



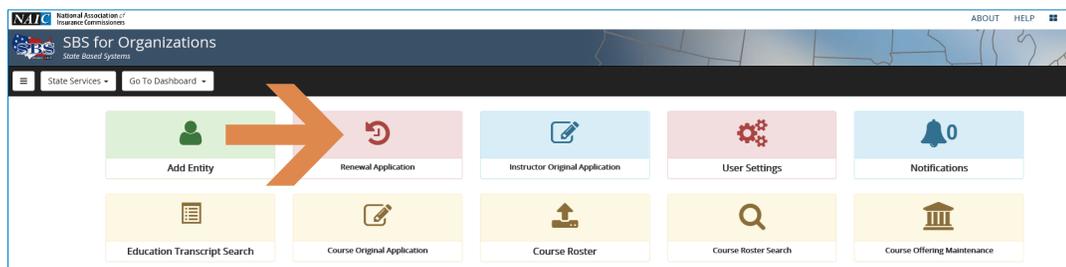
# SBS FOR ORGANIZATIONS • TRAINING GUIDE

## ➔ HOW DO I: RENEW MY PROVIDER STATUS AND COURSES?

Education providers and courses can be renewed via SBS for Organizations. First, [login](#) to your SBS for Organizations account, then follow the steps below. If you do not have a SBS for Organizations account, learn how to sign up [here](#).

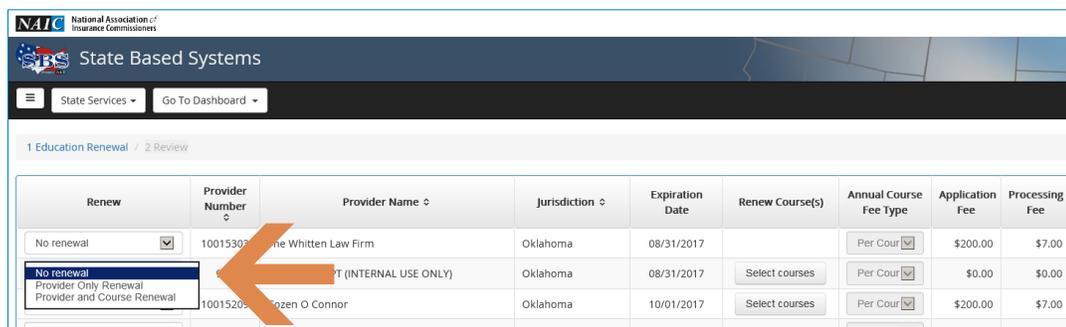
### 1 Renewal Application

After logging into your SBS for Organizations account, from the Provider Dashboard, click on the Renewal Application icon.



### 2 Select Renewal Option

In the Renew column, select your preferred option from the drop down. If you elect to renew a provider and its associated courses, continue to Step 3. If you elect to renew a provider only, click Next at the bottom of the screen and skip to Step 4.



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### 3 Select Course(s) to Renew

Click the Select Courses button in the Renew Course(s) column (first image). In the pop-up box (second image), select the course(s) you want to renew by selecting the box in the far left column of the applicable row and click Save when finished. When all providers and courses you want to renew are selected, click Next at the bottom of the screen.

The screenshot shows the 'Education Renewal' interface. At the top, there are navigation links for 'State Services' and 'Go To Dashboard'. Below this, a breadcrumb trail indicates '1 Education Renewal / 2 Review'. The main table lists providers with columns for 'Renew', 'Provider Number', 'Provider Name', 'Jurisdiction', 'Expiration Date', 'Renew Course(s)', and 'Annual Course Fee Type'. Two rows are visible: one for 'A. D. Banker and Company' (Montana, expires 12/31/2017) and one for 'RICHARDS EDUCATION SERVICE' (Kansas, expires 12/31/2017). An orange arrow points to the 'Select courses' button in the second row. Below the table is a 'Select Course to renew' pop-up window with a table of courses. The table has columns for 'Select', 'Course Number', 'Course Name', 'Expiration Date', 'Application Fee', 'Processing Fee', and 'Total Fee'. Three courses are listed: 'Flood Insurance (NFIP) - CBT' (02/01/2018, \$75.00 app fee, \$2.63 proc fee, \$77.63 total), 'Ethics for Professionals - CBT' (03/10/2018, \$75.00 app fee, \$2.63 proc fee, \$77.63 total), and 'Rental Reimbursement Coverage' (12/10/2017, \$75.00 app fee, \$2.63 proc fee, \$77.63 total). An orange arrow points to the 'Select' checkbox in the first row of this table.

### 4 Review and Submit Payment

Once your selections have been reviewed, click Next. Enter payment information and click Finish. You will receive confirmation that your provider and course(s) have been renewed.

The screenshot shows the 'Payment Details' form. At the top, there are navigation links for 'State Services' and 'Go To Dashboard'. Below this, a breadcrumb trail indicates '1 Education Renewal / 2 Review / 3 Payment Details'. The form contains several input fields: 'Card Holder First Name', 'Card Holder Last Name', 'Billing Street Name', 'Billing City', 'Billing State' (a dropdown menu with 'United States' selected), 'Billing Country' (a dropdown menu with 'United States' selected), and 'Billing ZIP Code'. An orange arrow points to the 'Card Holder First Name' field.