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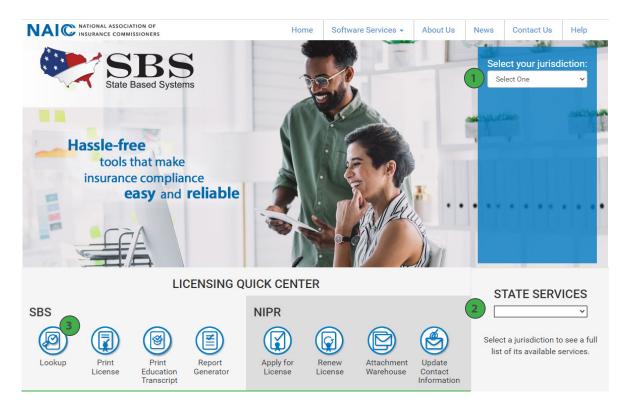




The **Lookup** tool provides real-time, direct access to non-confidential license information such as National Producer Number (NPN), license number, license status, expiration date, license type, line of authority, business phone number and more.

STEP 1: LOOKUP TOOL ON SBS WEBSITE HOME PAGE

Go to www.statebasedsystems.com. There are three ways to navigate to the Lookup tool.



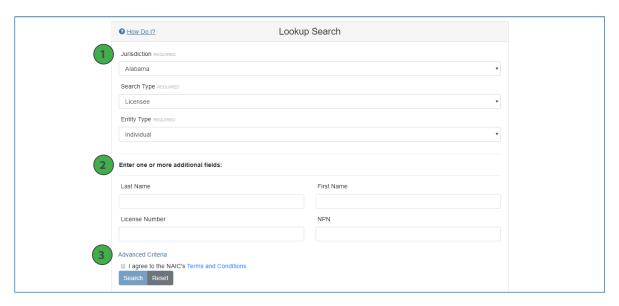
- 1. Select Your Jurisdiction: In the top right, select your jurisdiction. From the options that appear select 'Lookup.'
- 2. State Services Launch Page: In the bottom right hand corner of the screen, select a jurisdiction from the 'State Services' drop down. Select 'Lookup' or 'Licensee Lookup,' depending on what is available on the State Launch Page.
- 3. Lookup Direct Link: Select 'Lookup' from the home page.





→ STEP 2: LICENSEE SEARCH CRITERIA

Enter search criteria using the following guidelines:

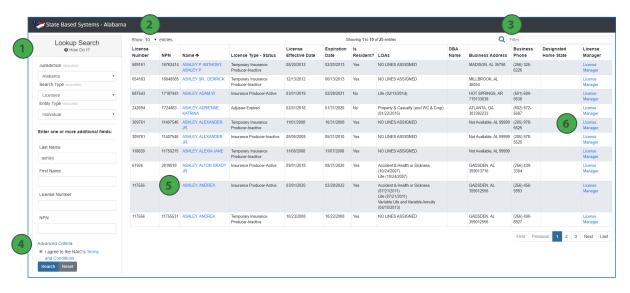


- **1. Required Search Criteria:** Select the jurisdiction of the licensee you want to look up, select 'Licensee' from the 'Search Type' drop down and select either 'Individual' or 'Business Entity' from the 'Entity Type' drop down. These fields are required.
- **2. Additional Criteria Options:** It is recommended to enter at least one more field after the three required. Failure to narrow your criteria will likely result in a constant loading icon, as the system is attempting to retrieve too many records.
- **3. Advanced Criteria:** Click on the 'Advanced Criteria' link for the following additional criteria options: License Type, Resident License, Line of Authority, Business City, Business State/Province, Business Zipcode, DBA Last Name and Mailing County.



→ STEP 3: LICENSEE SEARCH RESULTS

View and modify search results. For more information a licensee, click the licensee name link to navigate to the Licensee Summary Page. The licensee NPN is located in the second column.



- **1. Side Navigation Search Criteria:** Your selected search criteria stays in tact. Change your results as desired updating criteria on this screen without having to navigate back to the previous screen.
- 2. Show # Entries: Display results in groups of 10, 25, 50 or 100.
- 3. Filter: Search the entire result set for a specific string of text to narrow your results more quickly.
- **4. Advanced Criteria:** Click on the 'Advanced Criteria' link for the following additional criteria options: License Type, Resident License, Line of Authority, Business City, Business State/Province, Business Zipcode, DBA Last Name and Mailing County.
- **5. Licensee Name Link:** Click on the licensee name to navigate to the Licensee Summary Page for more information about the selected licensee.
- **6. License Manager Link:** The License Manager link navigates your to the License Manager tool and pre-populates the selected licensee's information for you. Simply enter the licensee's last four digits of the SSN to access a summary page with more detailed information and the ability to view and print the licensee's education transcript and PDF license.



