

MONTHLY REPORT FILING INSTRUCTIONS - QUICK REFERENCE

Professional bail bond monthly report filings are due by the 15th day of the following month pursuant to G.S. 58-71-165.

STEP 1

- Access SBS Connect through the following website link: https://sbs-nc.naic.org/Lion-Web/jsp/login/login_lsx.jsp
- Enter SBS Connect Username and Password and SUBMIT

STEP 2

- Select Bail Bond Filing Link on SBS Connect Home Page

STEP 4

- **For license type** - select Professional Bail Bondsman

STEP 5

- Select ADD ROW to submit your monthly report and complete entry of required information

STEP 6

- Complete Attachment Details Required Fields as follows:
 - Confidential data - should be no.
 - Under File Type - Select Monthly Report
 - Under File Sub-type - Select Month of report
 - Under File Description: Type the month and year of monthly report submission (i.e. May 2011)
 - Under Filing Period - Select year of monthly report submission (i.e. 2011)
 - Under File Ending Date - Enter 15th of the month due date of the monthly report filed (i.e. 05/15/2011)

STEP 7

- Complete Required Fields as follows:
 - Total Amount of Outstanding Liability - Enter the total dollar amount of outstanding liability as of the last day of the month (i.e. 100000.00)
 - Total Amount of Outstanding Liability on One Individual - Enter the total dollar amount of outstanding liability on one individual as of the last day of the month (i.e. 25000.00)
 - Last Name, First Name of Individual with Greatest Amount of Outstanding Liability – Enter the name of the individual with the greatest amount of outstanding liability (i.e. John Jones)
 - Custodial Securities Account Balance: Enter the total dollar amount currently on deposit in the custodial securities account as of the last day of the month (i.e. 500000.00)

Step 8

- Under Attachment - File Name field - Browse your computer and select your electronic monthly report file and SUBMIT.

STEP 9

- Under Fee Details - Total State Filing Fee - Enter 0 in the state fee field and SUBMIT.

STEP 10

- Submit the SBS electronic filing transaction fee payment via either credit card, debit card, PayPal, or electronic check to complete your monthly report filing.

STEP 11

- Print Confirmation page with transaction number for your records.