Welcome to SBS!

The Alabama Department of Insurance has successfully transitioned to the new and improved version of State Based Systems (SBS), a web based application that supports insurance regulation functions. This new software solution is a full re-write of the SBS industry toolset which includes our new Lookup, License Manager, Report Generator, and SBS for Organizations functions.

Please review this flyer for information on new tools offered via SBS and how this change affects you.

HOW DOES THIS AFFECT YOU?

License Classes Relabeled

The following license classes have been relabeled and assigned the following lines of authority:

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class (Old)</td>
<td>Class (New)</td>
</tr>
<tr>
<td>Apprentice Adjuster Crop</td>
<td>Apprentice Adjuster</td>
</tr>
<tr>
<td>Apprentice Adjuster Property &amp; Casualty</td>
<td>Apprentice Adjuster</td>
</tr>
<tr>
<td>(including Workers’ Compensation &amp; Crop)</td>
<td>Property &amp; Casualty</td>
</tr>
<tr>
<td>Apprentice Adjuster Property &amp; Casualty</td>
<td>Apprentice Adjuster</td>
</tr>
<tr>
<td>(excluding Workers’ Compensation &amp; Crop)</td>
<td>Property &amp; Casualty</td>
</tr>
<tr>
<td>Apprentice Adjuster Workers’ Compensation</td>
<td>Apprentice Adjuster</td>
</tr>
<tr>
<td>Temporary Casualty</td>
<td>Temporary Insurance Producer</td>
</tr>
<tr>
<td>Temporary Health</td>
<td>Temporary Insurance Producer</td>
</tr>
<tr>
<td>Temporary Life</td>
<td>Temporary Insurance Producer</td>
</tr>
<tr>
<td>Temporary Personal Lines</td>
<td>Temporary Insurance Producer</td>
</tr>
<tr>
<td>Temporary Property</td>
<td>Temporary Insurance Producer</td>
</tr>
<tr>
<td>Surplus Line Agency</td>
<td>Surplus Line Broker</td>
</tr>
</tbody>
</table>

Line of Authority (LOA)

- Crop
- Property & Casualty
- Property & Casualty
- Workers’ Compensation
- Casualty
- Accident & Health or Sickness
- Life
- Personal Lines
- Property
- No Change

SBS HELP DESK

sbshelp@naic.org • 816-783-8990
Monday - Friday from 8:00 am to 4:00 pm CST
# HOW DOES 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

## 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
**Step 5:** Add licensees to your account as each applicable jurisdiction transitions to SBS.*
**Step 6:** Simplify your licensing administration processes using SBS.

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

## 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
**Step 5:** Add your education provider licenses to your account (using your jurisdiction Provider ID and PIN*) as each applicable jurisdiction transitions to SBS.
**Step 6:** Simplify your Education Provider processes using SBS.

*NEW*: SBS 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.

## SBS Help

**SBS Support Center**
If you have questions concerning these new industry tools, please visit the SBS Support Center for more information on all SBS tools.
[http://www.statebasedsystems.com/solar/support.html](http://www.statebasedsystems.com/solar/support.html)

**Request a Webinar**
To request a webinar regarding specific functionality, please contact Roger Graves at [rgraves@naic.org](mailto:rgraves@naic.org).

## SBS Help Desk

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New Industry Tools

The newest version of State Based Systems features a whole new look and feel plus tons of new functionality. The new industry toolset includes Lookup, License Manager, Report Generator and SBS for Organizations functions. Lookup gives users access to key licensee information from a single, user-friendly interface. License Manager combines license information, license printing and email address updates. SBS for Organizations offers industry single sign-on capability that supports key licensee administration functions across those jurisdictions using SBS. See descriptions and links to the new industry tools below.

**State Services Page:** Select a jurisdiction from the State Services drop down 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 Online Continuing Education and Connect. SBS for organizations allows users to use a single ID and password to complete important license administration and education provider functions in jurisdictions that have transitioned to SBS.

For more information, visit [www.statebasedsystems.com](http://www.statebasedsystems.com).

*NAIC* National Association of Insurance Commissioners

*SBS HELP DESK*

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