



IOWA INSURANCE DIVISION TRANSITIONED TO THE NEW VERSION OF STATE BASED SYSTEMS (SBS)

On Thursday, June 11, 2020, the Iowa Insurance Division transitioned to the newest version of State Based Systems (SBS), a web-based NAIC application that supports state insurance regulation functions. **Review this flyer to see how this transition affects you and descriptions of new tools you have access to with active links.**

CHANGES FOR COMPANIES: Effective June 11, 2020, all companies have been assigned a new SBS Company Number. Look up your new SBS Company Number using the free Lookup tool on the SBS website. **Your NAIC Company Number remains the same.**

FREE, NEW ONLINE TOOLS

Iowa Launch Page: Find contact information and links to all SBS tools available for Iowa on the launch page.

Lookup: A free public lookup tool to view a variety of individual, business entity, company, course and provider information such as National Producer Number (NPN), license status, license expiration date, NAIC CoCode, course offerings and much more.

SBS for Organizations: SBS allows organizational users to use a single ID and password to complete important license administration and education provider licensing functions.

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

License Manager:

- **View License Information:** Users can verify a licensee's NPN, license status, license expiration date, CE information and more.
- **Print Your License and Education Transcript:** SBS provides free unlimited license printing for licensees.
- **Licensee Notifications:** Licensees and Business entities may view and update email addresses in real-time through this online tool.

SBS FOR ORGANIZATIONS

SBS for Organizations is a service offering convenience to industry users using a single ID and password across all SBS jurisdictions.

Changes for Education Providers

For Education Providers, SBS for Organizations will replace SBS Connect. You received a separate email with information needed to transfer your account on June 10, 2020 to the email you have on file with the Iowa state department. Please contact the SBS Help Desk at sbshelp@naic.org if you did not receive your Personal Identification Number (PIN).

Changes for License Administrators

For license administrators, SBS for Organizations will replace Online Licensing Services (OLS). Users can print licenses and education transcripts, update addresses for business entities, view detailed license information and receive important system and email notifications.

Step 1: Go to 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.*

**A fee of up to \$5.95 is applied per licensee per state per year for the License Administrator tool.*

WELCOME TO WWW.STATEBASEDSYSTEMS.COM!

The screenshot shows the SBS website home page. At the top, there is a navigation bar with six items: Home (1), Software Services (2), About Us (3), News (4), Contact Us (5), and Help (6). Below the navigation bar is the SBS logo (State Based Systems) and a large banner image of two people in an office. The banner text reads "Your Insurance Regulatory Toolset". On the right side of the banner, there is a blue overlay with two steps: "Step 1: Select your jurisdiction: Select One" and "Step 2:". Below the banner, there are three main content areas. The first area (8) contains an announcement about the Iowa Insurance Division going live on the new version of SBS on Thursday, June 11, 2020, with a "Learn more" link. The second area (9) is titled "Now available in the new version of SBS:" and contains two sections: "License Manager" and "Lookup". "License Manager" lists three services: Print License, Print Education Transcript, and Update Email Address. "Lookup" lists three search options: Companies, Courses and Providers, and Licensees. The third area (11) is titled "State Services" and contains a dropdown menu 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 Dropdown:** 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 help desk.
- 6 Help:** See helpful text and PDF training guides related to SBS services and industry tools.
- 7 Jurisdiction Dropdown:** Select Iowa to view the SBS industry services available in your state.
- 8 Important Anoucements:** See announcements regarding state transitions to the new version of SBS.
- 9 License Manager:** Industry can use License Manager to view license information (NPN, license status, license expiration date and more), enjoy free, unlimited license printing across all SBS jurisdictions and keep email addresses updated in real-time.
- 10 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 date and much more.
- 11 State Services Launch Page:** Select Iowa to view a full list of your jurisdiction's SBS services.

SBS Support Center: Visit the SBS Support Center for more information and PDF training guides on all SBS tools.
SBS Help Desk: We're here to help! Contact us at sbshelp@naic.org or (816) 783-8990.