



# West Virginia Offices of the Insurance Commissioner Transitioning to the New Version of SBS



On Thursday, September 19, 2019, the West Virginia Offices of the Insurance Commissioner is going live on the newest version of State Based Systems (SBS), a web-based NAIC application that supports state insurance regulation functions. **Review this flyer to see how this transition will affect you and the new tools you'll have access to.**

*This transition will require the temporary shutdown of West Virginia's professional insurance licensing operations, including online applications submitted via NIPR. Key dates and times include:*

**Thursday, September 12th at 4:00 p.m. CT:** *NIPR stops accepting online submissions (applications, appointments and terminations, and contact change requests) that affect the West Virginia Offices of the Insurance Commissioner SBS database.*

**Friday, September 13th at 4:00 p.m. CT:** *West Virginia's professional insurance licensing operations using SBS will be unavailable.*

**Thursday, September 19th at 8:00 a.m. CT:** *West Virginia's professional insurance licensing operations are available using SBS and NIPR begins accepting online submissions*

**CHANGES FOR COMPANIES** Effective September 19, 2019, all active companies will be assigned a new West Virginia company number. Look up your new company number using the free Lookup tool on the SBS website. **Your NAIC company number will remain the same.**

**LICENSEES PLEASE NOTE:** License Numbers and National Producer Numbers (NPN) assigned to producers, adjusters and insurance agencies will not change.

## FREE, New Online Tools

**West Virginia Launch Page:** Find contact information and links to all SBS tools available for West Virginia on the launch page.

**Lookup:** A free public lookup tool to view a variety of individual, business entity and company information such as National Producer Number (NPN), license status, license expiration date, NAIC CoCode and much more.

**SBS for Organizations:** SBS allows organizational users to use a single ID and password to complete important license administration and education provider licensing functions.

**Report Generator:** Users may create a licensee (individual and/or business entity) mailing list for a nominal fee using a wide variety of criteria.

### License Manager:

- **View License Information:** Users can verify a licensee's NPN, license status, license expiration date, CE information and more.
- **Print Your License:** SBS provides free unlimited license printing for licensees in your state.
- **Licensee Notifications:** Licensees and business entities may view and update email addresses in real-time through this online tool.

## SBS for Organizations

**SBS for Organizations**, formerly Online Licensee Services, is an optional subscription service offering convenience to users using a single ID and password across all SBS jurisdictions. License administrators can print licenses and education transcripts, update addresses for business entities, view detailed license information and receive important system and email notifications.

### INSTRUCTIONS TO SIGN UP

**Step 1:** Go to [www.statebasedsystems.com](http://www.statebasedsystems.com).

**Step 2:** Select your jurisdiction and click "Sign up for SBS for Organizations."

**Step 3:** Create your user account allowing you to access all jurisdictions.

**Step 4:** Login to SBS.

**Step 5:** Add licensees to your account as each applicable jurisdiction transitions to SBS.\*

**Step 6:** Simplify your business processes using SBS!

\*A fee of up to \$5.95 is applied per licensee per state per year.

# WELCOME TO WWW.STATEBASEDSYSTEMS.COM!



## State Based Systems

# Your Insurance Regulatory Toolset

7 Step 1:  
Select your jurisdiction:  
 ▾  
Step 2:

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### Important Announcements

Check back here for important announcements regarding state transitions to the new version of State Based Systems.

Now available in the new version of SBS:

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### License Manager

#### One Service:

- Print License
- Print Education Transcript
- Update Email Address

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### Lookup

#### One Search:

- Companies
- Courses and Providers
- Licensees

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### State Services

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

- 1 **SBS Home Button:** Return to the SBS website home page.
- 2 **Software Services Dropdown:** Select the dropdown to find a list of services SBS offers for regulators, companies, licensees and consumers.
- 3 **About Us:** Learn about State Based Systems and the states served by SBS.
- 4 **News:** View headlines of SBS events.
- 5 **Contact Us:** Submit a question, find assistance in the support center or contact the help desk.
- 6 **Help:** See helpful text and PDF training guides related to SBS services and industry tools.
- 7 **Jurisdiction Dropdown:** Select West Virginia to view the SBS services available in your state.
- 8 **Important Announcements:** See announcements regarding state transitions to the new version of SBS.
- 9 **License Manager: NEW with the WV transition!** Use License Manager to view license information (NPN, license status, license expiration date and more), enjoy free, unlimited license printing across all SBS jurisdictions and keep your email address updated in real-time.
- 10 **Lookup: NEW with the WV transition!** A free public lookup tool to view a variety of individual, business entity and company information such as National Producer Number (NPN), license status, license expiration date, license type, contact information and more.
- 11 **State Services:** Select West Virginia to view a full list of your jurisdiction's SBS services.

**SBS Support Center:** Visit the SBS Support Center for more information and PDF training guides on all SBS tools.

**SBS Help Desk:** For errors or help with SBS online tools, contact the SBS Help Desk at [sbshelp@naic.org](mailto:sbshelp@naic.org) or (816) 783-8990.