



## NEW HAMPSHIRE INSURANCE DEPARTMENT NOW LIVE ON THE NEW VERSION OF SBS

On Thursday, March 12, 2020, the New Hampshire Insurance Department 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 March 12, 2020, all active companies have been assigned a new New Hampshire company number. Look up your new company number using the free Lookup tool on the SBS website. **Your NAIC company number remains the same.**

**LICENSEES PLEASE NOTE:** License numbers are changing to the NPN – only one number is now needed.

### FREE, NEW ONLINE TOOLS

**New Hampshire Launch Page:** Find contact information and links to all SBS tools available for New Hampshire 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.
- **Update Your Email Address:** Licensees and business entities can 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 and External Healthcare Participants**

For Educations Providers, Independent Review Organizations (IROs) and External Healthcare (EHR) company participants, SBS for Organizations will replace SBS Connect. You received a separate email with information needed to transfer your account on March 11, 2020 to the email you have on file with the New Hampshire state department. Please contact the SBS Help Desk at [sbshelp@naic.org](mailto:sbshelp@naic.org) if you did not receive your PIN number.

#### **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](http://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.\*

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

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

# WELCOME TO WWW.STATEBASEDSYSTEMS.COM!



## State Based Systems

# Your Insurance Regulatory Toolset

7 Step 1:  
Select your jurisdiction:  
Select One ▾  
Step 2:

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### Important Announcements

Check back here for important announcements regarding state transitions to the new version of State Based Systems.

Now available in the new version of SBS:

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### License Manager

#### One Service:

- Print License
- Print Education Transcript
- Update Email Address

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### Lookup

#### One Search:

- Companies
- Courses and Providers
- Licensees

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### State Services

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 Drop-down:** Select the drop-down 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 Drop-down:** Select New Hampshire to view the SBS industry services available in your state.
- 8 **Important Announcements:** 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:** Select New Hampshire to view a full list of your jurisdiction's SBS services. Industry can access SBS for Organizations via the State Services page or the Jurisdiction drop-down.

**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](mailto:sbshelp@naic.org) or (816) 783-8990.