



# Arkansas Insurance Department

## Welcome to SBS 2016!

### What is SBS 2016?

The Arkansas Insurance Department has successfully completed the transition to a new version of the SBS software “SBS 2016”. This new software solution is a full rewrite of the SBS industry toolset which includes or new Lookup, License Manager, Report Generator, and SBS for Organizations functions. **Lookup** gives a user access to key licensee information from a single user friendly interface. **License Manager** combines license information, license printing, and email address updates. **Report Generator** allows users to request a list of data for a specific jurisdiction using a variety of search criteria. **SBS for Organizations** offers industry single sign-on capability that supports key license administration functions across those jurisdictions using SBS 2016. Use the [SBS 2016 Help](#) section to access functionality descriptions, instructions, and interactive tutorials.

## New Industry Tools

**State Services Page:** Select a jurisdiction from the State Services dropdown to find contact information and links to SBS and NIPR tools available for your jurisdiction.

### **License Manager:**

- **View License Information:** Verify National Producer Number (NPN), license status, license expiration date and much more.
- **Print Your License:** SBS offers free unlimited license printing for your state
- **Print Education Transcript:** A free tool that allows licensees to pull their real time education transcripts. Transcripts will display what credits are required, what credits have been taken and what credits still need to be taken.
- **Update Your Email Address:** Individuals and business entities may view and update email addresses in real time through this online tool.

Email addresses are tracked for three address types: Business, Mailing and Residence.

**Lookup:** Verify National Producer Number (NPN), license status, license expiration date and much more.

**Report Generator:** Users may create a licensee (individual and/or business entity) mailing list for a nominal fee. Lists contain licensee name, license number, national producer number, business and mailing address, CE compliance and much more.

**SBS for Organizations:** This service replaces Online Licensee Services (OLS) and allows users to use a single ID and password to complete important license administration functions in jurisdictions that have transitioned to SBS 2016. Don't have an account? Click here to [Sign up](#).

# HOW WILL THIS AFFECT YOU?

## Licensees

### Lookup

Verify National Producer Number (NPN), license status, license expiration date and much more.

### License Manager

One service:

- Print License
- Print Education Transcript
- Update Email Address

## Education Providers

### Signup for SBS for Organizations (formerly Online Continuing Education)

- Submit course rosters
- Submit course applications
- Submit provider applications

**Step 1:** Go to [www.statebasedsystems.com](http://www.statebasedsystems.com)

**Step 2:** Select your jurisdiction and click "Sign up for SBS for Organizations"

**Step 3:** Create your User Account allowing you to access all jurisdictions

**Step 4:** Login to SBS 2016

**Step 5:** Add your education provider licenses to your account (using your jurisdiction Provider ID and PIN\*) as each applicable jurisdiction transitions to SBS 2016.

**Step 6:** Simplify your Education Provider processes using SBS 2016.

**NEW:** SBS 2016 allows the user to submit course applications for multiple jurisdictions.

\*All active education providers will be sent their PIN via their current email address. If you have any questions, contact the SBS Help Desk at the number listed below.

## License Administrators

### Signup for SBS for Organizations (formerly Online Licensee Services)

- Print licenses
- Print education transcripts
- Update addresses (business entities only)
- View detailed license info
- Receive important notifications

**Step 1:** Go to [www.statebasedsystems.com](http://www.statebasedsystems.com)

**Step 2:** Select your jurisdiction and click "Sign up for SBS for Organizations"

**Step 3:** Create your User Account allowing you to access all jurisdictions

**Step 4:** Login to SBS 2016

**Step 5:** Add licensees to your account as each applicable jurisdiction transitions to SBS 2016.\*

**Step 6:** Simplify your licensing administration processes using SBS 2016.

\*A fee of up to \$5.95 is applied per licensee per jurisdiction per year.

## SBS Help

### SBS 2016 Support Center

If you have questions concerning these new industry tools, please visit the SBS Support Center for more information on all SBS 2016 tools.

<http://www.statebasedsystems.com/solar/support.html>

### Request a Webinar

To request a webinar regarding specific functionality please contact Kyle Grey at [kgrey@naic.org](mailto:kgrey@naic.org).