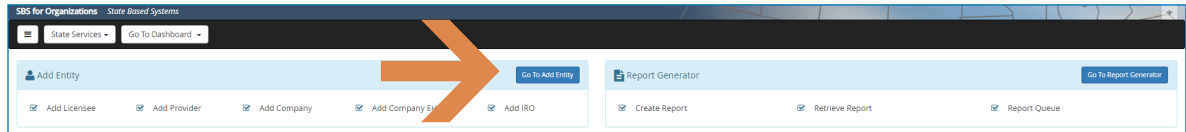




➔ HOW DO I: ADD A LICENSEE ENTITY TO MY ACCOUNT?

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



- 2 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.'

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3 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.'

The screenshot shows the 'Payment Details' form in the State Based Systems interface. The form includes the following fields:

- * Card Holder First Name: [Text Input]
- * Card Holder Last Name: [Text Input]
- * Billing Street Name: [Text Input]
- * Billing City: [Text Input]
- * Billing State: [Dropdown Menu, Select One]
- * Billing Country: [Dropdown Menu, Canada (checked)]
- * Billing ZIP Code: [Text Input]
- * E-mail: [Text Input]
- * Amount: \$5.95
- * Phone Number: [Text Input]

At the bottom of the form, there are buttons for 'Previous', 'Next', 'Finish', and 'Cancel'.

4 Preview receipt screen

The receipt 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.

The screenshot shows the 'Receipt' screen in the State Based Systems interface. It includes the following information:

- Warning: 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.
- Transaction Summary: Your Transaction Number is: 6923990644 Total Transaction Fees Paid: \$5.95 Transaction Date: 01/08/2016
- Billing Information:

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

License			
Jurisdiction	NPN	FEIN	Licensee Name
Delaware			Example Name

Grand Total: \$5.95

At the bottom of the screen, there are buttons for 'Previous', 'Next', 'Finish', and 'Cancel'.