



Office of the Commissioner of Insurance of Puerto Rico

Welcome to SBS 2016!

What is SBS 2016?

The Office of the Commissioner of Insurance of Puerto Rico 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 our 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 licensee administration and education provider 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
- **[Print Education Transcript:](#)** A free tool that allows licensees to pull their real time education transcripts. Transcripts will display what credits are required, what credits have been taken and what credits still need to be taken.
- **[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 Online Continuing Education and allows users to use a single ID and password to complete important license administration and education provider 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
- Print Education Transcript
- Update Email Address

License Administrators

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 2016

Step 5: Add licensees to your account as each applicable jurisdiction transitions to SBS 2016.*

Step 6: Simplify your licensing administration processes using SBS 2016.

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

Education Providers

Signup for SBS for Organizations (formerly Online Continuing Education)

- 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 2016

Step 5: Add your education provider licenses to your account (using your jurisdiction Provider ID and PIN*) as each applicable jurisdiction transitions to SBS 2016.

Step 6: Simplify your Education Provider processes using SBS 2016.

NEW: SBS 2016 allows the user to submit course applications for multiple jurisdictions.

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

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