

# South Carolina Department of Insurance Going Live with SBS in October 2018!

## What does this mean for you?

The South Carolina Department of Insurance will go live with a new back-office software solution, State Based Systems (SBS), on October 15, 2018. Review this flyer to see how this change will impact you.

*Implementing SBS will require the temporary shutdown of South Carolina's professional insurance licensing operations, including online applications submitted via NIPR. Key dates and times include:*

**Wednesday, October 3rd at 5 p.m. ET:** NIPR stops accepting online submissions

**Friday, October 5th at 5 p.m. ET:** South Carolina's professional insurance licensing operations shutdown

**Monday, October 15th at 9 a.m. ET:** South Carolina's professional insurance licensing operations are available using SBS and NIPR begins accepting online submissions.

## Changes for Licensees & Companies

**License Numbers:** Starting on October 15, the South Carolina license numbers for individuals will match their National Producer Numbers (NPNs). All business entities and companies will be assigned new license numbers effective October 15. License numbers and NPNs can be accessed using the SBS Lookup tool.

**License Printing:** Licensees will be able to obtain a PDF license via the SBS License Manager tool.

## Changes for Bail Bondsmen

With the implementation of SBS, the original application and renewal process for professional, surety and runner bondsmen will change. Use [www.nipr.com](http://www.nipr.com) to submit these applications. Each application must be submitted individually and will be charged a \$5 processing fee and the applicable state fee(s).

## New Online Tools

**South Carolina Launch Page:** Find contact information and links to all SBS tools available for South Carolina 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 Co Code and FEIN.

**SBS for Organizations:** SBS allows organizational users to use a single ID and password to complete important license administration and company 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 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 for License Administrators (Individuals, Business Entities & Companies)

**Insurance companies**, sign up to easily:

- Add and update company contact information
- View and print company licensing information
- Receive system and email notifications
- Save searches from company dashboard

**Please note: This service is currently available to South Carolina companies only.**

**Individuals and business entities**, sign up to easily:

- Print licenses
- Print education transcripts
- Update contact information
- View detailed license information
- Receive important notifications

### HOW 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 SBS company services for South Carolina licensed companies.

**Step 4:** Login to SBS.

**Step 5:** Add records to your account.

**Companies** - Use your South Carolina company license number and PIN. All active companies will receive their PIN via US mail using their current business address. Expect to receive this correspondence no later than October 15, 2018. Contact the SBS help desk with questions.

**Individuals** - Use the individual's NPN or license number and the last 4 digits of his/her Social Security Number

**Business Entities** - Use the business entity's NPN or license number and Federal Employee Identification Number

**Step 6:** Simplify your licensing processes using SBS for Organizations!

### SBS / NIPR Training

**SBS / NIPR Industry Tools Workshops - SAVE THE DATE!**

SBS and NIPR staff will be providing workshops where **South Carolina resident licensed attendees** will earn 3 continuing education credits. The cities and dates for the workshops are as follows:

Date	City
Tuesday, 11/06/2018	Charleston, SC
Wednesday, 11/07/2018	Columbia, SC
Thursday, 11/08/2018	Greenville, SC

More information including registration, class locations and times, etc. will be sent via email and posted to the State Based Systems website once they become available.

### SBS Help

**SBS Support Center**

If you have questions concerning these new industry tools, please visit the SBS Support Center for more information on all SBS tools.

**SBS Help Desk**

For errors or help with SBS online tools, contact:

**SBS Help Desk**

sbshelp@naic.org

(816) 783-8990

Monday - Friday

8:00 a.m. - 5:00 p.m. CT