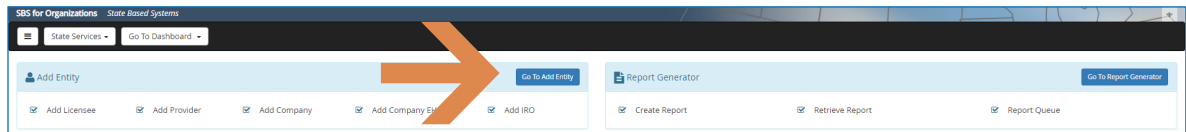




## ➔ HOW DO I: ADD A PROVIDER ENTITY TO MY ACCOUNT?

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



- 2 Select 'Provider' from the Type drop down and input required fields

Complete the three required fields. The Provider PIN is located on the Provider Summary Page and can be retrieved from someone who already has access. Click 'Add to Cart' which will populate the provider into the bottom table.

Add multiple providers to your cart if you wish to upload several entities at one time. Click 'Next'

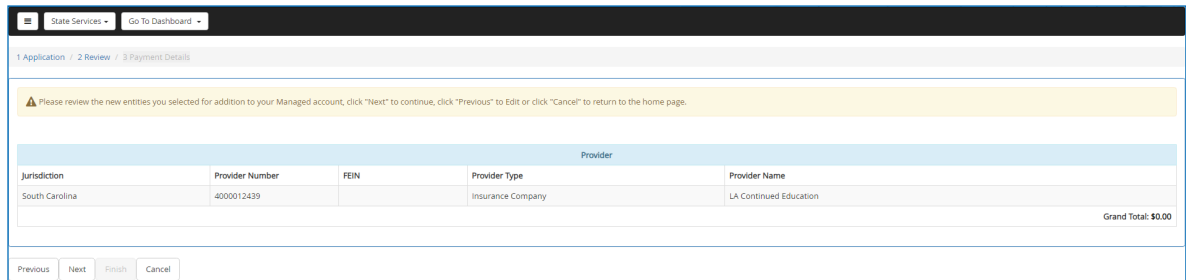
Type	Name	NPN	Last 4 Digits of SSN	CoCode	FEIN	Count	Fees	
Provider	LA Continued Education					(1)	\$0.00	
							Total Fees	\$0.00

➔ 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 Provider Dashboard to see your added provider(s).

