



Going Live with NAIC's State Based Systems!

What does this mean for you?

The New Mexico Office of the Superintendent of Insurance will go live with a new back-office software solution, State Based Systems (SBS), on July 10, 2017. [Click here to learn more about SBS.](#)

Implementing SBS will require the temporary shutdown of New Mexico's professional licensing operations, including applications submitted via NIPR, starting at 5:00 p.m. MT on Friday, June 30, 2017. SBS implementation is expected to be completed by 9 a.m. MT on Monday, July 10, 2017. NIPR will begin accepting licensing applications for the State of New Mexico on Monday July 17, 2017.

Changes to Licensees

License Numbers: Starting on July 10th the New Mexico license numbers for individuals will be the same as the National Producer Numbers (NPNs). Use the Lookup tool to find the licensee's NPN. All business entities and companies will be assigned new license numbers as of July 10, 2017. The new license number may be located using the Licensee Lookup tool.

License Type: Some license types may be changing in the state of New Mexico. Any changes to your license types can be viewed using the Lookup tool.

License Printing: Licensees will be able to obtain a PDF license via the SBS License Manager tool.

Licensee Notifications: OSI along with most other jurisdictions using SBS is transitioning to e-mail notifications as their primary communication method relating to renewal notices, CE requirements, and any other notice previously sent via first class mail. This transition to e-mail communication is part of a department-wide initiative to streamline internal and external business processes.

Appointment Notifications: Notifications to companies regarding agent terminations will no longer be mailed by the OSI. Companies have the option to sign up through NIPR for agent alerts to maintain their agent compliance records or search their company appointments for free using SBS Company Lookup.

Changes to Licensees

Appointment of Agents: The method for processing company agent appointments/ terminations will be changing. Companies will now appoint and pay for agent appointments online at the time of appointment. In addition, yearly appointment renewal payments will be processed online through NIPR between January 1- February 28. The late renewal period is March 1- March 31. Agent appointment renewals not paid by the payment due date will automatically cancel.

Online Tools

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

Lookup: A free public lookup to verify National Producer Number (NPN), license status, license expiration date, basic company information, continuing education courses, providers, and course offerings.

SBS for Organizations: SBS allows organizational users to use a single ID and password to complete important license administration and education provider functions.

Report Generator: Users may create a licensee (individual and/or business entity) mailing list for a nominal fee. Reports contain each licensee's name, license number, national producer number, business and mailing address, CE compliance and much more.

Online Tools (cont.)

License Manager:

- **View License Information:** Users can verify a licensee's National Producer Number (NPN), license status, license expiration date and much more.
- **Print Your License:** SBS provides free unlimited license printing for licensees in your state
- **Print Education Transcript:** Licensees can print their real time education transcripts at no cost.
- **Licensee Notifications:** Licensees and business entities may view and update e-mail addresses in real time through this online tool.

License Administrators (Individual & Business Entities)

Signup for SBS for Organizations (formerly Online Licensee Services)

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

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

Step 6: Simplify your licensing administration processes using SBS.

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

SBS Help Desk

For errors or help with SBS Online Tools contact:

SBS Help Desk
sbshelp@naic.org
816-783-8990

Monday - Friday: 8 a.m. - 5 p.m. CST

Education Providers

Sign up for SBS for Organizations

- Submit course rosters
- Submit course applications
- Submit provider applications

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: Add your education provider RECORDS to your account (using your **jurisdiction Provider ID and PIN***) as each applicable jurisdiction transitions to SBS.

Step 6: Simplify your Education Provider processes using the new SBS multi-jurisdictional interface.

NEW: SBS allows the user to submit course applications for multiple jurisdictions.

*All active education providers will be sent their PIN via US Mail using their current business address. If you have any questions, contact the SBS Help Desk at the number listed below.

Also, please note that course rosters submitted through SBS will incur a **\$2.00 fee per credit hour per student.**

Upcoming Webinars

SBS Industry Tools Webinar Schedule

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

Licensing Webinar:

- *June 27th, 2017*
from 11:00 am to 12:00 pm MDT.

Continuing Education:

- *June 27th, 2017*
from 2:00 pm to 3:00 pm MDT.

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