



# MASSACHUSETTS DIVISION OF INSURANCE TRANSITIONING TO SBS

On Friday, March 18, 2022, the Massachusetts Division of Insurance went live on State Based Systems (SBS), a web-based NAIC application that supports state insurance regulatory functions.

#### **CHANGES FOR INDUSTRY:**

- All individual and current business entity (agency) license numbers changed to National Producer Number (NPN). Click <a href="https://nipr.com/help/look-up-your-npn">https://nipr.com/help/look-up-your-npn</a> to find your NPN.
- All Massachusetts appointments and terminations must be submitted via NIPR.
- All active companies were assigned a new Massachusetts Company Number. Look up your new Company Number using the free <u>Lookup tool</u> on the SBS website. Your NAIC Company Number (NAIC CoCode) remains the same.
- All licensees requiring Continuing Education (CE) when renewing their Massachusetts insurance license must be CE Compliant before submitting their renewal application. Use the "Print Education Transcript Button" at <a href="https://www.statebasedsystems.com">www.statebasedsystems.com</a> to review your CE requirements and compliance status.
- Massachusetts Provider Numbers and Course Numbers are no longer be preceded by a letter. Use the free Lookup tool to find your new Provider and Course Number.

## FREE, NEW ONLINE TOOLS

<u>Launch Page</u>: Find contact information and links to all SBS tools available on the launch page.

**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, NAIC CoCode, and much more.

<u>SBS for Organizations</u>: SBS allows organizational users to use a single ID and password to complete important license administration functions.

#### **License Manager:**

- View License Information: Users can verify a licensee license information such as NPN, license status, license expiration date and much more.
- Print Your License: SBS provides free unlimited license printing for licensees.
- Update Email Address: Licensees and business entities may view and update email addresses in real-time through this online tool.

**Questions?** Contact the NAIC Service Desk via <a href="mailto:sbshelp@naic.org">sbshelp@naic.org</a> or (816) 783-8990.

## **SBS FOR ORGANIZATIONS**

Using SBS for Organizations allows License Administrators, Companies, Independent Review Organization (IRO) Representatives, and Education Providers to collaborate and share information with insurance regulators.

### **How to Sign Up**

**Step 1:** Go to <u>www.statebasedsystems.com</u>.

**Step 2:** Select applicable jurisdiction from the Jurisdiction dropdown and click "Sign up for SBS for Organizations."

**Step 3:** Follow the prompts to create your user account.

Step 4: Login to SBS.

**Step 5:** \*Add entities (licensee, companies or education providers) using the instructions listed below.

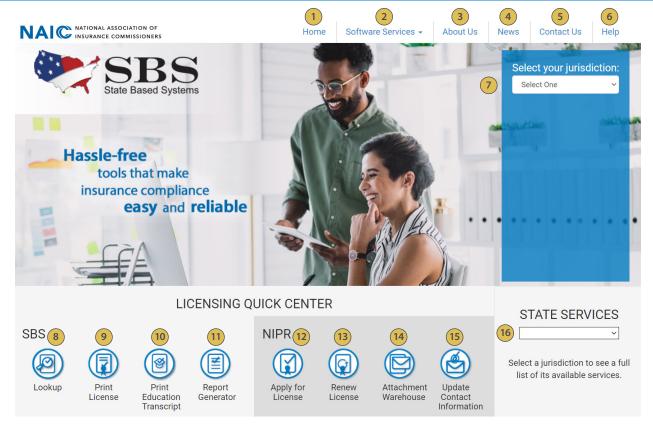
**Step 6:** Simplify your business processes using SBS.

\* License Administrators are required to provide the licensee last name, National Producer Number (NPN) or licensee number and the licensee SSN last 4. A fee of up to \$5.95 is applied per licensee per state.

Company, IRO and and Education Provider representatives are required to use a unique PIN number associated to each company, IRO or education provider. PIN numbers will be emailed to each company, IRO or education provider on Friday, 03/18/2022, using their business email address currently on file.



## **WELCOME TO WWW.STATEBASEDSYSTEMS.COM!**



- SBS Home Button: Return to the SBS website home page.
- Software Services Dropdown: Select the dropdown to find a list of services SBS offers for regulators, companies, licensees and consumers.
- About Us: Learn about State Based Systems and the states served by SBS.
- News: View headlines of SBS events.
- Contact Us: Submit a question, find assistance in the support center or contact the SBS Service Desk.
- Help: See helpful text and PDF training guides related to SBS services and industry tools.
- Jurisdiction Dropdown: Select your jurisdiction to view the SBS industry services available in your state. 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.
- Print License: Use License Manager to view license information and print your license and your education transcript.
- 10 <u>Print Education Transcript:</u> Use License Manager to view license information and print your license and your education transcript.
- 11) Report Generator: Use Report Generator to download lists of licensees.
- 12 Apply for a License: Use NIPR.com to apply for an original license.
- Renew License: Use NIPR.com to renew your license.
- Attachment Warehouse: Use NIPR.com Attachment Warehouse to upload attachments pertaining to your license application or existing license.
- Update Contact Information: Use NIPR.com Contact Change Request to update your contact information include physical addresses, email addresses and phone numbers.
- **State Services:** Select your jurisdiction from the dropdown to view a full list of SBS services.

**SBS Support Center:** Visit the SBS Support Center for more information and PDF training guides on all SBS tools. **NAIC Service Desk:** For additional help, contact the NAIC Service Desk via <a href="mailto:sbshelp@naic.org">sbshelp@naic.org</a> or (816) 783-8990.

