



SBS FOR INDUSTRY • TRAINING GUIDE

VIEW AND PRINT A LICENSE

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



NAIC NATIONAL ASSOCIATION OF
INSURANCE COMMISSIONERS

The **License Manager** tool enables industry users to manage a licensee's information in one place, including the ability to view and print the license.

→ STEP 1: LINK TO ACCESS LICENSE MANAGER TOOL ON SBS WEBSITE HOME PAGE

Go to www.statebasedsystems.com. There are three ways to navigate to the License Manager 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 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 box with a dropdown menu labeled "Select your jurisdiction:" and a "Select One" option, marked with a green circle and the number 1. Below the banner is a "LICENSING QUICK CENTER" section with two columns of icons. The left column is labeled "SBS" and includes icons for "Lookup", "Print License" (marked with a green circle and the number 3), "Print Education Transcript", and "Report Generator". The right column is labeled "NIPR" and includes icons for "Apply for License", "Renew License", "Attachment Warehouse", and "Update Contact Information". To the right of the "LICENSING QUICK CENTER" is a "STATE SERVICES" section with a dropdown menu and the text "Select a jurisdiction to see a full list of its available services.", marked with a green circle and the number 2.

1. Select Your Jurisdiction: In the top right, select your jurisdiction. From the options that appear select 'Print License.'

2. State Services Launch Page: In the bottom right hand corner of the screen, select a jurisdiction from the 'State Services' drop down. Select 'License Manager' or 'Print Your License,' depending on what is available on the State Launch Page.

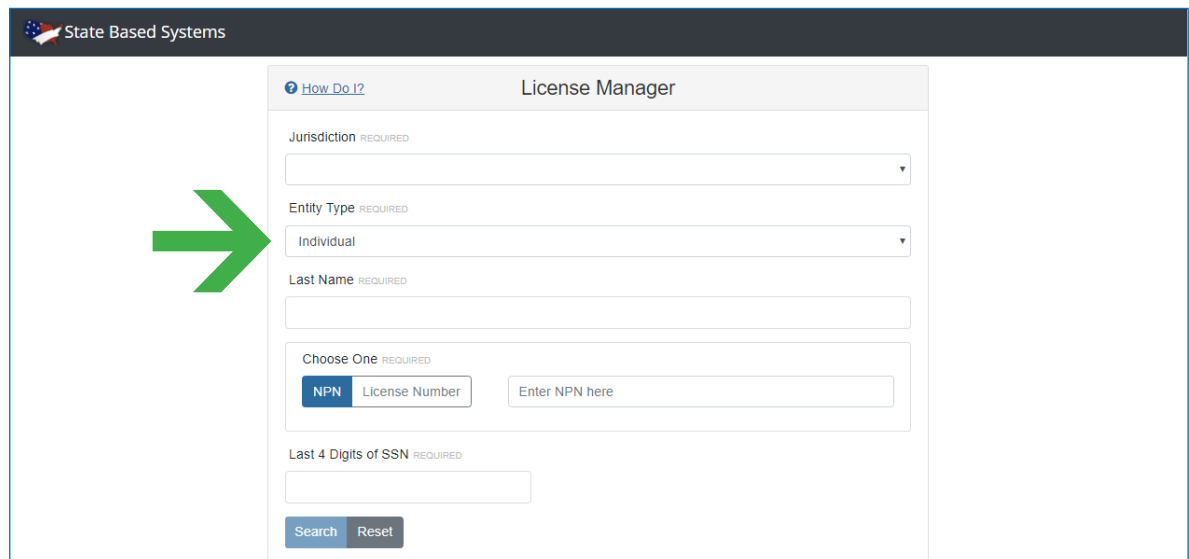
3. Print License: Use this link to 'License Manager' from the home page to view license information and print your license and education transcript.

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→ STEP 2: LICENSE MANAGER CRITERIA

Enter required criteria which varies based on your selected Entity Type.



State Based Systems

How Do I? License Manager

Jurisdiction REQUIRED

Entity Type REQUIRED
Individual

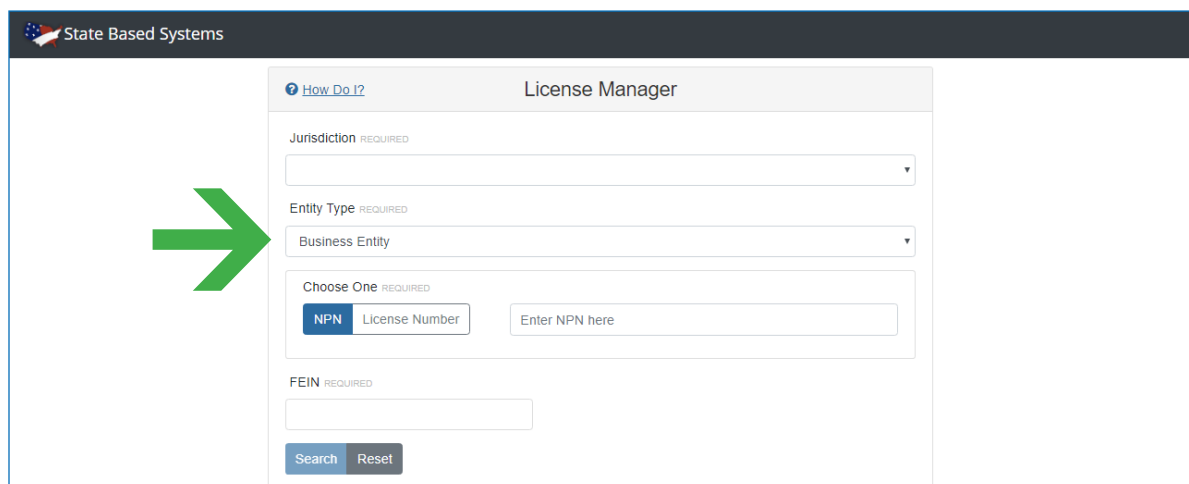
Last Name REQUIRED

Choose One REQUIRED
NPN License Number Enter NPN here

Last 4 Digits of SSN REQUIRED

Search Reset

A green arrow points to the Entity Type dropdown menu.



State Based Systems

How Do I? License Manager

Jurisdiction REQUIRED

Entity Type REQUIRED
Business Entity

Choose One REQUIRED
NPN License Number Enter NPN here

FEIN REQUIRED

Search Reset

A green arrow points to the Entity Type dropdown menu.

➔ STEP 3: 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 and education transcript information via the buttons on the toolbar. Use the 'License Type' dropdown to view the different license types, if applicable.

Click the 'Print License' icon. A PDF file will generate at the bottom of your screen. Click to open.

When the PDF license opens, use the icons in the upper right hand corner of the screen to download the document to your computer and to print.