



Maryland Insurance Administration

Welcome to SBS 2016!

What is SBS 2016?

The Maryland Insurance Administration has successfully completed the transition to a new version of the SBS software "SBS 2016". This new software solution is a full re-write of the SBS industry toolset which includes or new Lookup, License Manager, and SBS for Organizations functions. **Lookup** gives a user 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 license administration functions across those jurisdictions using SBS 2016. Use the [SBS 2016 Help](#) section to access functionality descriptions, instructions, and interactive tutorials.

New Industry Tools

State Services Page: Select a jurisdiction from the State Services dropdown 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
- **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 allows users to use a single ID and password to complete important license administration functions in jurisdictions that have transitioned to SBS 2016. Don't have an account? Click here to [Sign up](#).

HOW WILL THIS AFFECT YOU?

Licensees

Lookup

Verify National Producer Number (NPN), license status, license expiration date and much more.

License Manager

One service:

- Print License
- Update Email Address

Upcoming Webinars

SBS 2016 Industry Tools Webinar Schedule

Register and attend one of the following webinars to learn more about SBS 2016:

- *Wednesday, March 30th, 2016*
from 10:00 to 11:00 am CT.
- *Thursday, March 31st, 2016*
from 10:00 to 11:00 am CT.

To register and receive connection information contact Roger Graves at rgraves@naic.org.

License Administrators

Signup for SBS 2016 (formerly Online Licensee Services)

- Print licenses
- Update addresses (business entities only)
- View detailed license info
- Receive important notifications

Step 1: Create your Account

Step 2: Login to SBS 2016

Step 3: Add licensees to your account as each applicable jurisdiction transitions to SBS 2016.*

Step 4: Simplify your licensing administration processes using SBS 2016.

*A fee of up to \$2.95 is applied per licensee per jurisdiction per year.

SBS HELP DESK

sbshelp@naic.org • 816-783-8990

Monday - Friday from 8:00 am to 5:00 pm CST

NAIC National Association of
Insurance Commissioners