IDAHO DEPARTMENT OF INSURANCE
HAS TRANSITIONED TO SBS

On Wednesday, September 14, 2022, the Idaho Department of Insurance went live on State Based Systems (SBS), a web-based NAIC application that supports state insurance regulation functions. **Review this flyer to learn how this transition affects you.**

CHANGES FOR INDUSTRY effective September 14, 2022:

- **All individual license numbers changed to National Producer Number (NPN).** Click **https://nipr.com/help/look-up-your-npn** to find your NPN.

- All licensees requiring Continuing Education (CE) when renewing their Idaho insurance license must be CE Compliant before submitting their renewal application. Use the "Print Education Transcript Button" at **www.statebasedsystems.com** to review your CE requirements and compliance status.

- Processing of Title licenses remains unchanged and will not be available using NIPR.

- All Surplus Lines Licensees will submit their premium taxes using NPN.

- All licensees should use **https://nipr.com/licensing-center/change-contact-info** to view and maintain important contact information.

- All active companies were assigned a new Idaho Company Number. Look up your new Company Number using the free **Lookup** tool on the SBS website. Your NAIC Company Number (NAIC CoCode) remains the same. **Idaho Company Certificate of Authority (COA) numbers did not change.**

- All Idaho appointments and terminations must be submitted via NIPR.

INSURANCE AGENTS AND OTHER LICENSEES	LICENSE ADMINISTRATORS, COMPANIES AND EDUCATION PROVIDERS
Use these **free** tools; **NO User Account or login required.**	Use SBS for Organizations to collaborate and share information with insurance regulators.

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.

Questions? Contact the NAIC Service Desk via **sbshelp@naic.org** or (816) 783-8990.

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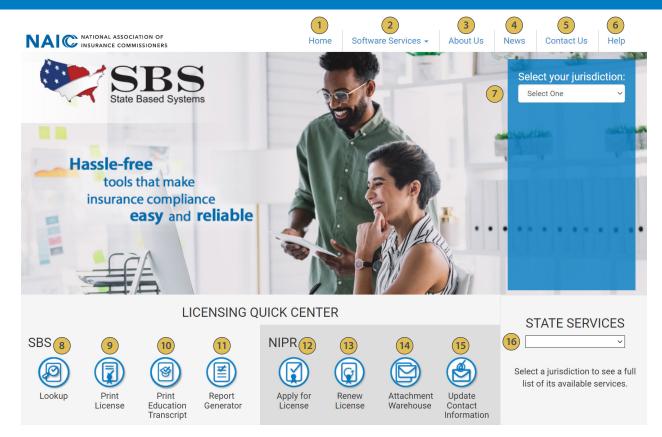**Step 6:** Simplify your business processes using SBS.

*License Administrators are required to provide the licensee's last name, National Producer Number (NPN) or license number and the licensee's SSN last 4. A fee of up to $5.95 is applied per licensee per state.

Company and Education Provider representatives are required to use a unique PIN number associated to each company or education provider. PIN numbers will be emailed to each company or education provider on Wednesday 09/14/2022 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.

NATIONAL ASSOCIATION OF INSURANCE COMMISSIONERS

(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 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** or **(816) 783-8990**.