# **HOW DO I:** ADD A LICENSEE ENTITY TO MY ACCOUNT?

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





1

# Select 'Licensee' from the Type drop down and input required fields

Complete either the left column of fields or the right column of fields. Click 'Add to Cart.' Add multiple licensees to your cart if you wish to upload several entities at one time. Click 'Next.'

E State Services -	Go To Dashboard 👻													
1 Application / 2 Review	/ 3 Payment Details													
ADD ENTITY CART														
Type: Licensee	Type: License v													
Licensee								*						
* National Producer	Number (NPN):		Leense Number:											
* Entity Type:			* Entity Type:											
Individual v					Individual									
* Last Four Digits of	SN (SSN4):		* Last Four Digits of SSN (SSN4):											
				Select One										
Add Entity Cart			Add to C	Cart Reset										
Add Entity Care								*						
Туре	Name	NPN	Last 4 Digits of SSN		CoCode	FEIN	Count	Fees						
							Тс	tal Fees \$0.00						
Previous Next F	Cancel													



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NAIC NATIONAL ASSOCIATION OF INSURANCE COMMISSIONERS



#### Add payment information

Complete payment details. The fee for adding licensees to your account is \$5.95 per licensee, per jurisdiction, per year. Click 'Next.'

State Based Systems						
1 Application / 2 Review / 3 Payment Details / 4 Process Payment / 5 Receipt						
Payment Details						
* Card Holder First Name:	* Card Holder Last Name:					
* Billing Street Name:	* Billing City:					
]						
* Billing State:	* Billing Country:					
Select One	Conada					
* Billing ZIP Code:	* E-mail:					
* Amount:	* Phone Number:					
\$5.95						
Previous Next Finish Cancel						



### Preview receipt screen

The reciept screen provides payment confirmation and a summary of the transaction including a transaction number for future reference. Once 'Finish' is selected, the user is taken to their Licensee Dashboard where you can see the licensees just added to the account.

State Based Systems												
E State Services  G To Dushboard												
1 Application / 2 Review / 3 Payment Details / 4 Process Payment / 5 Receipt												
This action will add the new entities you selected to your Managed account, click "Finish" to continue or click "Cancel" to return to the home page.												
O Your Transaction Number is: 6923990644 Total Transaction Fees Paid: \$5.95 Transaction Date: 01/08/2016												
Billing Information												
Name:	Paym	ent Method:	Amount:									
Example Name	AUTH	ORIZATION	\$5.95									
Address:	Autho	vization Number:	Payment Transaction ID:									
1100 Walnut Street Kansas City, Missouri, 64108	69239	990644	6923990644									
Transaction Type:	Trans	action Date:	Phone Number:									
Add Entity	01/08	//2016		810-183-8990								
License												
Jurisdiction NPN		FEIN Licensee Name										
Delaware		Example Name										
						Grand Total: \$5.95						
and the second second												
NAC CONTRACTOR A LANCAS ELECTRIC DE ALTRE												



