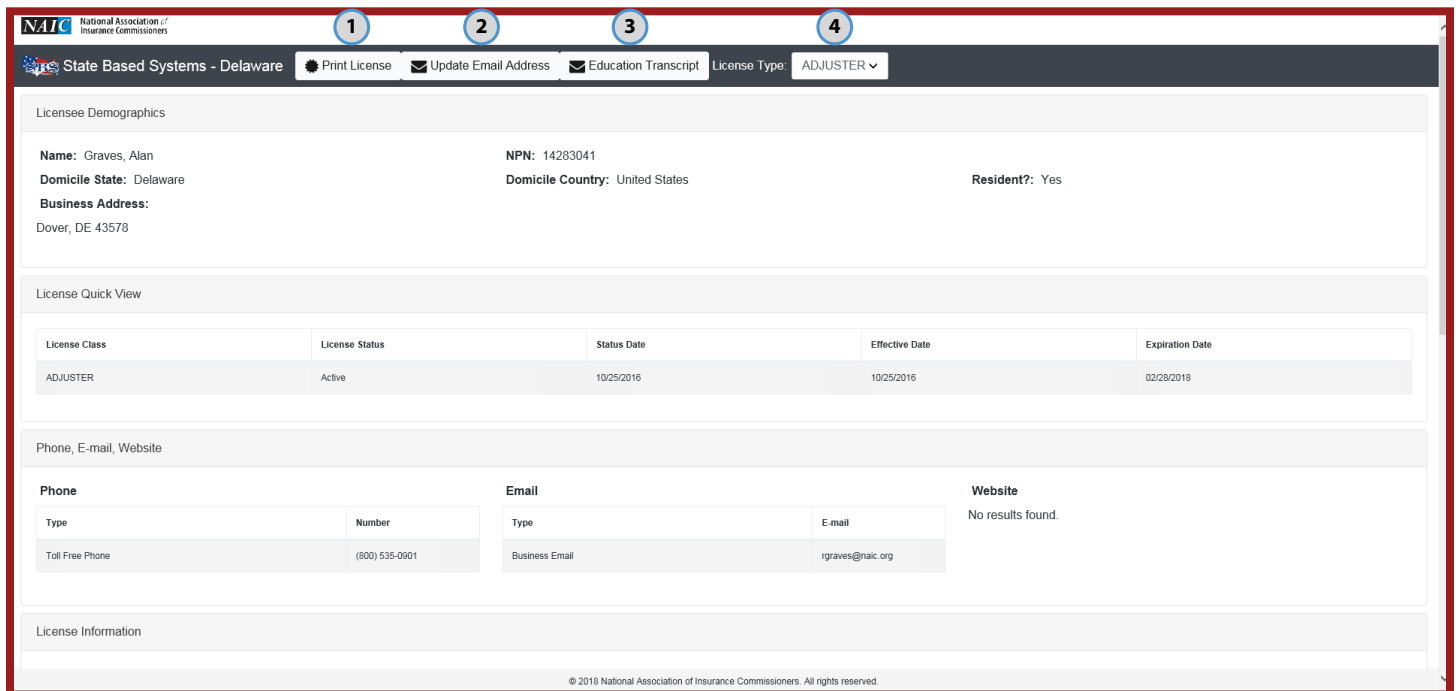
NEED HELP? CONTACT THE SBS HELP DESK • SBSHELP@NAIC.ORG • 816-783-8990



The screenshot shows the 'License Manager' search interface. It includes several required fields: 'Jurisdiction' (a dropdown menu), 'Entity Type' (a dropdown menu with 'Individual' selected), 'Last Name' (a text input field), and 'Last 4 Digits of SSN' (a text input field). There is also a 'Choose One' section with radio buttons for 'NPN' and 'License Number', and a text input field labeled 'Enter NPN here'. At the bottom, there are 'Search' and 'Reset' buttons.

From the License Manager search page, choose the jurisdiction, entity type, last name, License Number or NPN, and last 4 digits of SSN. Then select search for your results. (Image 1)

The License Manager search page includes the following sections: Licensee Demographics; License Quick View; Phone, E-mail, Website; License Information; Line of Authority; Designated Responsible Licensed Producer; Relationships; Business Entity Affiliations; DBA/Trade Name; and Appointments. (Image 2)



The screenshot shows the results page for a license search. The header includes the NAIC logo and navigation links: 'Print License', 'Update Email Address', 'Education Transcript', and a 'License Type' dropdown menu set to 'ADJUSTER'. The main content is divided into sections: 'Licensee Demographics' (Name: Graves, Alan; NPN: 14283041; Domicile State: Delaware; Domicile Country: United States; Resident?: Yes; Business Address: Dover, DE 43578), 'License Quick View' (a table with columns for License Class, License Status, Status Date, Effective Date, and Expiration Date), 'Phone, E-mail, Website' (a table with columns for Phone, Email, and Website), and 'License Information'. The footer contains the copyright notice: '© 2018 National Association of Insurance Commissioners. All rights reserved.'

License Class	License Status	Status Date	Effective Date	Expiration Date
ADJUSTER	Active	10/25/2016	10/25/2016	02/28/2018

Phone	Email	Website								
<table border="1"><thead><tr><th>Type</th><th>Number</th></tr></thead><tbody><tr><td>Toll Free Phone</td><td>(800) 535-0901</td></tr></tbody></table>	Type	Number	Toll Free Phone	(800) 535-0901	<table border="1"><thead><tr><th>Type</th><th>E-mail</th></tr></thead><tbody><tr><td>Business Email</td><td>rgraves@naic.org</td></tr></tbody></table>	Type	E-mail	Business Email	rgraves@naic.org	No results found.
Type	Number									
Toll Free Phone	(800) 535-0901									
Type	E-mail									
Business Email	rgraves@naic.org									

- 1 [Print Your License](#): Navigates the user to a PDF version of the license for printing.
- 2 [Update Email Address](#): Allows user to update email addresses associated with the licensee.
- 3 [Education Transcript](#): Direct link to the displayed licensee's education transcript, if available.
- 4 [License Type Dropdown](#): Select the License Type dropdown to view the list of available license types assigned.