MASSACHUSETTS DIVISION OF INSURANCE TRANSITIONING TO SBS

On Friday, March 18, 2022, the Massachusetts Division of Insurance is going live on State Based Systems (SBS), a web-based NAIC application that supports state insurance regulatory functions.

Key dates and times include:

- **Wednesday March 9th at 5 p.m. ET:** Prometric stops accepting online Continuing Education submissions that affect the Massachusetts Division of Insurance database.

- **Thursday, March 10th at 5 p.m. ET:** NIPR will stop accepting online submissions that affect the Massachusetts Division of Insurance database and Massachusetts insurance licensing operations will be unavailable.

- **Friday, March 18th:** Massachusetts insurance licensing operations including all Continuing Education processes are available using SBS at **8 a.m. ET** and NIPR begins accepting online submissions at **10 a.m. ET**.

CHANGES FOR INDUSTRY effective March 18, 2022:

- **All individual and current business entity (agency) license numbers are changing to National Producer Number (NPN).** Click https://nipr.com/help/look-up-your-npn to find your NPN.

- All Massachusetts appointments and terminations must be submitted via NIPR.

- All active companies will be assigned a new Massachusetts 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.

- All licensees requiring Continuing Education (CE) when renewing their Massachusetts 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.

- Massachusetts Provider Numbers and Course Numbers will no longer be preceded by a letter. Use the free Lookup tool to find your new Provider and Course Number.

FREE, NEW ONLINE TOOLS

Launch Page: Find contact information and links to all SBS tools available 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.

License Manager:

- **View License Information:** Users can verify a licensee license information such as NPN, license status, license expiration date and much more.

- **Print Your License:** 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.

Questions? Contact the NAIC Service Desk via sbshelp@naic.org or (816) 783-8990.

SBS FOR ORGANIZATIONS

Using SBS for Organizations allows License Administrators, Companies, Independent Review Organization (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 applicable jurisdiction from the Jurisdiction dropdown and click "Sign up for SBS for Organizations."

Step 3: Follow the prompts to create your user account.

Step 4: Login to SBS.

Step 5: *Add entities (licensee, companies or education providers) using the instructions listed below.

Step 6: Simplify your business processes using SBS.

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

Company, IRO and 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 on Friday, 03/18/2022, using their business email address currently on file.

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SBS State Based Systems

Hassle-free tools that make insurance compliance **easy** and **reliable**

Select your jurisdiction:
7 Select One

LICENSING QUICK CENTER

SBS
8 Lookup
9 Print License
10 Print Education Transcript
11 Report Generator

NIPR
12 Apply for License
13 Renew License
14 Attachment Warehouse
15 Update Contact Information

STATE SERVICES
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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 SBS Service Desk.

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

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

8 **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 dates and more.

9 **Print License:** Use License Manager to view license information and print your license and your education transcript.

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

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

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

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

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

15 **Update Contact Information:** Use NIPR.com Contact Change Request to update your contact information include physical addresses, email addresses and phone numbers.

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

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