SBS CONNECT ACCOUNT REGISTRATION INSTRUCTIONS

STEP 1

Access SBS Connect through the following website link: https://sbs-nc-int.naic.org/Lion-Web/jsp/login/login_lsx.jsp

STEP 2

The first time that you use SBS Connect, you must first create your own personal SBS Connect account and link it to your license by entering your National Producer Number (NPN) for individual licenses or to your License Number for business entities.

STEP 3

Click on Sign Up for an SBS Account *(RED ARROW indicates on below screen print)*

STEP 4

Enter your First and Last name, address, and phone number. Please note that this address information is for the SBS Account setup only and DOES NOT update the address on your license record.

STEP 5

Enter your user login account information:

- ➢ **Choose your login ID** - *The User Name must be 8-15 characters long and can only contain letters and numbers. It is case sensitive.*
- ➢ **Choose your Password** – *The Password selected must be a combination of 7-15 letters and numbers, beginning with a letter.*
- ➢ **Enter your city of birth** - *The Birth City will be used for verification purposes if you forget your password.*

STEP 6

Provide your e-mail address and choose the electronic license status notifications that you wish to receive:

➢ **Enter primary e-mail address twice** – *All SBS Connect notifications will be sent to this e-mail address.*
➢ **Enter secondary e-mail address twice** – *Optional*
➢ **Select "YES" to sign up for e-mail notifications of license events** - *Optional*

STEP 7

➢ **Check attestation box** – *Indicates that you are authorized by the licensee whose information is requested through the SBS Connect application to make necessary updates to the licensing information.*
➢ **Click SUBMIT**

STEP 8

➢ **Review and Verify your registration information is correct**
➢ **Print this page for your records and future access to SBS Account -** *It contains your login ID and city of birth, but does not show you password. You might wish to note your password on this document for your records.*

➢ **After verifying information is correct, Click Submit**

➢

STEP 9

➢ **Register Your License** – *Select Register Entity (RED Arrow in below screen print)*

STEP 10

➢ **Select entity type**: *Select Individual license or Business Entity license*

➢ **For Individual Licenses:** *Enter your NPN and the last four digits of your Social Security Number*

  o **If you do not know your NPN number** – go to the following website link provided by NIPR to lookup your NPN: https://pdb.nipr.com/html/PacNpnSearch.html

➢ **For Business Entity Licenses:** *Enter your License Number and the full Federal Tax ID Number (FEIN) of the business entity*

  o **If you do not know the Business Entity license number** – please the following website link provided by SBS to lookup your business entity by searching the business entity name. The license number is the first column once you locate the business entity license: https://sbs-nc.naic.org/Lion-Web/jsp/sbsreports/AgentLookup.jsp

➢ **Then Click ADD**

➢ **Verify the information appears correctly**
➢ **Then Submit**

STEP 11

> - **Verify the license name and NPN or License Number appears correctly**
> - **Then Submit**

STEP 12

> - **Click on HOME** – *RED arrow on screen print below*

You can then logout of SBS Connect and you will receive a confirmation e-mail from SBS Connect of a successful SBS Connect account registration.

Log back into SBS Connect with your User Name and Password if you want to change any of your SBS Connect acount registration information or change the electronic notification options.