



### 1 Add Entity

**Add Entity:** The add entity screen allows users to save a licensee, company, provider, or IRO to their SBS for Organizations account. Simply input the required identifiers for the selected entity and click the Add to Cart button.

### 2 Review Added Entity

License			
Jurisdiction	NPN	FEIN	Licensee Name
Delaware	17261305		Kathryn Graves

**Review Added Entity:** After adding an entity to the cart, the review screen is displayed. This allows the user to quickly verify the information one last time before payment is required.

# HOW DO I...



**SBS**  
www.statebasedsystems.com

## ADD AN ENTITY?

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### 3 [Payment Details](#)

State Based Systems

State Services - Go To Dashboard -

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Payment Details

\* Card Holder First Name:

\* Card Holder Last Name:

\* Billing Street Name:

\* Billing City:

\* Billing State:

\* Billing Country:

\* Billing ZIP Code:

\* E-mail:

\* Amount:

\* Phone Number:

Previous Next Finish Cancel

**Payment Details:** The payment details screen allows the user to enter payment information. The user will be charged \$5.95 per licensee, per jurisdiction. Please note this is per licensee, not license type.

### 4 [View Entity Receipt](#)

State Based Systems

State Services - Go To Dashboard -

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⚠ 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.

📌 Your Transaction Number is: 6923990644 Total Transaction Fees Paid: \$5.95 Transaction Date: 01/08/2016

Billing Information

Name:	Payment Method:	Amount:
Example Name	AUTHORIZATION	\$5.95
Address:	Authorization Number:	Payment Transaction ID:
1100 Walnut Street Kansas City, Missouri, 64108	6923990644	6923990644
Transaction Type:	Transaction Date:	Phone Number:
Add Entity	01/08/2016	816-783-8990

License			
Jurisdiction	NPN	FEIN	Licensee Name
Delaware			Example Name

Grand Total: \$5.95

Previous Next Finish Cancel

**View Entity Receipt:** The view entity receipt page provides the payment confirmation and displays a summary of the entity and payment information. Selecting the finish button will bring the user to the external summary page where they will be able to select the inputted entity's dashboard.

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