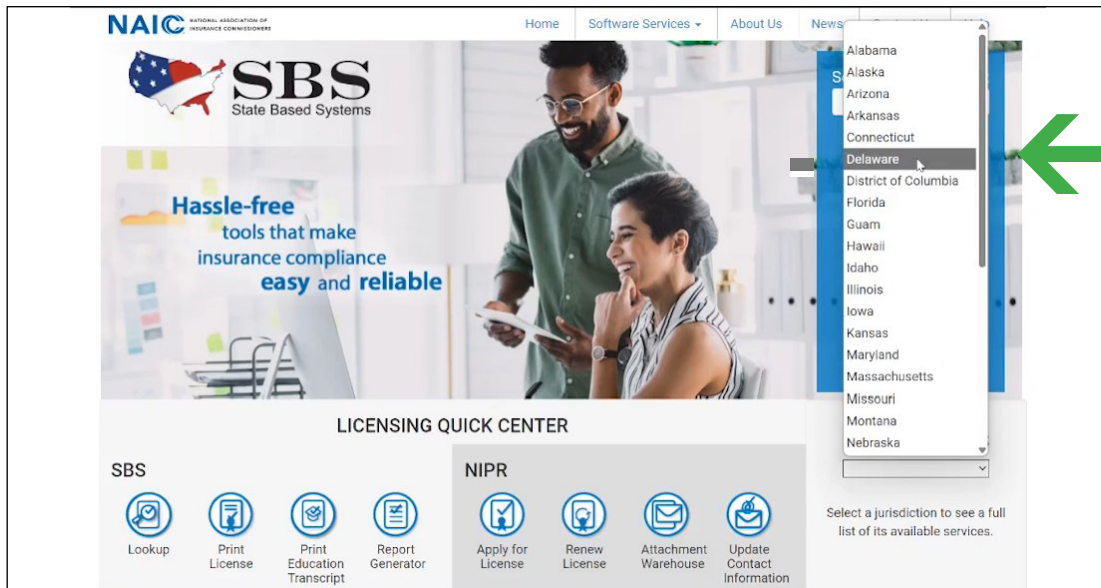


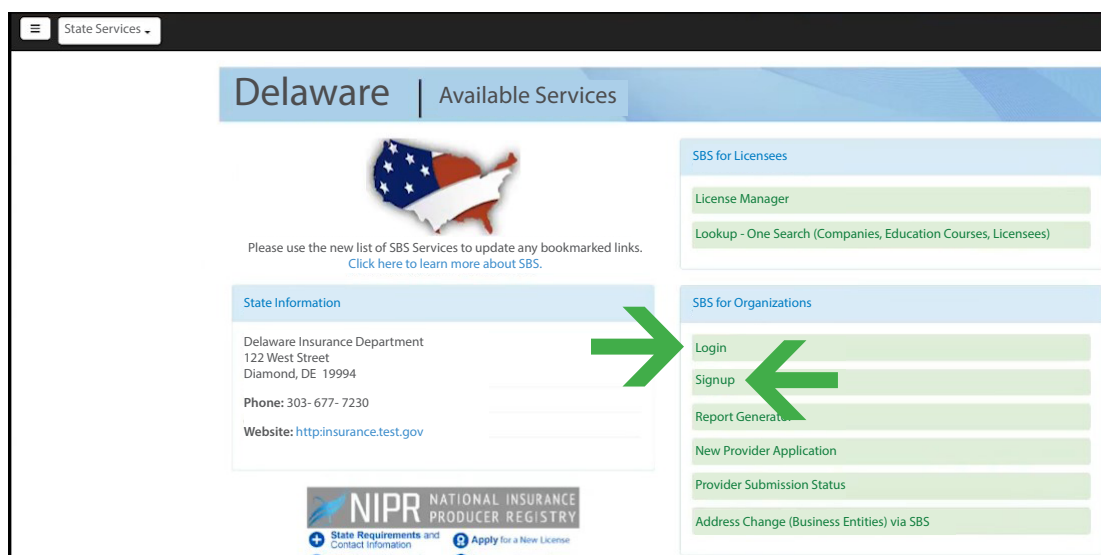
SBS FOR ORGANIZATIONS • ADD A COMPANY COMPLAINT ENTITY

HOW DO I: ADD A COMPANY COMPLAINT ENTITY?

- 1 You should have received a PIN letter from SBS that will contain the **Company Complaint PIN**, and the **SBS Company Number** that you will use for this guide. The company administrator will go to **SBS for Organizations** and create the account unless they have one for another state. Once the account is created, go to statebasedsystems.com and select the jurisdiction under **State Services**.



- 2 The Available Services page for the jurisdiction appears. You can either use the "Login" button if you already have an account or click "Signup" to begin your account, if you are a new user.

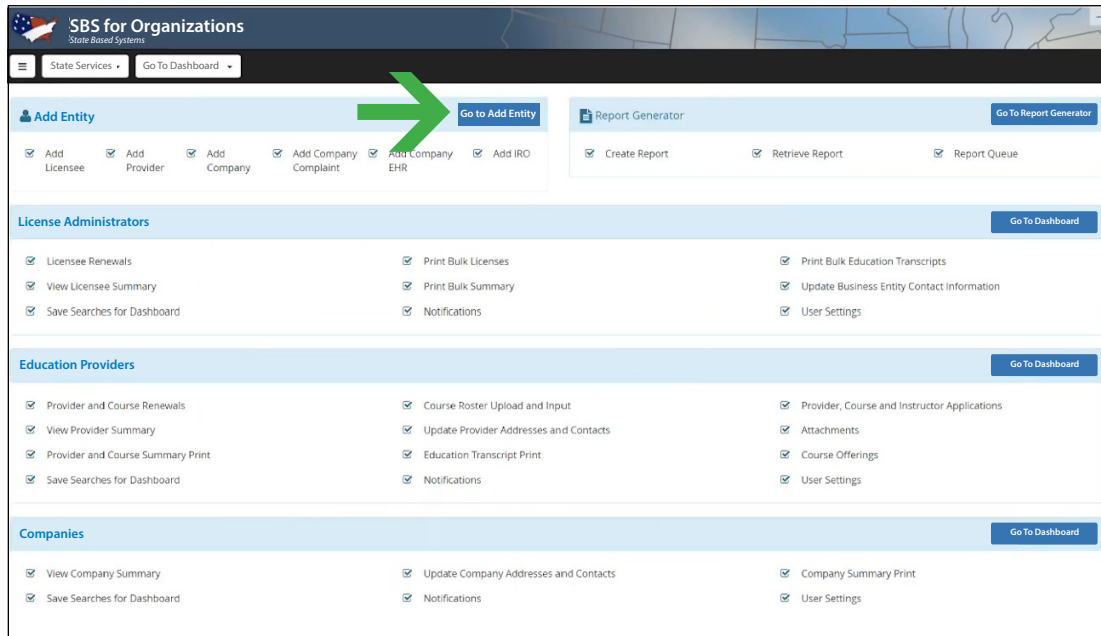


NEED HELP?

CONTACT THE SBS HELP DESK

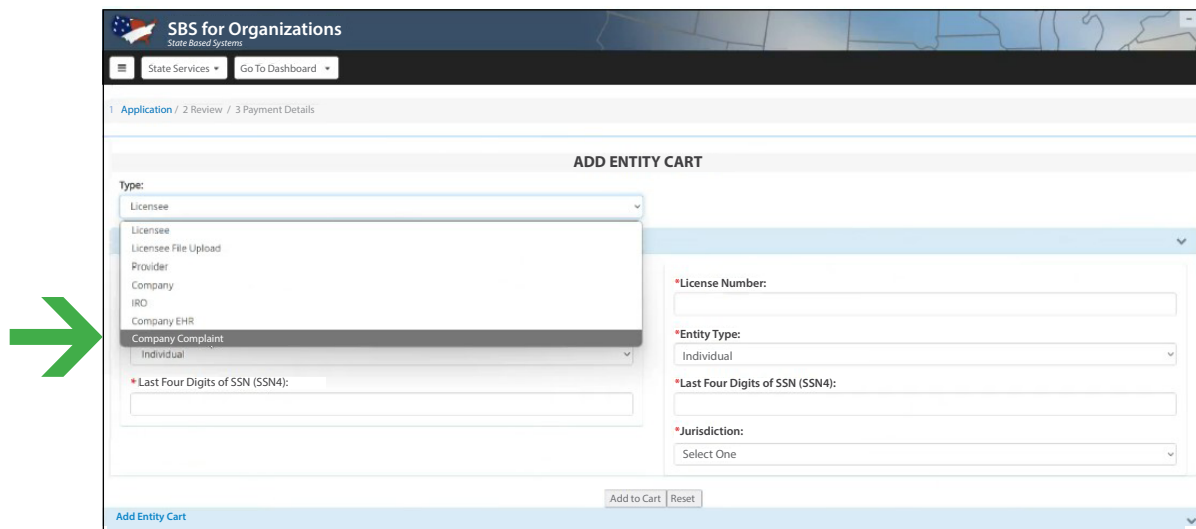
SBSHELP@NAIC.ORG • 816-783-8990

- 3 Click on the blue “Go to Add Entity” button.



The screenshot shows the SBS for Organizations dashboard. At the top, there's a navigation bar with 'State Services' and 'Go To Dashboard'. Below this, the 'Add Entity' section is highlighted with a green arrow pointing to the 'Go to Add Entity' button. The 'Add Entity' section includes links for 'Add Licensee', 'Add Provider', 'Add Company', 'Add Company Complaint', 'Add Company EHR', and 'Add IRO'. To the right, there's a 'Report Generator' section with links for 'Create Report', 'Retrieve Report', and 'Report Queue'. Below these, there are sections for 'License Administrators', 'Education Providers', and 'Companies', each with a 'Go To Dashboard' button and a list of tasks.

- 4 Under Type click “Company Complaint.”



The screenshot shows the 'ADD ENTITY CART' form. A green arrow points to the 'Company Complaint' option in the 'Type' dropdown menu. The form includes fields for 'License Number', 'Entity Type' (set to 'Individual'), 'Last Four Digits of SSN (SSN4)', and 'Jurisdiction' (set to 'Select One'). There are 'Add to Cart' and 'Reset' buttons at the bottom.

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- 5 Add the **Jurisdiction**. Using the Company PIN Letter provided by the state letter, add the **Company Complaint PIN**, and the **SBS Company Number**. Click “Add to Cart.”

SBS for Organizations
State Based Systems

1 Application / 2 Review / 3 Payment Details

ADD ENTITY CART

Type:
Company Complaint

Company Complaint

*Jurisdiction
Delaware

*Company Complaint PIN:
466810962

FEIN:
NAIC CoCode:
SBS Company Number:
40000022832

Add to Cart Reset

- 6 You can review the Company Complaint information here and click “Next.”

ADD ENTITY CART

Type:
Company Complaint

Company Complaint

*Jurisdiction
Delaware

*Company Complaint PIN:
466810962

FEIN:
NAIC CoCode:
SBS Company Number:
40000022832

Add to Cart Reset

Add Entity Cart

show 10 entries Filter:

Type	Name	NPN	Last 4 Digits of SSN	CoCode	Last 4 Digits of FEIN	Count	Fees
Company Complaint	MED CHOICE RISK RETENTION GROUP INC			15738			\$0.00

Total Fees \$0.00

Showing 1 to 1 of 1 entries

Previous Next Finish Cancel

Previous 1 Next

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- 7 You can see review the information one more time. Click “Next” when you are finished reviewing.

1 Application / 2 Review / 3 Payment Details

Please review the new entities you selected for addition to your Managed account, click “Next” to continue, “Previous” to edit or click “Cancel” to return to the home page.

Company Complaint					
Jurisdiction	SBS Company Number	NAIC CoCode	FEIN	Company Type	Company Name
Delaware	40000022832	15738		Risk Retention	MED CHOICE RISK RETENTION GROUP INC
					Grand Total: \$0.00

Previous Next Finish Cancel



- 8 You can see the entity was added to the account. Click on “Go To Company Complaint Dashboard.”

You have successfully added one or more entities to your account! A confirmation email containing the summary information below is being sent to you.

Print this receipt

Thank you for using the NAIC's State Based Systems (SBS). For information about other services offered through SBS, visit: www.statebasedsystems.com.

Payment Information

Transaction Type: Add Entity Transaction Date: 03/17/2025 Amount Paid: \$0.00

[Go To Company Complaint Dashboard](#)

Note: All fees will appear as a charge from NAIC State Based Systems on your monthly credit card statement.

If you have questions regarding your transaction:

- Call the SBS Help Desk at 816-783-8990 between the hours 8:00 a.m. - 5:00 p.m. (CT) Monday-Friday (except holidays)
- Send an email anytime to sbshelp@naic.org. If the email message is sent to the Help Desk outside the time above, it will be answered the next business day.



- 9 Once in the **Company Complaint Dashboard** you can use the **Company Complaint Matrix** to locate the Company you added.

State Services Go To Dashboard

Add Entity User Settings Notifications

Company Complaint Matrix

Expand/ Collapse All

License State	NAIC CoCode	Company Name	FEIN	NAIC Group Number	Mailing Address	Company External Complaint PIN
Delaware	15738	MED CHOICE RISK RETENTION GROUP INC		464	388 State Ln Rd Milton, DE 19791	466810962
Kansas	86231	TRANSAMERICA LIFE INSURANCE COMPANY	39-0999978	468	6400 D Street SW Cedar Rapids, IA 52489	8454837247
Kansas	97722	US HEALTH AND LIFE INSURANCE COMPANY	6112731	4861	800 Tower Drive Troy, MI 48099	1597781790



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