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

### E-mail Notifications

<table>
<thead>
<tr>
<th>Your E-mail Address: *</th>
<th><a href="mailto:JohnSmith@yahoo.com">JohnSmith@yahoo.com</a></th>
<th>All SBS Connect notifications will be sent to this e-mail address.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter E-mail Again: *</td>
<td><a href="mailto:JohnSmith@yahoo.com">JohnSmith@yahoo.com</a></td>
<td>Secondary e-mail address where notifications will be sent.</td>
</tr>
<tr>
<td>Additional E-mail Address</td>
<td><a href="mailto:Smith@yahoo.com">Smith@yahoo.com</a></td>
<td></td>
</tr>
<tr>
<td>Enter 2nd E-mail Again</td>
<td><a href="mailto:Smith@yahoo.com">Smith@yahoo.com</a></td>
<td></td>
</tr>
</tbody>
</table>

Would you like to be notified by e-mail when the following changes occur? □ Yes To All

- Address Change: □ Yes ☐ No
- Name Change: □ Yes ☐ No
- License Status Change: □ Yes ☐ No
- Residency Status Change: □ Yes ☐ No
- Line of Authority Additions: □ Yes ☐ No
- Line of Authority Deletions: □ Yes ☐ No
- Original License Approval: □ Yes ☐ No
- License Renewal Notification: □ Yes ☐ No
- License Renewal Approval: □ Yes ☐ No
- Doing Business As Name Addition: □ Yes ☐ No
- Doing Business As Name Deletion: □ Yes ☐ No

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

### Attestation

- As the authorized Requester, I declare that each Licensee whose information is requested through the SBS Connect application has authorized the Requester to access and make necessary updates to the licensing information.

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.
STEP 9

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

For Individual Licensee Requests:
1. Click the Register Entity link then complete the requested information.
2. Once you have registered a license, the Producer tab will display.
3. Click on the Producer tab above to view SBS Connect services available and perform a request.

For Licensee Administrators of Multiple Licenses:
1. To add or view your registered licenses, click the License Administrator link. This will display the View Multiple Licenses page.
2. In the View Multiple Licenses page, click the Register License link then complete the requested information. Additional licenses can be added by following the same step.
3. To perform a transaction on an already registered license, click the License Administrator link. If you are not already in the View Multiple Licenses page, then click the preferred link from the drop-down list. Once the license has been chosen, continue by choosing the activity that you wish to perform.
**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
  - 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](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
  - 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](https://sbs-nc.naic.org/Lion-Web/jsp/sbsreports/AgentLookup.jsp)

- Then Click **ADD**

- 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

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STEP 12

- Click on HOME – RED arrow on screen print below

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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 account registration information or change the electronic notification options.