

STATE OF VERMONT DEPARTMENT OF FINANCIAL REGULATION TRANSITIONING TO SBS

On Wednesday August 18, 2021, the State of Vermont Department of Financial Regulation 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 Vermont's professional insurance licensing operations, including online applications submitted via NIPR. Key dates and times include:

Thursday, August 12th: NIPR stops accepting online submissions (applications, appointments and terminations, and contact change requests) that affect the State of Vermont Department of Financial Regulation database at 5 p.m. ET. Vermont's professional insurance licensing operations will be unavailable starting at 5 p.m. ET.

Wednesday, August 18th: Vermont'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 August 18, 2021:

- All active companies will be assigned a new Vermont 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 Vermont 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

Vermont Launch Page: Find contact information and links to all SBS tools available for Vermont 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:** 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 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 Vermont from the 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 and Education Provider representatives are required to use a unique PIN number associated to each company or education provider. PIN numbers will be emailed to each company or education provider on Wednesday 08/18/2021 using their business email address currently on file.

Contact the SBS Service Desk with questions.

The screenshot shows the SBS website interface. At the top, there is a navigation bar with links: Home (1), Software Services (2), About Us (3), News (4), Contact Us (5), and Help (6). Below the navigation bar is a header section with the NAIC logo and the SBS logo (State Based Systems). A large banner image shows two people looking at a tablet, with the text "Hassle-free tools that make insurance compliance easy and reliable". To the right of the banner is a "Select your jurisdiction:" dropdown menu (7) with "Select One" selected. Below the banner is a "LICENSING QUICK CENTER" section with icons for: SBS Lookup (8), Print License (9), Print Education Transcript (10), Report Generator (11), NIPR Apply for License (12), NIPR Renew License (13), NIPR Attachment Warehouse (14), and NIPR Update Contact Information (15). To the right of the Licensing Quick Center is a "STATE SERVICES" section with a dropdown menu (16) and the text "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 Vermont 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 licenses.
- 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 Contact Change Request:** Use NIPR.com Contact Change Request to update contact information including residence, business and mailing address, email address and phone number.
- 16 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.