



SBS FOR INDUSTRY • TRAINING GUIDE

➔ HOW DO I: USE THE SBS WEBSITE HOME PAGE?

The screenshot shows the SBS website home page. At the top, the NAIC logo and 'NATIONAL ASSOCIATION OF INSURANCE COMMISSIONERS' are on the left. A navigation bar contains: 1. Home, 2. Software Services (dropdown), 3. About Us, 4. News, 5. Contact Us, 6. Help. Below the navigation is a hero section with the SBS logo and a photo of two people. Text reads: 'Hassle-free tools that make insurance compliance easy and reliable'. A dropdown menu (7) is open, showing 'Select your jurisdiction: Select One'. Below this is the 'LICENSING QUICK CENTER' with two columns: 'SBS' (10. Lookup, 11. Print License, 12. Print Education Transcript, 13. Report Generator) and 'NIPR' (14. Apply for License, 15. Renew License, 16. Attachment Warehouse, 17. Update Contact Information). To the right is the 'STATE SERVICES' section (8) with a dropdown menu and the text: 'Select a jurisdiction to see a full list of its available services.' At the bottom, a green banner (9) contains 'Important Announcements' and a 'NEW DATE' announcement for Massachusetts: 'NEW DATE: Massachusetts Division of Insurance is going live on Friday, March 18, 2022. LEARN MORE +'

1. **Home:** Return to the SBS website home page.
2. **Software Services Dropdown:** Select the dropdown to view a list of service offerings categorized by user type.
3. **About Us:** Learn about who we are, the way we work and the states we support.
4. **News:** View headlines of major SBS events.
5. **Contact Us:** Submit a question, find assistance or contact our Service Desk.
6. **Help:** Find supporting documentation and training guides on our online tools.
7. **Select Your Jurisdiction:** Select a jurisdiction to view a list of available services.
8. **State Services Dropdown:** Select a jurisdiction to view location information for its insurance department and a full list of SBS services available for that state.
9. **Important Announcements:** Find information related to upcoming state implementations of SBS.

➔ NEED HELP? SBSHELP@NAIC.ORG • 816-783-8990



NAIC NATIONAL ASSOCIATION OF INSURANCE COMMISSIONERS

Home Software Services About Us News Contact Us Help

SBS State Based Systems

Hassle-free tools that make insurance compliance easy and reliable

LICENSING QUICK CENTER

SBS

- 10. Lookup
- 11. Print License
- 12. Print Education Transcript
- 13. Report Generator

NIPR

- 14. Apply for License
- 15. Renew License
- 16. Attachment Warehouse
- 17. Update Contact Information

STATE SERVICES

Select a jurisdiction to see a full list of its available services.

Important Announcements

NEW DATE: Massachusetts Division of Insurance is going live on Friday, March 18, 2022. [LEARN MORE](#)

LICENSING QUICK CENTER

- 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 dates and more.
- 11. Print License:** Use License Manager to view license information and print your license and education transcript.
- 12. Print Education Transcript:** Use License Manager to view license information and print your license and education transcript.
- 13. Report Generator:** Use Report Generator to download lists of licensees.
- 14. Apply for License:** Use NIPR.com to apply for an original license.
- 15. Renew License:** Use NIPR.com to renew your license.
- 16. Attachment Warehouse:** Use NIPR.com Attachment Warehouse to upload attachments pertaining to your license application or existing license.
- 17. Update Contact Information:** Use NIPR.com Contact Change Request to update your contact information include physical addresses, email addresses and phone numbers.

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