



# SBS FOR INDUSTRY • TRAINING GUIDE

## LICENSEE LOOKUP

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**NAIC** National Association of  
Insurance Commissioners

The **Lookup** tool provides real-time, direct access to non-confidential license information such as 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](http://www.statebasedsystems.com). There are three ways to navigate to the Lookup tool.

The screenshot shows the SBS website home page. At the top, there is a navigation bar with links for Home, Software Services, About Us, News, Contact Us, and Help. The main header features the NAIC logo and the SBS State Based Systems logo. Below the header is a large banner with the text "Your Insurance Regulatory Toolset" and an image of two people looking at a computer. A blue overlay on the right side of the page contains three numbered steps:

- Step 1:** Select your jurisdiction: (with a dropdown menu showing "Select One")
- Step 2:** (with a dropdown menu showing "State Services")
- Step 3:** (with a dropdown menu showing "Lookup")

Below the banner, there are three columns of content:

- Left Column:** Iowa Insurance Division is going live on the new version of SBS on Thursday, June 11, 2020. [Learn more »](#)
- Middle Column:** Now available in the new version of SBS:
  - License Manager**
    - Print License
    - Print Education Transcript
    - Update Email Address
  - Lookup**
    - Companies
    - Courses and Providers
    - Licensees
- Right Column:** State Services (with a dropdown menu)
 

Select a jurisdiction to see a full list of its available services.

**1. Step 1 / Step 2:** In the top right, select a jurisdiction under 'Step 1'. From the options that appear under 'Step 2', 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. **This option is only available for states that have transitioned to the new version of SBS.**

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## → STEP 2: LICENSEE SEARCH CRITERIA

Enter search criteria using the following guidelines:

The screenshot shows a 'Lookup Search' form with the following fields and sections:

- 1. Required Search Criteria:** Three dropdown menus: 'Jurisdiction' (REQUIRED) with 'Alabama' selected, 'Search Type' (REQUIRED) with 'Licensee' selected, and 'Entity Type' (REQUIRED) with 'Individual' selected.
- 2. Enter one or more additional fields:** Four input fields: 'Last Name', 'First Name', 'License Number', and 'NPN'.
- 3. Advanced Criteria:** A link for 'Advanced Criteria', a checkbox for 'I agree to the NAIC's Terms and Conditions', and 'Search' and 'Reset' buttons.

**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 which include: 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 screenshot displays the 'State Based Systems - Alabama' Licensee Lookup Search interface. On the left, there is a 'Lookup Search' panel with various filters: Jurisdiction (Alabama), Search Type, Licensee, Entity Type (Individual), and an 'Enter one or more additional fields' section with input boxes for Last Name, First Name, and License Number. A 'Search' button is at the bottom. The main area shows a table of search results with columns: License Number, NPN, Name, License Type - Status, License Effective Date, Expiration Date, Is Resident?, LOAs, DBA Name, Business Address, Business Phone, Designated Home State, and License Manager. A table with 11 rows of data is shown. Callouts 1-6 are placed over the interface to highlight specific features.

License Number	NPN	Name	License Type - Status	License Effective Date	Expiration Date	Is Resident?	LOAs	DBA Name	Business Address	Business Phone	Designated Home State	License Manager
589151	16762414	ASHLEY P ANTHONY, ASHLEY P	Temporary Insurance Producer-Inactive	08/20/2012	02/20/2013	Yes	NO LINES ASSIGNED		MADISON, AL 35756	(256) 325-6226		License Manager
654183	16848585	ASHLEY SR, DERRICK	Temporary Insurance Producer-Inactive	12/13/2012	06/13/2013	Yes	NO LINES ASSIGNED		MILLBROOK, AL 36054			License Manager
687543	17187441	ASHLEY, ADAM W	Insurance Producer-Active	03/01/2019	02/28/2021	No	Life (02/13/2014)		HOT SPRINGS, AR 719133638	(501) 669-9538		License Manager
242694	7724483	ASHLEY, ADRIENNE KATRINA	Adjuster-Expired	02/01/2010	01/31/2020	No	Property & Casualty (excl W/C & Crop) (01/22/2015)		ATLANTA, GA 303392333	(602) 572-5697		License Manager
309761	11407546	ASHLEY, ALEXANDER JR	Temporary Insurance Producer-Inactive	11/01/2008	10/31/2008	Yes	NO LINES ASSIGNED		Not Available, AL 99999	(205) 978-5525		License Manager
309761	11407546	ASHLEY, ALEXANDER JR	Insurance Producer-Inactive	08/05/2008	05/31/2010	Yes	NO LINES ASSIGNED		Not Available, AL 99999	(205) 978-5525		License Manager
118059	11750215	ASHLEY, ALEXIA, JANE	Temporary Insurance Producer-Inactive	11/08/2008	11/07/2008	Yes	NO LINES ASSIGNED		Not Available, AL 99999			License Manager
61925	2819918	ASHLEY, ALTON GRADY JR	Insurance Producer-Active	09/01/2018	08/31/2020	Yes	Accident & Health or Sickness (10/24/2007) Life (10/24/2007)		GADSDEN, AL 359013716	(256) 439-3304		License Manager
117556	11755531	ASHLEY, ANDREA	Insurance Producer-Active	03/01/2020	02/28/2022	Yes	Accident & Health or Sickness (07/21/2011) Life (07/21/2011) Variable Life and Variable Annuity (04/10/2013)		GADSDEN, AL 359012556	(256) 456-5993		License Manager
117556	11755531	ASHLEY, ANDREA	Temporary Insurance Producer-Inactive	10/23/2008	10/22/2008	Yes	NO LINES ASSIGNED		GADSDEN, AL 359012556	(256) 490-8927		License Manager

- 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 Zip-code, DBA Last Name and Mailing County.
- 5. Licensee Name Link:** Click on the licensee name link to navigate to the Licensee Summary Page for more information about the selected licensee.
- 6. License Manager Link:** The 'License Manager' link navigates you 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.

## ➔ STEP 4: LICENSEE SUMMARY PAGE

The information available in the sections of the Licensee Summary Page will vary based on the type of information the jurisdiction tracks. Use the 'License Type' drop down to toggle between different licenses for the selected licensee, if applicable. For example, you will see "No results found." in the Business Entity Affiliations section for jurisdictions that do not require business entity affiliations.

For full business address, access to the education transcript, license printing and the ability to update a business email address for the selected licensee use the License Manager tool.

State Based Systems - Alabama License Type: Insurance Producer

This document may serve in lieu of a Letter of Certification.

### Licensee Demographics

**Name:** ASHLEY, ADAM W      **NPN:** 17187441  
**Domicile State:** Arkansas      **Domicile Country:** United States      **Resident?:** No  
**Business Address:**  
 HOT SPRINGS, AR 71913-3638

### License Quick View

License Class	License Status	Status Date	Effective Date	Expiration Date
Insurance Producer	Active	02/05/2019	03/01/2019	02/28/2021

### Phone, Email, Website

Phone		Email		Website
Type	Number	Type	E-mail	
Business Primary Phone	(501) 609-9538	Business Email	seniorcareusa@seniorusa.net	No results found.

### License Information

**License Type:** Insurance Producer  
**License Number:** 687543      **License Status:** Active      **Status Date:** 02/05/2019  
**First Active Date:** 02/13/2014      **Effective Date:** 03/01/2019      **Expiration Date:** 02/28/2021  
**Legacy License ID:**

### Line Of Authority

Line Name	Qualification	School Code	Exam/Cert Date	Line Status	Status Date	Effective Date
Life	Not Applicable		02/13/2014	Approved	02/05/2019	02/13/2014