

SBS for Organizations enables licensees and license administrators to manage one or many licenses with a single login account across multiple jurisdictions. For a yearly subscription, licensees and license administrators can utilize customized summary pages, notifications, bulk printing, saved searches, Excel exports and much more.

1 [Create an Account for SBS for Organizations](#)



The screenshot shows the SBS for Organizations website. At the top left is the NAIC logo (National Association of Insurance Commissioners). The navigation menu includes Home, Software Services (with a dropdown arrow), About Us, News, Contact Us, and Help. The main content area features a large banner with the text "State Based Systems" and "Your Insurance Regulatory Toolset". On the right side of the banner, there are two steps for account creation: "Step 1: Select your jurisdiction:" with a dropdown menu showing "Select One", and "Step 2:" with a dropdown menu showing "State Services". Below the banner, there are three columns of content: "Important Announcements" (Check back here for important announcements regarding state transitions to the new version of State Based Systems.), "Now available in new version of SBS:" (with sub-sections for "LICENSE MANAGER" and "LOOKUP", each listing services and search options), and "State Services" (with a dropdown menu and the text "Select a jurisdiction to see a full list of its available services.").

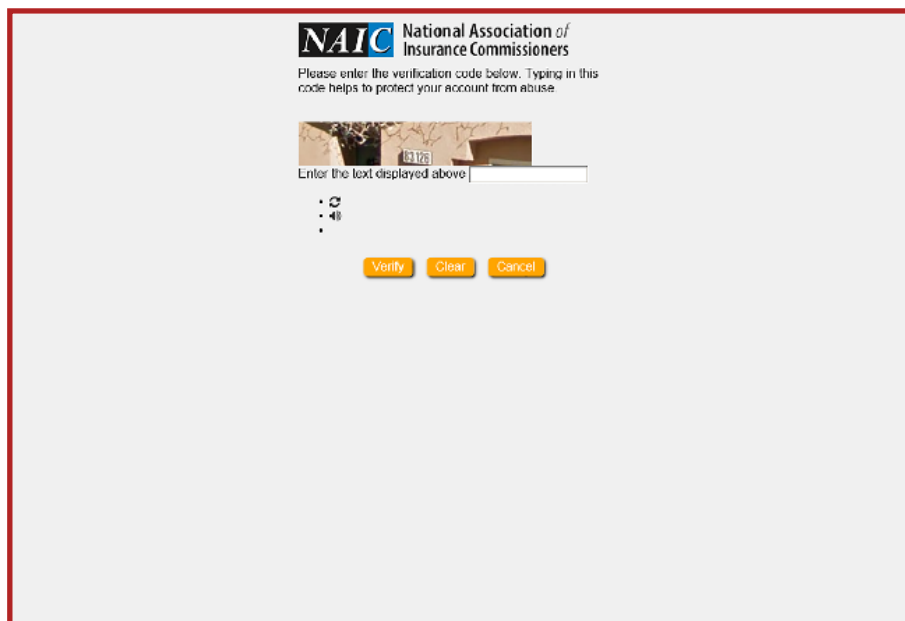
Create an Account: From the Statebasedsystems.com home page, users can create an account for SBS for Organizations by 1 of 2 different pathways:

- 1 Select your jurisdiction from the jurisdiction dropdown under Step 1 in order to view a selection of your jurisdiction's services under Step 2. Click Signup for SBS for Organizations.
- 2 Select your jurisdiction from the dropdown in the State Services section to view your jurisdiction's available services. Then click Signup for SBS for Organizations.

HOW DO I...


CREATE A SBS FOR ORGANIZATIONS ACCOUNT?

2 [Verify](#)



NAIC National Association of Insurance Commissioners

Please enter the verification code below. Typing in this code helps to protect your account from abuse.

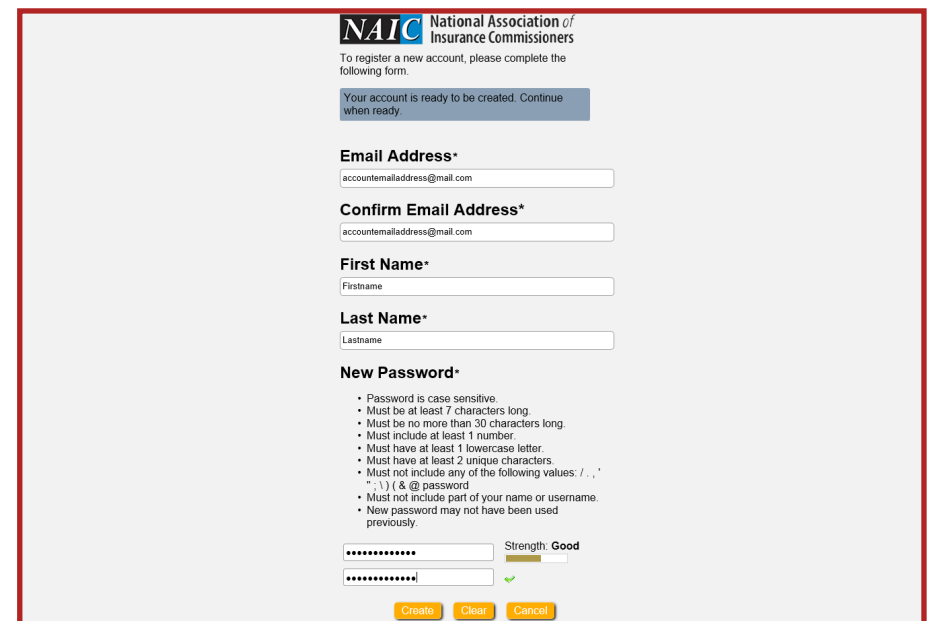


Enter the text displayed above:

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Verify: Input the security code and click Verify.

3 [Account Details](#)



NAIC National Association of Insurance Commissioners

To register a new account, please complete the following form.

Your account is ready to be created. Continue when ready.

Email Address*

Confirm Email Address*

First Name*

Last Name*

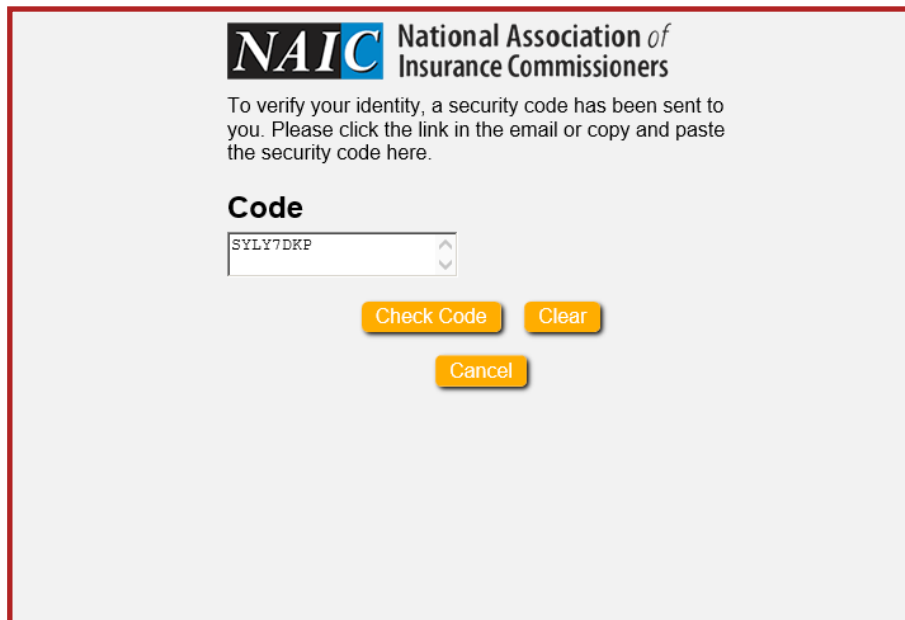
New Password*

- Password is case sensitive.
- Must be at least 7 characters long.
- Must be no more than 30 characters long.
- Must include at least 1 number.
- Must have at least 1 lowercase letter.
- Must have at least 2 unique characters.
- Must not include any of the following values: / , ' * - \) (& @ password.
- Must not include part of your name or username.
- New password may not have been used previously.

Strength: **Good**

Account Details: Input your email address, first and last name, and password into the form, and then click Create.

4 [Verify Email Address](#)



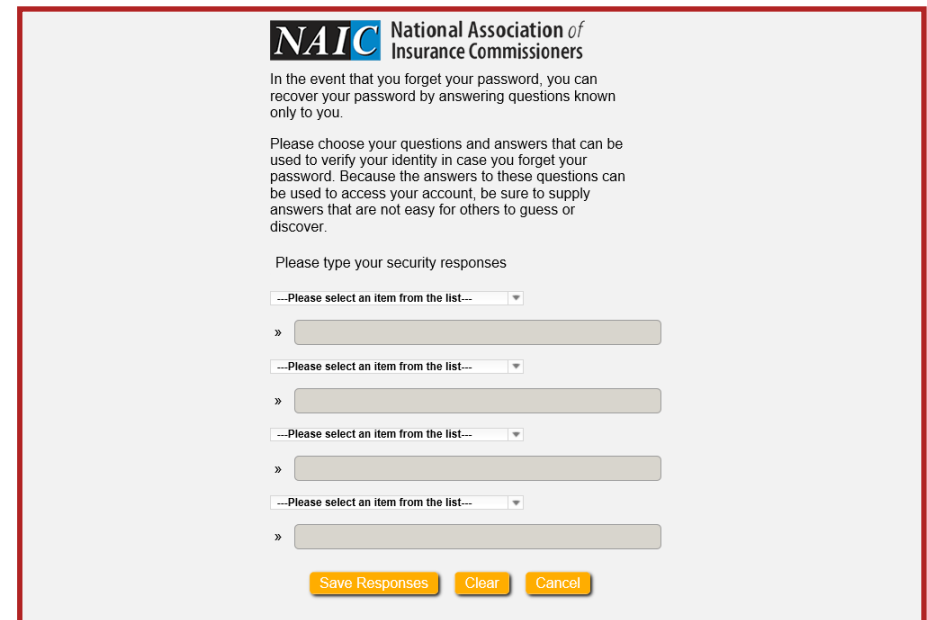
NAIC National Association of Insurance Commissioners

To verify your identity, a security code has been sent to you. Please click the link in the email or copy and paste the security code here.

Code

[Verify Email Address:](#) After verifying the email address entered, click continue and the account will be created. The user will be brought to the login screen, where the email address and password can be entered to login.

5 [Security Questions & Responses](#)



NAIC National Association of Insurance Commissioners

In the event that you forget your password, you can recover your password by answering questions known only to you.

Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.

Please type your security responses

---Please select an item from the list---

>

---Please select an item from the list---

>

---Please select an item from the list---

>

---Please select an item from the list---

>

[Security Questions & Responses:](#) If you forget or lose your password, it can be recovered by answering questions known only to you. Select four different security questions from the drop down and fill in with the appropriate answers.