



SBS FOR INDUSTRY • TRAINING GUIDE

NO LOG-IN PAYMENT TOOL

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NAIC NATIONAL ASSOCIATION OF
INSURANCE COMMISSIONERS

➔ STEP 1: NAVIGATE TO NO LOG-IN PAYMENT FROM SBS WEBSITE HOME PAGE

The No Log-in Payment Tool is accessed through **License Manager**, a tool which enables industry users to manage a licensee's information in one place. You may access License Manager in **two ways** from the SBS Home Page.

Go to www.statebasedsystems.com.

There are two ways to navigate to the No Log-in Payment Tool.

The screenshot shows the SBS website home page. At the top, there is a navigation bar with links for Home, Software Services, About Us, News, Contact Us, and Help. The main header features the NAIC logo and the SBS logo (State Based Systems). Below the header, there is a large banner with the text "Hassle-free tools that make insurance compliance easy and reliable" and an image of two people looking at a tablet. On the right side of the banner, there is a blue overlay with a green circle containing the number 1 and the text "Select your jurisdiction:" followed by a dropdown menu with "Select One" as the selected option. Below the banner, there is a "LICENSING QUICK CENTER" section with two columns of icons: "SBS" (Lookup, Print License, Print Education Transcript, Report Generator) and "NIPR" (Apply for License, Renew License, Attachment Warehouse, Update Contact Information). On the right side of the quick center, there is another blue overlay with a green circle containing the number 2 and the text "STATE SERVICES" followed by a dropdown menu. Below this dropdown, there is a note: "Select a jurisdiction to see a full list of its available services."

1. Select Your Jurisdiction: In the top right, select your jurisdiction. From the options that appear select 'View All Tools'.

2. State Services Launch Page: In the bottom right hand corner of the screen, select your jurisdiction from the 'State Services' drop down.

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➔ STEP 2: USE LICENSE MANAGER TO ACCESS NO LOG-IN PAYMENT TOOL

On the next page, select 'License Manager'.

State Based Systems

State Services ▾

Connecticut | Available Services



Please use the new list of SBS Services to update any bookmarked links.
[Click here to learn more about SBS.](#)

State Information

Connecticut Insurance Department
 153 Market Street
 7th Floor
 Hartford, Connecticut 06103

Phone: 860-297-3800
Email: insurance@ct.gov
Website: <https://portal.ct.gov/cid>

NIPR NATIONAL INSURANCE PRODUCER REGISTRY

- State Requirements and Contact Information
- Add a Line of Authority
- Change Contact Information
- Apply for a New License
- Renew an Existing License
- Attachment Warehouse

SBS For Licensees

- License Manager**
- Lookup - One Search (Companies, Education Courses, Licensees)

SBS For Organizations

- Login
- Signup
- Report Generator
- New Provider Application
- Provider Submission Status
- Address Change (Business Entities) via SBS

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→ STEP 3: ENTER REQUIRED INFORMATION IN LICENSE MANAGER

Select 'Individual' under 'Entity Type'.

Complete your NPN or License Number.

Provide the last four digits of your SSN.

The screenshot shows the 'License Manager' form within the 'State Based Systems' portal. The form is titled 'License Manager' and includes a 'How Do I?' link. The fields are as follows:

- Jurisdiction** (REQUIRED): An empty text input field.
- Entity Type** (REQUIRED): A dropdown menu with 'Individual' selected. A green arrow points to this field.
- Last Name** (REQUIRED): An empty text input field.
- Choose One** (REQUIRED): A radio button group with 'NPN' and 'License Number' options. The 'License Number' option is selected. The text input field contains '12121212'. A green arrow points to this field.
- Last 4 Digits of SSN** (REQUIRED): A text input field containing '3333'. A green arrow points to this field.

At the bottom of the form are 'Search' and 'Reset' buttons.

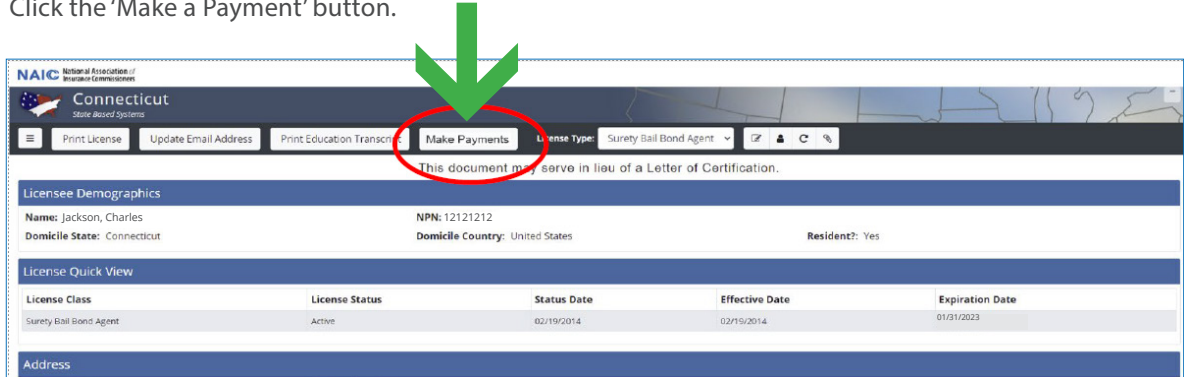
→ SBSHELP@NAIC.ORG • 816-783-8990



➔ STEP 4: MAKE PAYMENT BUTTON— LICENSE MANAGER SUMMARY PAGE

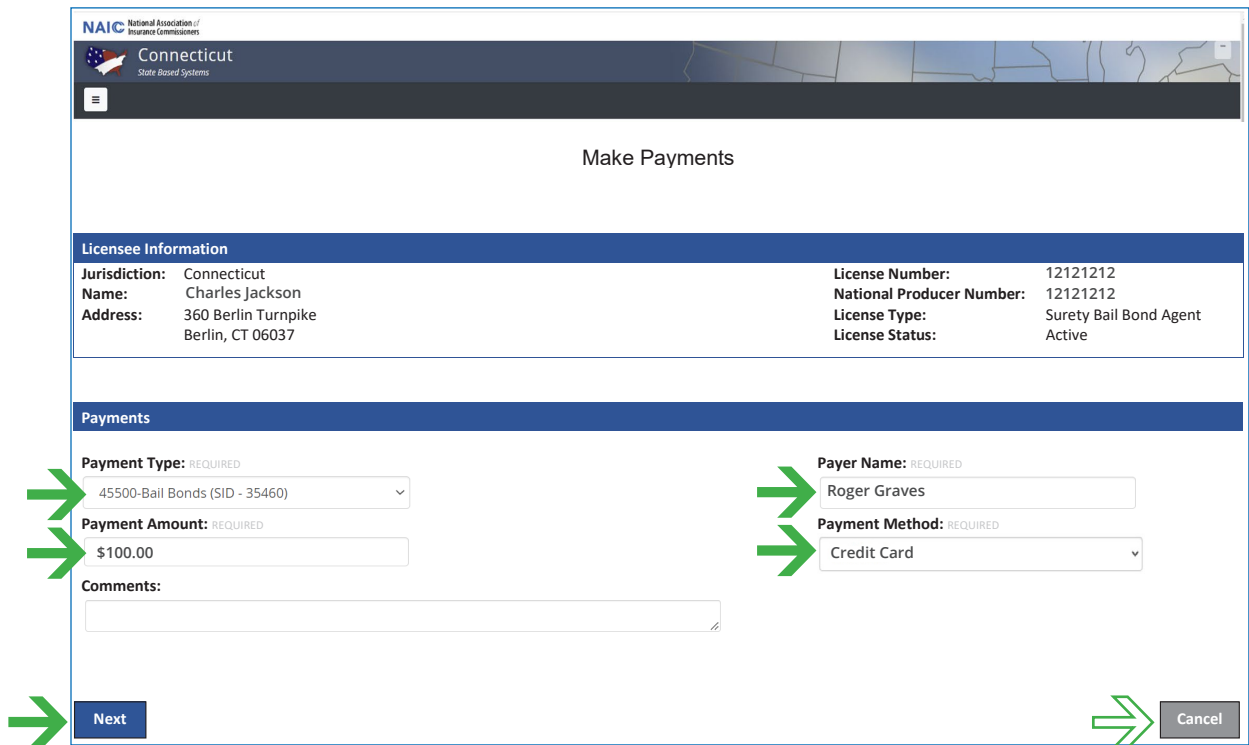
The License Manager Summary Page displays information about the licensee categorized in sections and has quick access to the PDF license, email address update, education transcript information and making payments via the buttons on the toolbar.

Click the 'Make a Payment' button.



➔ STEP 5: MAKE PAYMENT TOOL

The 'Make Payments' Tool will open in a new tab. Complete the information in the required fields. Click 'Next'.



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➔ STEP 6: REVIEW PAYMENT

The Payment Review Page displays information to review about the payment before proceeding. You may change any information at this point by clicking 'Previous'. Click 'Next' when information is confirmed.

NAIC National Association of Insurance Commissioners
Connecticut State Based Systems

Payment Review

| Jurisdiction | Licensee Name | NPN | Payer Name | Payment Type | Payment Amount | Payment Method |
|--------------|-----------------|----------|--------------|--------------------------------|----------------|----------------|
| Connecticut | Charles Jackson | 12121212 | Roger Graves | 45500-Bail Bonds (SID – 35460) | 100.00 | Credit Card |

Payment Amount: \$ 100.00
Transaction Fee: \$ 5.00
Processing Fee: \$ 3.68
Total Fees: \$ 108.68

➔ STEP 7: ENTER PAYMENT DETAILS

Complete payment information in the all ***required fields**. You may still cancel payment or return to previous page at this point.

NAIC National Association of Insurance Commissioners
Connecticut State Based Systems

Payment Details

Payment Details

* Card Holder First Name: Roger
 * Card Holder Last Name: Graves
 * Billing Street Name: 2500 Main Street
 * Billing City: Berlin
 * Billing State: CT
 * Billing Country: USA
 * Billing ZIP Code: 06037
 * Email: Rgravesct@gmail.com
 * Amount: \$108.68
 * Phone Number: 123-456-8809

Credit Card

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➔ STEP 8: ENTER CREDIT CARD INFORMATION

Enter credit card number, expiration date and security code. Check the 'All Fees are Non-Refundable' and click 'Submit'. Please do not use the browser back, refresh or leave the page.

Credit Card Details

Please be patient as this process can take several minutes.
Clicking on the browser back arrow, leaving or refreshing this page before the payment process completes may result in critical information not being saved to SBS. (Ex: course credits, applications and other transactions.)

VISA 1212 2323 3434 4545 10/2024 000

All Fees are Non-Refundable

➔ Previous **Submit Payment** ➔ Cancel

➔ STEP 9: PAYMENT CONFIRMATION

Payment Confirmation will display with Transaction Date and Authorization Payment Number. You may click 'Print this receipt' for a printed copy of the transaction.

You have successfully submitted a payment!

Print this receipt

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

Payment Information

Roger Graves
2500 Main
Berlin, CT 06037
United States

Transaction Date: 08/01/2022
Payment Method: Credit/Debit Card

Authorization Payment Number: pl_3LS0KHLLSKEpGww108IMTGS
Amount Paid: \$108.68

Phone Number: 123-456-8809
Transaction Type: 45500-Bail Bonds (SID - 35460)

Email: Rgravesct@gmail.com

| Jurisdiction | Licensee Name | NPN | Payer Name | Payment Type |
|--------------|-----------------|----------|--------------|--------------------------------|
| Connecticut | Charles Jackson | 12121212 | Roger Graves | 45500-Bail Bonds (SID - 35460) |

State Filing Fee: \$100.00
Transaction Fee: \$5.00
Processing Fee: \$3.68
Total Fees: \$108.68

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.

AWS-BETA

➔ SBSHELP@NAIC.ORG • 816-783-8990

➔ STEP 10: CONFIRMATION EMAIL

An email confirmation will be sent listing all the details of the transaction.

From: State Based Systems <sbs@naic.org>
Sent: Monday, August 1, 2022 10:45 AM
To: Rgravesct@gmail.com
Subject: Payment Confirmation

3 You have successfully submitted payments!



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

| Payment Information | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Roger Graves 2500 Main Berlin, CT 06037 Phone Number: 123-456-8809 Email: Rgravesct@gmail.com | Transaction Date: Aug 1, 2022 Payment Number: pi_3LS0khEL5KEpGww108IMtGs Transaction Type: 45500-Bail Bonds (SID - 35460) | Payment Method: Credit Card Amount Paid: \$108.68 \$100.00 |

| Jurisdiction | Licensee Name | NPN | Payer Name | Payment Type |
|--------------|-----------------|----------|--------------|--------------------------------|
| Connecticut | Charles Jackson | 12121212 | Roger Graves | 45500-Bail Bonds (SID - 35460) |

State Filing Fee: \$100.00
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How Do I?

- [Print my license](#)
- [Print my education transcript](#)
- [Update my email address](#)
- [Find my NPN or license number](#)
- [View company information](#)
- [Find continuing education courses](#)
- [Manage entities with a single login across multiple jurisdictions](#)
- [Purchase a report that tracks key license information \(company appointments, CE compliance, email addresses, etc.\)](#)

[License Manager](#) | [Lookup](#) | [Report Generator](#) | [SBS for Organizations](#)