

STATE OF KANSAS INSURANCE DEPARTMENT INDIVIDUAL AND AGENCY LICENSING HAS TRANSITIONED TO SBS

On Tuesday January 11, 2022, the State of Kansas Insurance Department Individual and Agency Licensing has transitioned to 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.**

INDIVIDUAL LICENSEES:

- All licensees requiring Continuing Education (CE) when renewing their Kansas insurance license must be CE Compliant before submitting their renewal application.
- Licensees (individual and agencies) will use SBS License Manager to print their license.
- Individual licensees whose licenses require Kansas CE will use SBS License Manager to print/view their education transcripts and verify their CE compliance status.
- License numbers for all Kansas Individual licensees will not change. Their license numbers will continue to be their [National Producer Number \(NPN\)](#).

NEW ONLINE TOOLS

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

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

SBS for Organizations: SBS allows organizational users to use a single ID and password to complete important license administration 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 license information such as NPN, license status, license expiration date and much more.
- **Print Your License and Education Transcript:** SBS provides free unlimited license printing for licensees.
- **Update Email Address:** Licensees and business entities may view and update email addresses in real-time through this online tool.

SBS FOR ORGANIZATIONS

Using SBS for Organizations License Administrators may easily access licensee information, print licenses and education transcripts, and receive automated notifications of license updates.

How to Sign Up

Step 1: Go to www.statebasedsystems.com.

Step 2: Select 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 (licensees) using the instructions listed below.

Step 6: Simplify your business processes with 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.

Contact the SBS Service Desk with questions.

The screenshot shows the SBS website home page. At the top, there is a navigation bar with links: Home (1), Software Services (2), About Us (3), News (4), Contact Us (5), and Help (6). Below the navigation bar is the SBS logo (7) and a banner with the text "Hassle-free tools that make insurance compliance easy and reliable". The main content area is divided into two sections: "LICENSING QUICK CENTER" and "STATE SERVICES". The "LICENSING QUICK CENTER" contains eight icons representing different services: SBS Lookup (8), Print License (9), Print Education Transcript (10), Report Generator (11), NIPR Apply for License (12), NIPR Renew License (13), NIPR Attachment Warehouse (14), and NIPR Update Contact Information (15). The "STATE SERVICES" section features a dropdown menu (16) for selecting a jurisdiction, with the text "Select a jurisdiction to see a full list of its available services." below it.

- 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 the SBS industry services available in your state.
- 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.

SBS Service Desk: For additional help, contact the SBS Service Desk via sbshelp@naic.org or (816) 783-8990.