



## ARIZONA DEPARTMENT OF INSURANCE HAS TRANSITIONED CONTINUING EDUCATION SERVICES TO SBS

On Wednesday, January 17th, 2024, the Arizona Department of Insurance and Financial Institutions transitioned all insurance Continuing Education (CE) services to State Based Systems (SBS), a web-based NAIC application that supports state insurance regulation functions.

### CHANGES FOR INDUSTRY effective January 17, 2024:

- **Education Providers** – Use [SBS for Organizations](#) to submit CE information (course applications, course rosters, address and contact updates, etc.) via SBS. All approved Arizona Education Providers received an email, the evening of 01/16/2024, that included their Arizona PIN and instructions on creating an SBS for Organizations account (if needed) and how to access their Arizona Education Provider information. **Please Note:** Education Providers will be charged \$1 per credit hour when uploading course completion rosters.
- **Licensees** – Use [License Manager](#) to print your license and education transcript. License Manager also includes convenient links to NIPR for submitting original and renewal applications, address changes, etc. Use SBS Lookup for find courses needed to meet your CE requirements.

**Questions?** Contact the NAIC Service Desk via [sbshelp@naic.org](mailto:sbshelp@naic.org) or (816) 783-8500.

### INSURANCE AGENTS AND OTHER LICENSEES

Use these **free** tools; **NO User Account or login required.**

#### [License Manager:](#)

- **View License Information:** Verify license information such as National Producer Number (NPN), license status, license expiration date and much more.
- **Print Your License:** License printing is always **FREE using SBS License Manager!**
- **Print Your Education Transcript:** If Continuing Education is required to renew your license use SBS License Manager to print your education transcript.

**Lookup:** A free public lookup tool to view a variety of insurance agent, agency, education course and company information such as National Producer Number (NPN), license status, license expiration date, NAIC CoCode, Course Name, and much more.

**State Launch Page:** Find contact information and links to all SBS tools available for your jurisdiction on the launch page.

### LICENSE ADMINISTRATORS, COMPANIES AND EDUCATION PROVIDERS

**Use SBS for Organizations to collaborate and share information with insurance regulators.**

#### **How to Sign Up:**

**Step 1:** Go to [www.statebasedsystems.com](http://www.statebasedsystems.com).

**Step 2:** Select applicable jurisdiction from the jurisdiction dropdown and click "Sign up for SBS for Organizations."

**Step 3:** Follow the prompts to create a user account.

**Step 4:** Login to SBS.

**Step 5:** \*Add entities (licensee's, companies or education providers) using the instructions listed below.

**Step 6:** Simplify your business processes using SBS.

Education Provider representatives are required to use a unique PIN number associated to each company or education provider. PIN numbers were emailed to each company on **Tuesday, 01/16/2024** using their business email address currently on file.

**Report Generator:** Users may create a licensee (individual and/or business entity) mailing list for a nominal fee using a wide variety of criteria.

The screenshot shows the SBS website home page. At the top left is the NAIC logo (National Association of Insurance Commissioners). To its right is a navigation menu with six items: Home (1), Software Services (2), About Us (3), News (4), Contact Us (5), and Help (6). Below the navigation is a large banner image of a man and a woman looking at a tablet. The banner contains the SBS logo and the text "Hassle-free tools that make insurance compliance easy and reliable". On the right side of the banner is a blue sidebar with a "Select your jurisdiction:" dropdown menu (7) and a "Select One" button. Below the banner is a "LICENSING QUICK CENTER" section with eight icons: SBS (8), Print License (9), Print Education Transcript (10), Report Generator (11), NIPR (12), Renew License (13), Attachment Warehouse (14), and Update Contact Information (15). To the right of this section is a "STATE SERVICES" section with a dropdown menu (16) and the text "Select a jurisdiction to see a full list of its available services."

- 1 **SBS Home Button:** Return to the SBS website home page.
- 2 **Software Services:** Select the dropdown to find a list of services SBS offers for regulators, companies, licensees and consumers.
- 3 **About Us:** Learn about State Based Systems and the states served by SBS.
- 4 **News:** View headlines of SBS events.
- 5 **Contact Us:** Submit a question, find assistance in the support center or contact the SBS Service Desk.
- 6 **Help:** See helpful text and PDF training guides related to SBS services and industry tools.
- 7 **Jurisdiction Dropdown:** Select your jurisdiction to view available SBS industry services.
- 8 **Lookup:** A free public lookup tool to view a variety of individual, business entity and company information such as National Producer Number (NPN), license status, license expiration dates and more.
- 9 **Print License:** Use License manager to view license information and print your license and your education transcript.
- 10 **Print Education Transcript:** Use License manager to view license information and print your license and your education transcript.
- 11 **Report Generator:** Use Report Generator to download lists of licensees.
- 12 **Apply for a License:** Use NIPR.com to apply for an original license.
- 13 **Renew License:** Use NIPR.com to renew your license.
- 14 **Attachment Warehouse:** Use NIPR.com Attachment Warehouse to upload attachments pertaining to your license application or existing license.
- 15 **Update Contact Information:** Use NIPR.com Contact Change Request to update your contact information include physical addresses, email addresses and phone numbers.
- 16 **State Services:** Select your jurisdiction from the dropdown to view a full list of SBS services.

**SBS Support Center:** Visit the SBS Support Center for more information and PDF training guides on all SBS tools.  
**NAIC Service Desk:** For additional help, contact the NAIC Service Desk via [sbshelp@naic.org](mailto:sbshelp@naic.org) or (816) 783-8500.