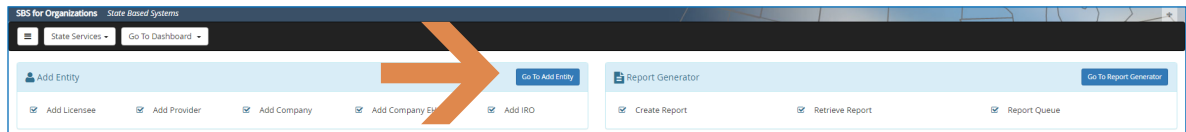




## ➔ HOW DO I: ADD A COMPANY ENTITY TO MY ACCOUNT?

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



- 2 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.'

Type	Name	NPN	Last 4 Digits of SSN	CoCode	FEIN	Count	Fees
Company	LA Insurance Co			12345		(1)	\$0.00

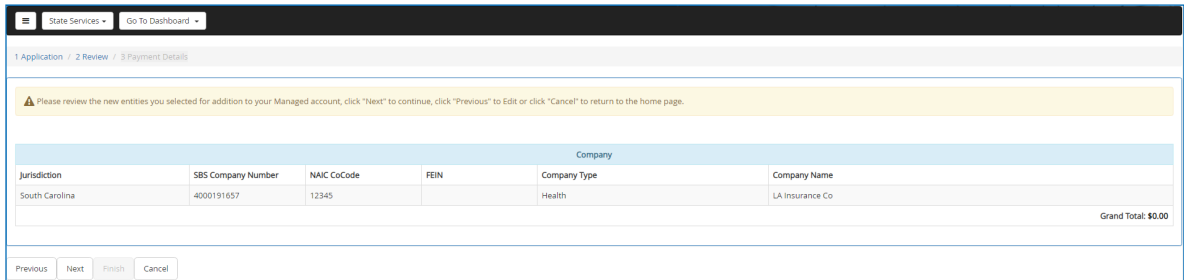
Total Fees: \$0.00

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



### 3 Review added entity/entities

Review added entity/entities and click 'Next.'



### 4 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.

