

How to View Your CE Transcripts and Print Your Free License (Individual License)

1. Go to <http://www.statebasedsystems.com/> and you will see the following screen:

The screenshot shows the homepage of the State Based Systems (SBS) website. At the top left is the SBS logo, which features a stylized American flag and the letters 'SBS'. To its right is the text 'State Based Systems'. At the top right is the NAIC logo, which says 'NAIC' in a blue box and 'National Association of Insurance Commissioners' below it. Below the logos, there is a large banner image of a blue sky with white clouds and a green field. On the left side of the banner, there is a text box that reads: 'SBS is a comprehensive software solution that supports all aspects of insurance regulation. Developed by the NAIC in partnership with insurance regulators, SBS is designed to serve the needs of regulators, consumers and the insurance industry.' On the right side of the banner, there is a large blue sign that says 'welcome to State Based Systems' and 'population: 20 members'. Below the banner, there is a dark blue bar with the text 'Simplifying Insurance Regulation' in white. Below this bar is a red navigation bar with links: 'Home | Regulator Services | Industry Services | About Us | News | Contact Us'. Below the navigation bar, there are three main sections: 'Headlines', 'Lookup', and 'State Services'. The 'Headlines' section lists three news items: '04/27/10 U.S. Virgin Islands Joins SBS', '12/05/09 Maryland Insurance Administration Joins SBS', and '9/22/09 SBS and OPTins Add Two More States', followed by a red link '...more >'. The 'Lookup' section has a 'State:' dropdown menu, a 'Search For:' dropdown menu, and a text box that says 'Use this tool for quick access to licensee, company and course information.' The 'State Services' section has a 'State:' dropdown menu and a text box that says 'Select a State to see a full list of its available services.' At the bottom of the page, there is a dark grey bar with links for 'Business Partners: NIPR | Aithent Technologies | SERFF' and 'Education Providers: Pearson VUE | Prometric'. Below this bar, in small text, is 'Copyright 2008'.

SBS | State Based Systems

NAIC
National Association of Insurance Commissioners

SBS is a comprehensive software solution that supports all aspects of insurance regulation. Developed by the NAIC in partnership with insurance regulators, SBS is designed to serve the needs of regulators, consumers and the insurance industry.

welcome to
State Based Systems
population: 20 members

Simplifying Insurance Regulation

Home | Regulator Services | Industry Services | About Us | News | Contact Us

Headlines

04/27/10 [U.S. Virgin Islands Joins SBS](#)

12/05/09 [Maryland Insurance Administration Joins SBS](#)

9/22/09 [SBS and OPTins Add Two More States](#)

[...more >](#)

Lookup

State:

Search For:

Use this tool for quick access to licensee, company and course information.

State Services

State:

Select a State to see a full list of its available services.

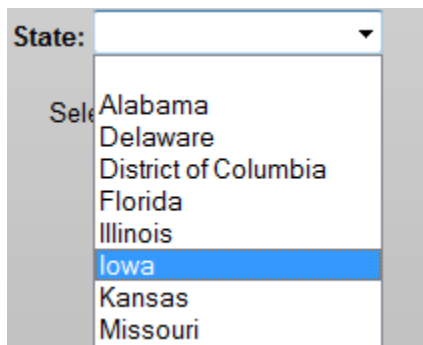
Business Partners: [NIPR](#) | [Aithent Technologies](#) | [SERFF](#) **Education Providers:** [Pearson VUE](#) | [Prometric](#)

Copyright 2008

2. Choose the state for which you would like to see CE Transcripts or print a license by selecting it from the State Services drop-down menu on the right - click the down arrow next to the State window:



3. Hover your mouse over your state and click the mouse once:



4. A screen of your state's online services will open.
- The upper part of the window will show your state's information:

Your state's
information



- The lower part of the window will show the Available Online Tools your state offers. Scroll to the bottom of the screen until you see the **SBS Connect** section:

Available Online Tools

[Regulated Industry Services Lookup](#)
[Licensee Lookup](#)
[Resident Renewals](#)
[Nonresident Renewals](#)
[Resident Original Application](#)
[Nonresident Original Application](#)

Online Continuing Education

- » [What is OnlineCE?](#)
- » [Login to OnlineCE Now!](#)

Online Licensee Services (OLS)

- » [What is OLS?](#)
- » [Register for OLS](#)
- » [Login to OLS Now!](#)

SBS Connect

- » [What is SBS Connect?](#)
- » [Register for SBS Connect](#)
- » [Login to SBS Connect Now!](#)

5. If you have not signed up for SBS Connect for this state, click on the **“Register for SBS Connect”** link on the website and a new window with several sections will open (If you already have an SBS Connect account, log in and follow the steps from the Welcome Screen at Step 10).
- The first section will ask for demographic information. Be sure and fill in anything marked with the asterisk symbol (circled in red on the example below). **If the field does not have an asterisk, you do not need to fill in the blank:**

SBS Web Site | SBS Online Services | NAIC Services | NIPR Services | Help

SBS | SBS Connect

NAIC National Association of Insurance Commissioners | Iowa Insurance Division

IOWA
Insurance
Division

SBS Connect is a service offered by the National Association of Insurance Commissioners to the Iowa Insurance Division. SBS Connect gives licensees and licensing administrators the ability to print a copy of their license, make address changes and receive e-mail notifications regarding registered licenses.

Already Registered? [Click here](#) to login.

User Demographics

All required fields are marked with an *.

Your First Name * Last Name *

Firm Name

Address Line 1 *

Address Line 2

Address Line 3

City * State * ZIP *

Phone * Ext

6. The next section is where you create your log in information - Your User Name and Password. **Some key things to notice on this screen are:**

- **All fields in this section require you to fill in the blank** - they are all marked with an asterisk.
- **The User Name you create has to be a combination of eight to fifteen letters and numbers** - there has to be at least one number in the User Name – **Examples** (each example is separated by a comma): jsmith54, Dthomas58, THEGREAT1
- **The User Name, Password and Birth City are case sensitive** - if you use capital letters when you create it, you will need to use capital letters when you sign in.
- **You cannot copy and paste your User Name or Password when asked to re-enter the information.**
- **If you make a mistake, you will need to retype the entry to correct it** – you cannot use the Backspace or Delete keys to correct your error.

User Login Account Information

*You cannot copy and paste your User Name or Password. You must use the **Backspace** or **Delete** keys to remove and re-type the value.*

Enter a User Name: * *The User Name must be 8-15 characters long and can only contain letters and numbers. It is case sensitive.*

Re-Enter Your User Name: *

Select a Password: * *A combination of 7-15 letters and numbers, beginning with a letter.*

Enter Password Again: *

Your City of Birth: * *The Birth City will be used for verification purposes if you forget your password.*

7. The next section is for your email address and notifications. **A secondary email address is not required.**

- Choose which notifications you wish to receive from SBS.
- If you mark Yes to Address Change, it will send you a confirmation email whenever **your** address changes in the system.

E-mail Notifications

Your E-mail Address: *

All SBS Connect notifications will be sent to this e-mail address.

Enter E-mail Again: *

Additional E-mail Address:

Secondary e-mail address where notifications will be sent.

Enter 2nd E-mail Again:

Would you like to be notified by e-mail when the following changes occur?

☐ Yes To All

Address Change:

☐ Yes ☒ No

Name Change:

☐ Yes ☒ No

License Status Change:

☐ Yes ☒ No

Residency Status Change:

☐ Yes ☒ No

Line of Authority Additions:

☐ Yes ☒ No

Line of Authority Deletions :

☐ Yes ☒ No

Original License Approval:

☐ Yes ☒ No

License Renewal Notification:

☐ Yes ☒ No

License Renewal Approval:

☐ Yes ☒ No

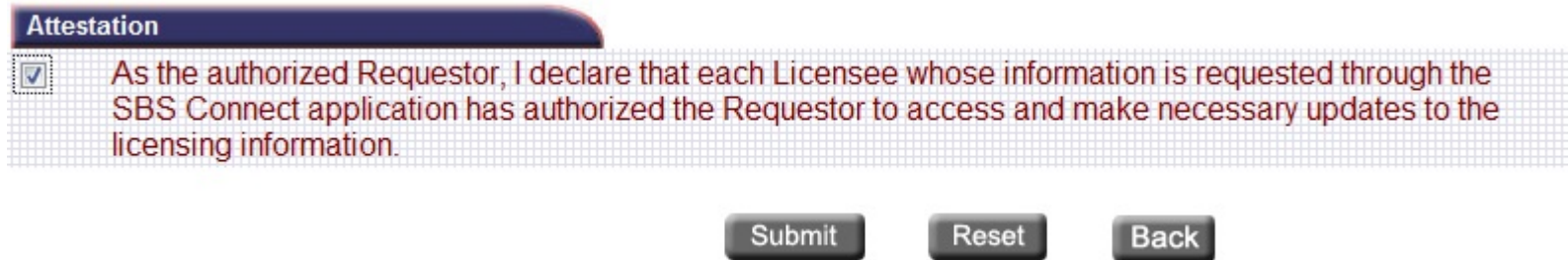
Doing Business As Name Addition:

☐ Yes ☒ No

Doing Business As Name Deletion:

☐ Yes ☒ No

8. Next, for the Attestation section, **always check mark the box**. This is true whether you are requesting it for yourself or as an authorized requestor for another person – the box must be checked to continue. Click **“Submit”** after you have checked the box:



Attestation

☒ As the authorized Requestor, I declare that each Licensee whose information is requested through the SBS Connect application has authorized the Requestor to access and make necessary updates to the licensing information.

Submit Reset Back

9. After you click Submit, you will be shown another screen to verify the registration information you entered is correct. Look over it carefully and click Submit at the bottom of the screen if no changes need to be made. If you need to make changes, click on the **Back** button to make your corrections.

10. Once you hit Submit, you will be taken to the Welcome page. On the left side of the screen, click on **“Register Entity”** to register your license with SBS Connect:

SBS Web Site | SBS Online Services | NAIC Services | NIPR Services | Help Home Logout

SBS SBS Connect

NAIC National Association of Insurance Commissioners Missouri Department of Insurance, Financial Institutions & Professional Registration

Missouri DIFP
Department of Insurance
Financial Institutions &
Professional Registration

Welcome

Rick Kelso

[Update Profile](#)

[Change Password](#)

[Register Entity](#)

[License Administrator](#)

[Log Out](#)

Connect Help

For Individual Licensee Requests

1. Click the Register Entity link then complete the requested information.
2. Once you have registered a license, the Producer tab will display.
3. Click on the Producer tab above to view SBS Connect services available and perform a request.

For Licensee Administrators of Multiple Licenses

1. To Add or View your registered licensee(s), click the License Administrator link. This will display the View Multiple Licensees page.
2. In the View Multiple Licensees page, click the Register License link then complete the requested information. Additional licenses can be added by following this same step.
3. To perform a transaction on an already registered license, click the License Administrator link, if you are not already in the View Multiple Licensees page. Then click the preferred licensee from the drop-down list. Once the licensee has been chosen continue by clicking the activity that you wish to perform.

11. You will be taken to this screen to choose which type of Entity you are registering:

SBS Web Site | SBS Online Services | NAIC Services | NIPR Services | Help

 SBS Connect

 National Association of Insurance Commissioners Missouri Department of Insurance, Financial Institutions & Professional Registration

[Home](#)

What type of Entity would you like to Register?

[Click here for the definition of all Entity Types.](#)

Build 3.2.1 Dated-07.20.2010

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Version: VSP

- Choose an individual license, and you will get the following screen – be sure and enter **either** your License number **OR** your NPN – **do not enter both or you will get an error and have to start over** – Also enter the last four digits of your Social Security number and click Add:

The screenshot shows the SBS Connect registration page. At the top is a blue navigation bar with links: SBS Web Site | SBS Online Services | NAIC Services | NIPR Services | Help. Below this is a header section with the SBS logo (a map of the US with 'SBS' text), the text 'SBS Connect', the NAIC logo (National Association of Insurance Commissioners), and the Missouri Department of Insurance, Financial Institutions & Professional Registration logo. A 'Home' button is located below the header. The main form area has the question 'What type of Entity would you like to Register?' with a dropdown menu set to 'Individual License'. A blue link 'Click here for the definition of Individual License.' is next to it. Below this is the instruction 'Input the License Number or National Producer Number. Then input the last four digits of the Social Security Number (SSN)'. There are three input fields: 'License Number', 'NPN', and 'SSN (last 4 digits)*'. An 'Add' button is to the right of the NPN field. Red annotations include a circle around the word 'or' in the instruction, and red lines pointing from the text 'Enter your License Number OR your NPN, but do not enter both' to the 'License Number' and 'NPN' fields.

SBS Web Site | SBS Online Services | NAIC Services | NIPR Services | Help

SBS Connect

NAIC National Association of Insurance Commissioners

Missouri Department of Insurance, Financial Institutions & Professional Registration

Home

What type of Entity would you like to Register? Individual License [Click here for the definition of Individual License.](#)

Input the License Number or National Producer Number. Then input the last four digits of the Social Security Number (SSN).

License Number NPN SSN (last 4 digits)*

Add

Enter your License Number OR your NPN, but do not enter both

12. After you click Add, it will show you the license information you entered – click **“Submit”** to complete the registration:

What type of Entity would you like to Register? [Click here for the definition of Individual License.](#)

INDIVIDUAL LICENSE

License Number	NPN	SSN (last 4 digits)*	
12345678		1234	Delete

Submit

13. After you click Submit, the next screen shows your Entity was successfully registered – click one of the **“Home”** buttons to get to the screen to view your CE Transcript or print your license:

 National Association of Insurance Commissioners Missouri Department of Insurance, Financial Institutions & Professional Registration Professional Registration

Home

Entities Successfully Registered for SBS Connect

Name:	RICK KELSO	License Number:	12345678	Npn:	1234
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 [Register an Entity](#)

Click the Home button to go to your SBS Connect Home Page

Home

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14. You will be taken to this screen where you can click on either the “CE Transcript” or “License Print” links to either view your continuing education credits or open your license file:

SBS Web Site | SBS Online Services | NAIC Services | NIPR Services | Help Home Logout

SBS | SBS Connect

Missouri Department of Insurance,
Financial Institutions & Professional Registration

NAIC National Association of Insurance Commissioners

MISSOURI
DIFP
Department of Insurance
Financial Institutions & Professional Registration

Welcome

Rick Kelso

[Update Profile](#)

[Change Password](#)

[Register Entity](#)

[License Administrator](#)

[Log Out](#)

Producer-Indiv **Connect Help**

[CE Transcript](#) (What is this?)

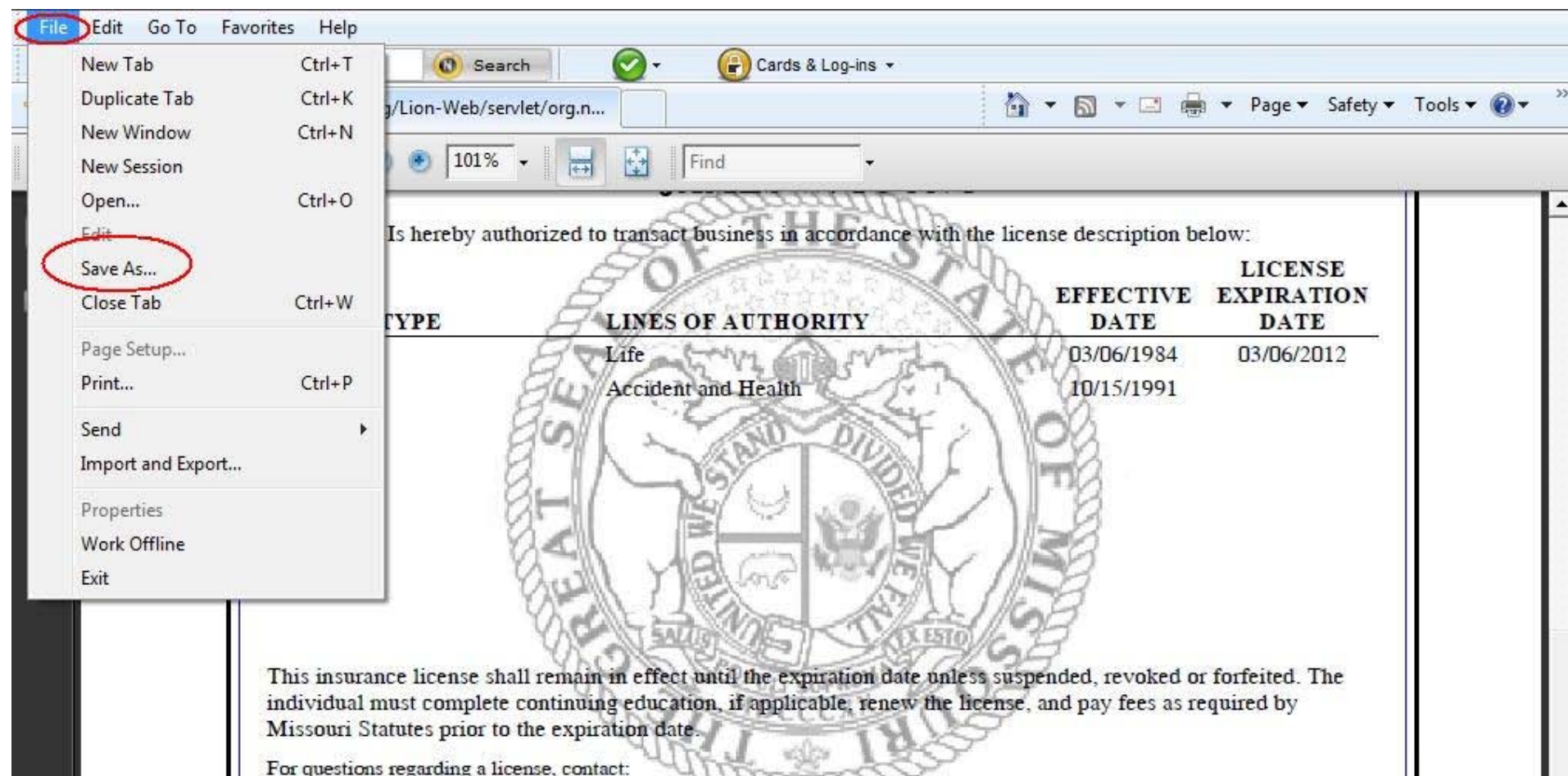
[License Print](#) (What is this?)

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Verisign: VSP
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NAIC National Association of Insurance Commissioners AITHENT

15. Before you print your license, it is a good idea to save a copy of it to your computer. To do that, click on **"File"** and select **"Save as..."** – a window will open prompting you to choose the location where you want to keep it on your computer:



16. Next, choose “File” and “Print” to print your license – and you are finished!

