HOW DO I: ADD A COMPANY ENTITY TO MY ACCOUNT?

Click the 'Go to Add Entity' button from your SBS for Organizations Home Page





1

Select 'Company' from the Type drop down and input required fields

Complete the Jurisdiction and PIN fields which are required. The Company PIN is located on the company summary page and can be retrieved from someone who already has access to the Company Summary Page. Once you've completed the Jurisdiction and PIN fields, FEIN or NAIC CoCode is required. Click 'Add to Cart' which will populate the company into the bottom table.

Add multiple companies to your cart if you wish to upload several entities at one time. Click 'Next.'



NEED HELP? CONTACT THE SBS HELP DESK • SBSHELP@NAIC.ORG • 816-783-8990



NAIC NATIONAL ASSOCIATION OF INSURANCE COMMISSIONERS



Review added entity/entities

Review added entity/entities and click 'Next.'

E State Services • Go To Dashboard •								
1 Application / 2 Review / 3 Payment Details								
Resse review the new entities you selected for addition to your Managed account, click "Previous" to Edit or click "Cancel" to return to the home page.								
Company								
Jurisdiction	SBS Company Number	NAIC CoCode	FEIN	Company Type	Company Name			
South Carolina	4000191657	12345		Health	LA Insurance Co			
	Grand Total: \$0.00							
Previous Next Princh Cancel								



Confirmation screen

The confirmation screen provides summary information for the entities added. This page can be printed using the 'Print this receipt' button. This information is also sent to you via email. Go to the Company Dashboard to see your added company/companies.

■ State Services Go To Dashboard							
• You have successfully added one or more entities to your account! A confirmation email containing the summary information below is being sent to you.							
Thank you for using NAIC's State Based Systems (SBS). For information ab	ut other services offered through SBS, visit: www.stateh	basedsystems com.	Print this receipt				
nen you or dang renes state based systems (sasp ror mormation da	at other services offered all objects, this interstated	and a second second					
Payment Information							
Transaction Type: Add Entity	Transaction Date: 12/07/2020	Amount Paid: \$0.00					
Go To Company Dashboard							
Note: All fees will appear as a charge from NAIC State Based Systems on your monthly credit card statement.							
f you have questions regarding your transaction:							
Call the SBS Help Desk at 816-783-8990 between the hours 8:00 a.m5:00 p.m. (CT) Monday-Friday (except holidays) Send an email anytime to stothelp@maic.org. if the email message is send to the Help Desk outside the time above, it will be answered the next business day.							

