STATE OF CONNECTICUT DEPARTMENT OF INSURANCE TRANSITIONING TO SBS

On Tuesday November 09, 2021, the State of Connecticut Department of Insurance is going live on State Based Systems (SBS), a web-based NAIC application that supports state insurance regulation functions. **Review this flyer to learn how this transition affects you.**

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

Wednesday, November 3rd: NIPR stops accepting online submissions (applications, appointments and terminations, and contact change requests) that affect the State of Connecticut Department of Insurance database at 5 p.m. ET. Connecticut's professional insurance licensing operations will be unavailable starting at 5 p.m. ET.

Tuesday, November 9th: Connecticut's professional insurance licensing operations are available using SBS at 8 a.m. ET and NIPR begins accepting online submissions at 10 a.m. ET.

CHANGES FOR INDUSTRY effective November 9, 2021:

- All active companies will be assigned a Connecticut Company Number. Look up your new Company Number using the free Lookup tool on the SBS website. Your NAIC Company Number (NAIC CoCode) remains the same.

- License numbers for all Connecticut Individual licensees will change to their National Producer Number (NPN).

- All licensees requiring Continuing Education (CE) when renewing their Connecticut insurance license must be CE Compliant before submitting their renewal application. Use the "Print Education Transcript Button" at www.statebasedsystems.com to review your CE requirements and compliance status.

FREE, NEW ONLINE TOOLS

Jurisdiction Launch Page: Find contact information and links to all SBS tools available for the applicable state 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 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 license information such as NPN, license status, license expiration date and much more.

- **Print Your License** and Education Transcript: SBS provides free unlimited license printing for licensees.

- **Update Email Address:** Licensees and business entities may view and update email addresses in real-time through this online tool.

SBS FOR ORGANIZATIONS

Using SBS for Organizations License Administrators, Company and Independent Review Organizations (IRO) Representatives, and Education Providers to collaborate and share information with insurance regulators.

How to Sign Up:
Step 1: Go to www.statebasedsystems.com.
Step 2: Select Jurisdiction dropdown and click "Sign-up for SBS for Organizations".
Step 3: Follow the prompts to create a user account.
Step 4: Login to SBS.
Step 5: *Add entities (licensee's, companies or education providers) using the instructions listed below.
Step 6: Simplify your business processes with SBS.

*License Administrators are required to provide the licensee's last name, National Producer Number (NPN) or license number and the licensee's SSN last 4. A fee of up to $5.95 is applied per licensee per state.

Company, IRO and Education Provider representatives are required to use a unique PIN number associated to each company, IRO or education provider. PIN numbers will be emailed to each company, IRO or education provider using their business email address currently on file.

Contact the SBS Service Desk with questions.

NAIC NATIONAL ASSOCIATION OF INSURANCE COMMISSIONERS

SBS Home Button: Return to the SBS website home page.

Software Services Dropdown: Select the dropdown to find a list of services SBS offers for regulators, companies, licensees and consumers.

About Us: Learn about State Based Systems and the states served by SBS.

News: View headlines of SBS events.

Contact Us: Submit a question, find assistance in the support center or contact the SBS Service Desk.

Help: See helpful text and PDF training guides related to SBS services and industry tools.

Jurisdiction Dropdown: Select jurisdiction to view the SBS industry services available in your state.

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

Print License: Use License manager to view license information and print your license and your education transcript.

Print Education Transcript: Use License manager to view license information and print your license and your education transcript.

Report Generator: Use Report Generator to download lists of licensees.

Apply for a License: Use NIPR.com to apply for an original license.

Renew License: Use NIPR.com to renew your license.

Attachment Warehouse: Use NIPR.com Attachment Warehouse to upload attachments pertaining to your license application or existing license.

Contact Change Request: Use NIPR.com Contact Change Request to update contact information including residence, business and mailing address, email address and phone number.

State Services: Select your jurisdiction form the dropdown to view a full list of SBS services.

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

SBS Service Desk: For additional help, contact the SBS Service Desk via **sbshelp@naic.org** or **(816) 783-8990.**