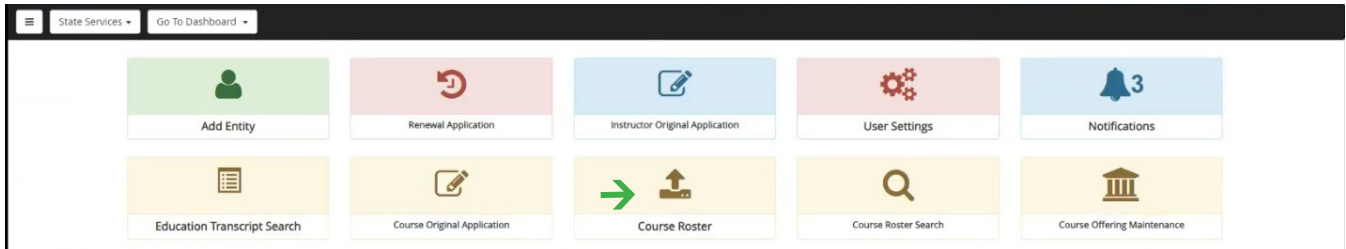


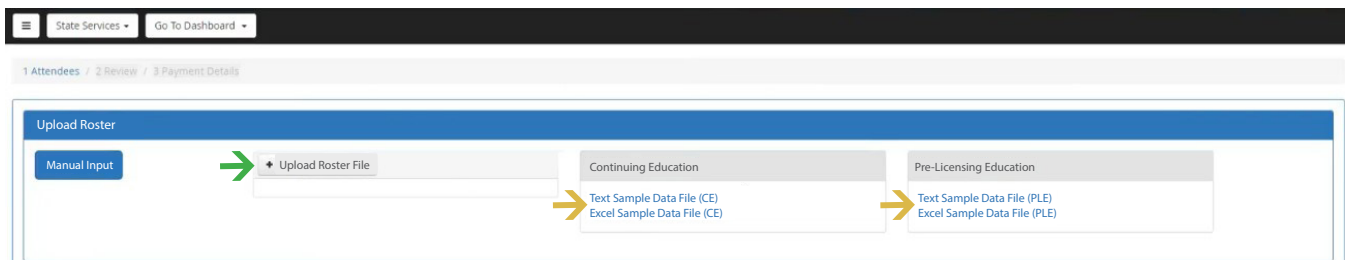
➔ OPTION 1: UPLOAD COURSE ROSTER FILE

1. For the first option login to **SBS for Organizations** and navigate to your home screen. It should look like the screenshot below.
2. Click on the 'Course Roster' button.

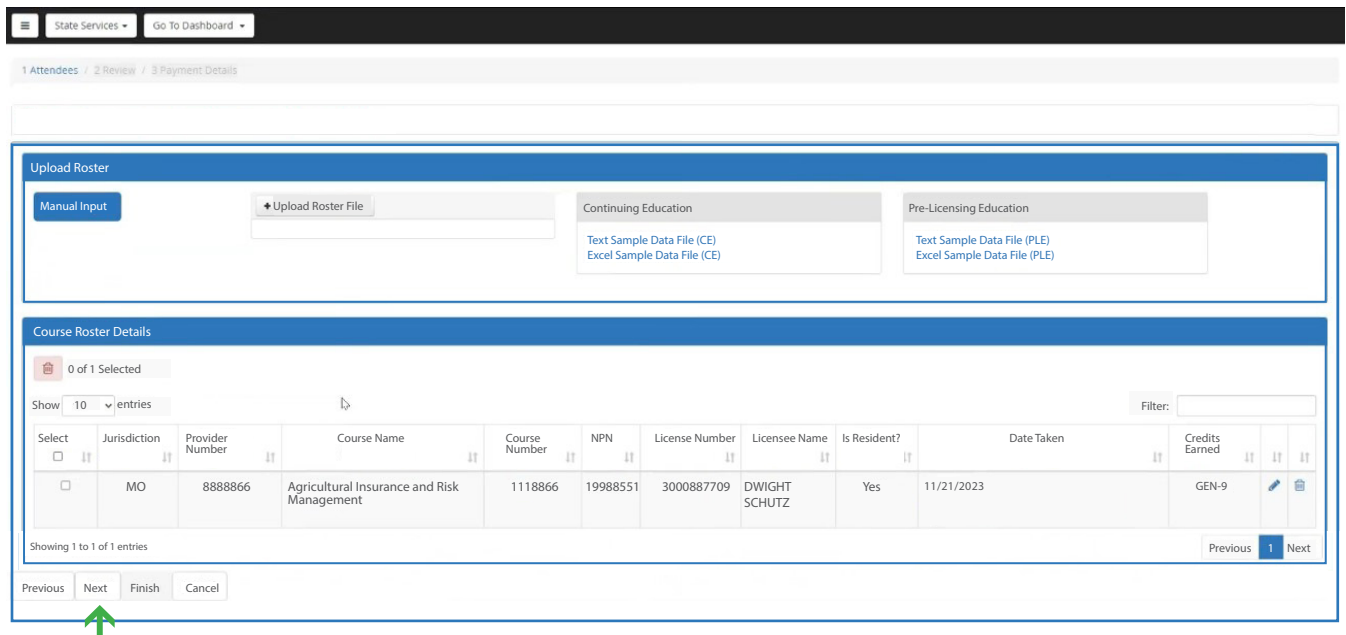


3. The **Upload Roster** page will appear and you can upload a file using the format from the **Text Sample Data File** or **Excel Sample Data File**. These files give you the convenience of uploading numerous courses from multiple states at the same time.

4. Click on the 'Upload Roster File' button and find the file you want to upload.



5. The **Course Roster Details** will appear and you can click on the 'Next' button.



➔ NEED HELP?

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6. You will now see the **Payment Details** and you can enter the Card information and all of the information needed to pay the fees. Click on the 'Finish' button when complete.

State Services | Go To Dashboard

1 Attendees / 2 Review / 3 Payment Details

Payment Details

| | | | |
|---------------------------|---|--------------------------|--|
| * Card Holder First Name: | <input type="text"/> | * Card Holder Last Name: | <input type="text"/> |
| * Billing Street Name: | <input type="text"/> | * Billing City: | <input type="text"/> |
| * Billing State: | <input type="text" value="Select One"/> | * Billing Country: | <input type="text" value="United States"/> |
| * Billing ZIP Code: | <input type="text"/> | * Email: | <input type="text"/> |
| * Amount: | <input type="text" value="\$3.00"/> | * Phone Number: | <input type="text"/> |

Previous | Next | **Finish** | Cancel



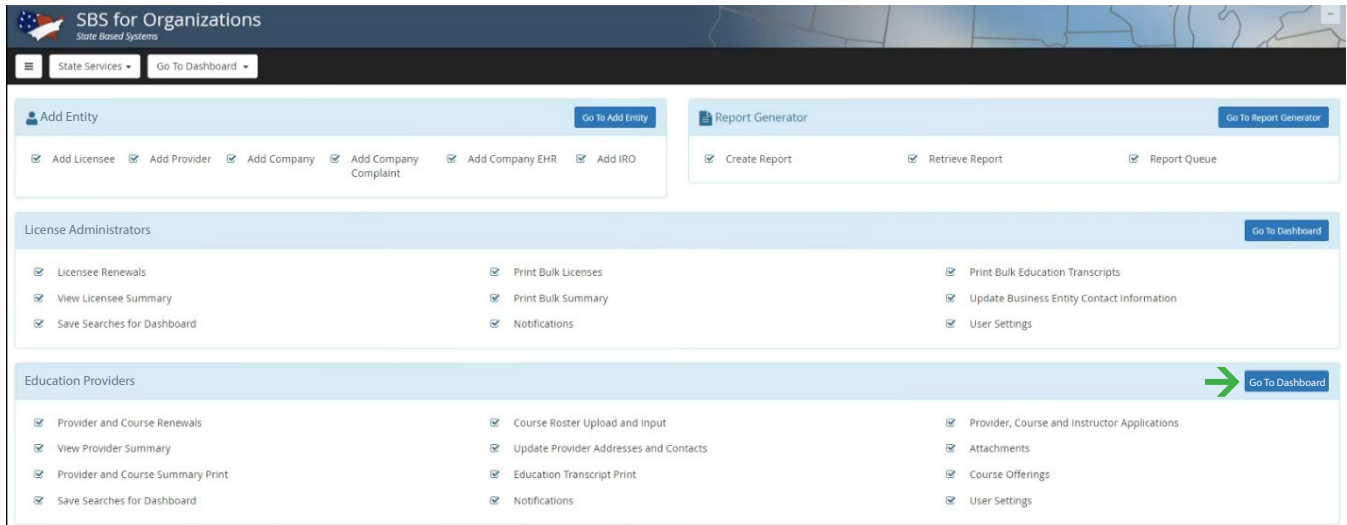
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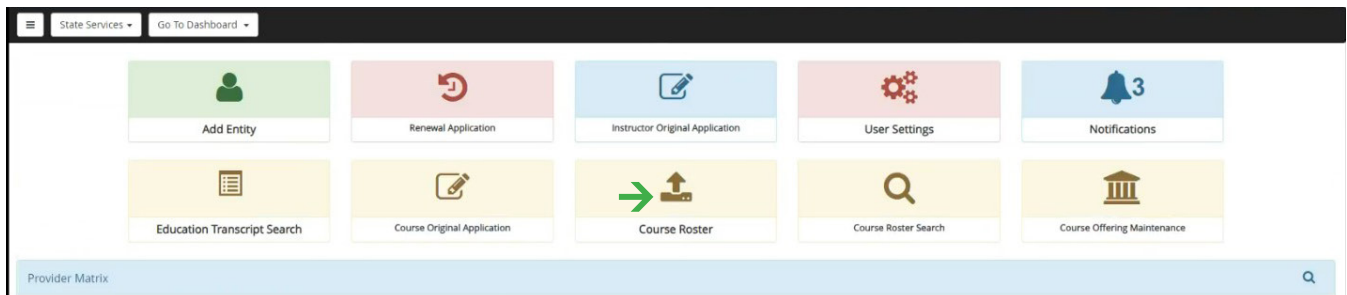
➔ OPTION 2: INPUT COURSE ROSTER MANUALLY

* It is only recommended to use the manual upload tool if uploading less than 5 courses.

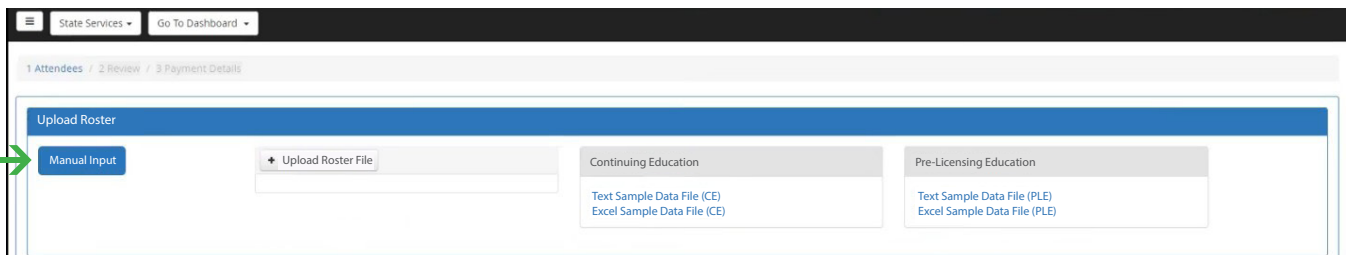
1. For the manual option login to **SBS for Organizations** and navigate to your home screen. It should look like the screenshot below.
2. Locate the **Education Providers** section, then click the 'Go To Dashboard' blue button.



3. The screen below will appear and you can click on the 'Course Roster' button.



4. Click on the blue 'Manual Input' button in the Upload Roster section.



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5. Select the 'Provider', the 'Course' and the 'Date Taken'. Input the Licensee 'Name', the 'NPN' and the 'License Number' (optional). Click the blue 'Add' button.

6. Verify all data input in Course Roster Details. Click the 'Next' button when ready to continue.

| Jurisdiction | Provider Number | Course Name | Course Number | NPN | License Number | Licensee Name | Is Resident? | Date Taken | Credits Earned |
|--------------|-----------------|-----------------------------|---------------|----------|----------------|---------------|--------------|------------|----------------|
| MO | 8888866 | Aircraft hull and Insurance | 11111813 | 19945222 | 3333877097 | Jim Halpertz | Yes | 11/21/2024 | GEN-3 |

| Jurisdiction | Provider Name | Provider Number | Course Name | Course Number | Number of Attendees | Fee Amount |
|--------------|---------------|-----------------|-----------------------------|---------------|---------------------|---------------|
| Missouri | WEBBB, INC | 8888866 | Aircraft hull and Insurance | 11111813 | 1 | \$3.00 |
| TOTAL | | | | | | \$3.00 |

7. You will now see the Payment Details and you can enter all of the required information needed to pay the fees.
 8. Click on the 'Finish' button when complete.



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