

Missouri Department of Insurance moving to the new version of SBS!

On Thursday, August 29th, 2019, the Missouri Department of Insurance went live on the newest version of State Based Systems (SBS), a web-based NAIC application that supports state insurance regulation functions. This new and improved version of SBS features a suite of tools that offers the insurance industry and consumers quick and convenient access to information they care about. **Review this flyer to see how this transition affects you and use the links below to navigate to the new tools you have access to.**

CHANGES FOR COMPANIES

Beginning on August 29, all active companies have been assigned a new Missouri company number. Look up your new company number using the free Lookup tool on the SBS website. **Your NAIC company number remains the same.**

FREE, New Online Tools

Missouri Launch Page: Find contact information and links to all SBS tools available for Missouri 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 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 in your state.
- **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 (formerly Online Licensee Services and Online Continuing Education) is an optional subscription service offering convenience to users using a single ID and password across all SBS jurisdictions.

License administrators can print licenses and education transcripts, update addresses for business entities, view detailed license information and receive important system and email notifications.

Education providers can easily submit course rosters and view education transcripts for multiple jurisdictions at a time and receive important system and email notifications.

INSTRUCTIONS TO SIGN UP

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 for Education Providers: Add education provider licenses to your account using your jurisdiction Provider ID and PIN* as each applicable jurisdiction transitions to the new version of SBS.

Step 5 for License Administrators: Add licensees to your account as each applicable jurisdiction transitions to SBS.*

Step 6: Simplify your business processes using SBS!

**A fee of up to \$5.95 is applied per licensee per state per year.*

**All active education providers will be sent their Provider ID and PIN via their current mailing address.*

WELCOME TO WWW.STATEBASEDSYSTEMS.COM!

The screenshot shows the homepage of the State Based Systems website. 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). The main header features the NAIC logo (National Association of Insurance Commissioners) and a map of the United States with the text "State Based Systems". Below this is a large banner with the text "Your Insurance Regulatory Toolset". On the right side, there is a blue sidebar with a "Jurisdiction Dropdown" (7) showing "Step 1: Select your jurisdiction: Select One" and "Step 2:". Below the banner are three main content areas: "Important Announcements" (8), "License Manager" (9) and "Lookup" (10) (both noted as "Now available in the new version of SBS:"), and "State Services" (11) with a dropdown menu.

- 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 Missouri to view the SBS services available in your state.
- 8 **Important Announcements:** See announcements regarding state transitions to the new version of SBS.
- 9 **License Manager:** **NEW with the MO transition!** Use License Manager to view license information (NPN, license status, license expiration date and more), enjoy free, unlimited license and education transcript printing across all SBS jurisdictions and keep your email address updated in real-time.
- 10 **Lookup:** **NEW with the MO transition!** 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, courses offerings, provider information and much more!
- 11 **State Services:** Select Missouri 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: For errors or help with SBS online tools, contact the SBS Help Desk at sbshelp@naic.org or (816) 783-8990.