

## Insurance Department

### Going Live with SBS 2016 on August 15, 2016!

#### What is SBS 2016?

In August 2016, the North Dakota Insurance Department will transition to State Based Systems (SBS) 2016. This new software solution is a full re-write of SBS that combines the best of the original system with the addition of enhanced summary and search pages. Users will benefit from this new functionality by getting access to the information they need using fewer screens and clicks. The Lookup pages become more efficient by allowing users to filter and sort their search results to their personal preference. Use the [SBS 2016 Help](#) section to access functionality descriptions, instructions, and interactive tutorials.

**Implementation begins at 4:00 p.m. CT on Monday, August 15, 2016 and is expected to end no later than 8:00 a.m. CT on Thursday, August 18, 2016. Expect SBS to be unavailable during these times.**

#### 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:](#)** Business Entities may view and update email addresses in real time through this online tool.

**[Lookup:](#)** Verify National Producer Number (NPN), license status, license expiration date 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.

# 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](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 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](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 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.

## Upcoming Webinars

### **SBS 2016 Industry Tools Webinar Schedule**

Register and attend one of the following webinars to learn more about SBS 2016:

Licensing Webinar:

- *September 1st, 2016*  
from 10:00 to 11:00 am CT.

Continuing Education:

- *September 1st, 2016*  
from 1:00 to 2:00 pm CT.

To register and receive connection information contact Kyle Grey at

[kgrey@naic.org](mailto:kgrey@naic.org).

### **SBS HELP DESK**

[sbshelp@naic.org](mailto:sbshelp@naic.org) • 816-783-8990

Monday - Friday from 8:00 am to 5:00 pm CST