



SBS FOR INDUSTRY • TRAINING GUIDE

➔ HOW DO I: USE THE SBS WEBSITE HOME PAGE?

The screenshot shows the SBS website home page with the following elements:

- 1. Home:** The Home link in the top navigation bar.
- 2. Software Services Dropdown:** The Software Services dropdown menu in the top navigation bar.
- 3. About Us:** The About Us link in the top navigation bar.
- 4. News:** The News link in the top navigation bar.
- 5. Contact Us:** The Contact Us link in the top navigation bar.
- 6. Help:** The Help link in the top navigation bar.
- 7. Step 1 / Step 2 Dropdown:** A dropdown menu on the right side of the page for selecting a jurisdiction.
- 8. Iowa Insurance Division:** A text box on the left side of the page announcing the new version of SBS.
- 9. License Manager:** A text box in the center of the page listing services like Print License, Print Education Transcript, and Update Email Address.
- 10. Lookup:** A text box in the center of the page listing search options like Companies, Courses and Providers, and Licensees.
- 11. State Services:** A text box on the right side of the page for selecting a jurisdiction to view available services.

- 1. Home:** Return to the SBS website home page.
- 2. Software Services Dropdown:** Select the dropdown to view a list of service offerings categorized by user type.
- 3. About Us:** Learn about who we are, the way we work and the states we support.
- 4. News:** View headlines of major SBS events.
- 5. Contact Us:** Submit a question, find assistance or contact our Service Desk.
- 6. Help:** Find supporting documentation and training guides on our online tools.
- 7. Step 1 / Step 2 Dropdown:** Select a jurisdiction to view a list of available services.

➔ NEED HELP? CONTACT THE SBS HELP DESK • SBSHELP@NAIC.ORG • 816-783-8990



The screenshot shows the SBS website home page with the following callouts:

- 1** Home
- 2** Software Services
- 3** About Us
- 4** News
- 5** Contact Us
- 6** Help
- 7** Step 1: Select your jurisdiction: (dropdown menu with "Select One" selected)
- 7** Step 2:
- 8** Iowa Insurance Division is going live on the new version of SBS on Thursday, June 11, 2020. [Learn more »](#)
- 9** License Manager
- 10** Lookup
- 11** State Services (dropdown menu)

Text in the screenshot includes: "NAIC National Association of Insurance Commissioners", "SBS State Based Systems", "Your Insurance Regulatory Toolset", "Now available in the new version of SBS:", "One Service:", "Print License", "Print Education Transcript", "Update Email Address", "One Search:", "Companies", "Courses and Providers", "Licensees", "Select a jurisdiction to see a full list of its available services."

8. Important Announcements: Find information related to upcoming state transitions to the new version of SBS.

9. License Manager: For jurisdictions on the new version of SBS, use this tool to view license information, view and print a licensee’s education transcript and license and update email information.

10. Lookup: For jurisdictions on the new version of SBS, use this tool to find company, licensee, education provider and course information.

11. State Services Dropdown: Select a jurisdiction to view location information for its insurance department and a full list of SBS services available for that state.