



SBS FOR INDUSTRY • TRAINING GUIDE

NO LOG-IN PAYMENT TOOL

➔ TABLE OF CONTENTS

<u>NAVIGATE TO MAKE A PAYMENT TOOL THROUGH LICENSE MANAGER</u>	<u>2</u>
<u>LICENSE MANAGER REQUIRED INFORMATION</u>	<u>3 – 4</u>
<u>LICENSE MANAGER SUMMARY PAGE - MAKE A PAYMENT TOOL</u>	<u>5 – 8</u>

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➔ STEP 1: NAVIGATE TO NO LOG-IN PAYMENT FROM SBS WEBSITE HOME PAGE

The No Log-in Payment Tool is accessed through **License Manager**, a tool which enables industry users to manage a licensee's information in one place. You may access License Manager in **two ways** from the SBS Home Page.

Go to www.statebasedsystems.com.

There are two ways to navigate to the No Log-in Payment 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 logo (State Based Systems). Below the header, there is a large banner with the text "Hassle-free tools that make insurance compliance easy and reliable" and an image of two people looking at a tablet. On the right side of the banner, there is a dropdown menu labeled "Select your jurisdiction:" with a "Select One" option. A green circle with the number "1" is placed next to this dropdown. Below the banner, there is a "LICENSING QUICK CENTER" section with two columns of icons and labels: "SBS" (Lookup, Print License, Print Education Transcript, Report Generator) and "NIPR" (Apply for License, Renew License, Attachment Warehouse, Update Contact Information). A green circle with the number "2" is placed next to the "STATE SERVICES" dropdown menu in the bottom right corner, which is labeled "Select a jurisdiction to see a full list of its available services."

1. Select Your Jurisdiction: In the top right, select your jurisdiction. From the options that appear select 'View All Tools'.

2. State Services Launch Page: In the bottom right hand corner of the screen, select your jurisdiction from the 'State Services' drop down.

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➔ STEP 2: USE LICENSE MANAGER TO ACCESS NO LOG-IN PAYMENT TOOL

On the next page, select 'License Manager'.

The screenshot shows the 'State Based Systems' interface for Connecticut. At the top, there's a navigation bar with 'State Based Systems' and a 'State Services' dropdown. Below that, a header for 'Connecticut | Available Services' is visible. A map of the United States with Connecticut highlighted is shown, with a green arrow pointing to the 'License Manager' button in the 'SBS For Licensees' section. The 'SBS For Organizations' section includes buttons for 'Login', 'Signup', 'Report Generator', 'New Provider Application', 'Provider Submission Status', and 'Address Change (Business Entities) via SBS'. A 'State Information' box provides contact details for the Connecticut Insurance Department.

State Information

Connecticut Insurance Department
 153 Market Street
 7th Floor
 Hartford, Connecticut 06103

Phone: 860-297-3800
Email: insurance@ct.gov
Website: <https://portal.ct.gov/cid>

SBS For Licensees

- License Manager
- Lookup - One Search (Companies, Education Courses, Licensees)

SBS For Organizations

- Login
- Signup
- Report Generator
- New Provider Application
- Provider Submission Status
- Address Change (Business Entities) via SBS

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→ STEP 3.1: ENTER REQUIRED INFORMATION IN LICENSE MANAGER FOR AN INDIVIDUAL

Complete **either** Section 3.1 if using an Individual Entity **or** 3.2 if using a Business Entity.

- Select your 'Jurisdiction'.
- Select 'Individual' under 'Entity Type'.
- Enter your last name.
- Complete your NPN or License Number.
- Provide the last four digits of your SSN.

The screenshot shows the 'License Manager' interface. At the top, there is a header for 'NAIC NATIONAL ASSOCIATION OF INSURANCE COMMISSIONERS' and 'State Based Systems'. Below this is a navigation menu with a 'How Do I?' link. The main form area is titled 'License Manager' and contains the following fields:

- Jurisdiction** (REQUIRED): Demo
- Entity Type** (REQUIRED): Individual
- Last Name** (REQUIRED): Jones
- Choose One** (REQUIRED): NPN License Number (selected), 12121212
- Last 4 Digits of SSN** (REQUIRED): 5500

At the bottom of the form are 'Search' and 'Reset' buttons.

→ STEP 3.2: ENTER REQUIRED INFORMATION IN LICENSE MANAGER FOR A BUSINESS

- Select your 'Jurisdiction'.
- Select 'Business Entity' under 'Entity Type'.
- Complete your NPN or License Number.
- Provide the FEIN or Federal Employer ID Number.

The screenshot shows the 'License Manager' interface. At the top, there is a header for 'NAIC NATIONAL ASSOCIATION OF INSURANCE COMMISSIONERS' and 'State Based Systems'. Below this is a navigation menu with a 'How Do I?' link. The main form area is titled 'License Manager' and contains the following fields:

- Jurisdiction** (REQUIRED): Demo
- Entity Type** (REQUIRED): Business Entity
- Choose One** (REQUIRED): NPN License Number (selected), 34343434
- FEIN** (REQUIRED): 11-1111111

At the bottom of the form are 'Search' and 'Reset' buttons.

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➔ STEP 4: MAKE PAYMENT BUTTON— LICENSE MANAGER SUMMARY PAGE

The License Manager Summary Page displays information about the licensee categorized in sections and has quick access to the PDF license, email address update, education transcript information and making payments via the buttons on the toolbar.

Click the 'Make a Payments' button.

The screenshot shows the 'State Based Systems' interface. The top toolbar contains buttons for 'Print License', 'Update Email Address', 'Print Education Transcript', 'Make Payments', and 'License Type: Bail Bondsman'. A green arrow points to the 'Make Payments' button. Below the toolbar are sections for 'Licensee Demographics', 'License Quick View', and 'Phone, Email, Website'.

License Class	License Status	Status Date	Effective Date	Expiration Date
Bail Bondsman	Active	03/15/2022	03/15/2022	03/31/2024

Type	Number	Type	E-mail	Website
Business Primary Phone	(111) 111-1111 x1111111	Business Email	fake@fake.gov	No results found.

➔ STEP 5: MAKE PAYMENT TOOL

The 'Make Payments' Tool will open in a new tab showing the invoice information. Check the box next to the invoice you want to pay. Click on the 'payment method' drop down menu to add yours.

The screenshot shows the 'Make Payments' tool interface. A progress bar at the top indicates the current step is '1 Make Payments'. Below are sections for 'Licensee Information', 'Invoice Information', and 'Payment Method'. A green arrow points to the 'Make Payments' step in the progress bar. Another green arrow points to the 'Payment Method' dropdown menu.

Jurisdiction	NPN	Name	Payment Type	Invoice Number	Invoice Date	Due Date	Amount	
<input checked="" type="checkbox"/>	Demo	12121212	Bill Jones	Bail- Renewal Fee- Bail Bondsman	4545454545	08/14/2024	09/13/2024	\$450.00
							Total	\$450.00

Payment Method: Credit Card

Buttons: Previous, Next, Finish, Cancel

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➔ STEP 6: REVIEW PAYMENT

The Payment Review Page displays information to review about the payment before proceeding. You may change any information at this point by clicking 'Previous'. Click 'Next' when information is confirmed.

NAIC NATIONAL ASSOCIATION OF INSURANCE COMMISSIONERS
State Based Systems

1 Make Payments 2 **Payment Review** 3 Payment Details 4 Credit Card Details 5 Review

Payment Review

Jurisdiction	NPN	Name	Payment Type	Invoice Number	Invoice Date	Due Date	Amount
Demo	12121212	Bill Jones	Bail- Renewal Fee- Bail Bondsman	45454545	08/14/2024	09/13/2024	\$450.00
							Total: \$450.00

Previous **Next** Cancel

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➔ STEP 7: ENTER PAYMENT DETAILS

Complete payment information in the all ***required fields**. You may still cancel payment or return to previous page at this point.

NAIC NATIONAL ASSOCIATION OF INSURANCE COMMISSIONERS
State Based Systems

1 Make Payments 2 Payment Review 3 **Payment Details** 4 Credit Card Details 5 Review

Payment Details

Card Holder First Name* Bill
Card Holder Last Name* Jones
Billing Street Name* 111 Ridge Ln.
Billing City* Fake
Billing State* ZZ
Billing Country* United States
Billing ZIP Code* 22222
Email* fake@fake.gov
Amount \$450.00
Phone Number* 5555555555

Previous **Next** Finish Cancel

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→ STEP 8: ENTER CREDIT CARD INFORMATION

Enter credit card number, expiration date and security code. Check the 'All Fees are Non-Refundable' and click 'Submit'. Please do not use the browser back, refresh or leave the page.

The screenshot shows the NAIC State Based Systems interface. At the top, there's a navigation bar with the NAIC logo and "State Based Systems". Below it is a progress indicator with five steps: "Make Payments", "Payment Review", "Payment Details", "Credit Card Details" (which is the current step, highlighted in blue), and "Review".

The main content area has a blue header "Payment". Below this, there's a red warning message: "Please be patient as this process can take a few minutes. Clicking on the browser back arrow, leaving or refreshing this page before the payment process completes may result in critical information not being saved to SBS. (Ex. course credits, applications and other transactions)".

There are two input fields: "Card number" with an "Autofill" button and "All Fees are Non-Refundable" with a checkbox. A green arrow points to the checkbox. At the bottom left, there are "Previous", "Finish", and "Cancel" buttons. A copyright notice at the bottom reads "© 2024 National Association of Insurance Commissioners. All rights reserved."

→ STEP 9: PAYMENT CONFIRMATION

Payment Confirmation will display with Transaction Date and Authorization Payment Number. You may click 'Print this receipt' for a printed copy of the transaction.

The screenshot shows the NAIC State Based Systems interface at Step 9: Payment Confirmation. The progress indicator now shows "Review" as the current step, highlighted in blue.

A green success message banner at the top says "You have successfully submitted payments!". A green arrow points to a "Print this receipt" button on the right. Below the banner, a thank you message says "Thank you for using NAIC's State Based Systems (SBS). For information about other services offered through SBS, visit: www.statebasedsystems.com".

Below this is a "Payment Information" section with the following details:

- Bill Jones
111 Ridge Ln.
Fake, ZZ 22222
Phone Number: (555)555-5555
Email: fake@fake.gov
- Transaction Date: 08/22/2024
- Authorization Payment Number: atest_92L4139d10FG38U3sZgY
- Transaction Type: External Payments
- Payment Method: Credit Card
- Amount Paid: \$450.00

Below the payment information is an "Invoice Information" table:

Jurisdiction	NPN	Name	Payment Type	Invoice Number	Invoice Date	Due Date	Amount
Demo	12121212	Bill Jones	Ball-Renewal Fee-Ball Bondsman	4545454545	08/14/2024	09/13/2024	\$450.00
							Total: \$450.00

→ STEP 10: CONFIRMATION EMAIL

An email confirmation will be sent listing all the details of the transaction.

You have successfully completed External Payments!



SBS
www.statebasedsystems.com

Thank you for using NAIC's State Based Systems (SBS). For information about other services offered through SBS, visit: www.statebasedsystems.com.

Payment Information

Bill Jones 111 Ridge Ln. Fake, ZZ 22222 Phone Number: (555) 555-5555 Email: fake@fake.gov	Transaction Date: Aug 22, 2024 Payment Number: atest_92L4139d10FG38U3sZgY Transaction Type: External Payments	Payment Method: Credit/Debit Card Amount Paid: \$450.00
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Invoice Information

Jurisdiction	NPN	Name	Invoice Number	Invoice Date	Due Date	Amount
Demo	12121212	Bill Jones	4545454545	08/14/2024	09/13/2024	\$450.00
						Total: \$450.00

Note: All fees will appear as a charge from NAIC State Based Systems on you monthly credit card statement. If you have questions regarding your transition:

- Call the SBS Help Desk at 816-783-8500 between the hours 8:00 a.m. - 5:00 p.m. (CT) Monday-Friday (except holidays).
- Send an email anytime to sbshelp@naic.org. If the email message is sent to the Help Desk outside the times listed above, it will be answered the next business day.

How Do I?

- [Print my license](#)
- [Print my education transcript](#)
- [Update my email address](#)
- [Find my NPN or license number](#)
- [View company information](#)
- [Find continuing education courses](#)
- [Manage entities with a single login across multiple jurisdictions](#)
- [Purchase a report that tracks key licensee information \(company appointments, CE compliance, email addresses, etc.\)](#)

[License Manager](#) | [Lookup](#) | [Report Generator](#) | [SBS for Organizations](#)