



GUAM DEPARTMENT OF REVENUE AND TAXATION TRANSITIONING TO SBS



On Wednesday, March 20, 2024, the Insurance and Banking Branch of the Guam Department of Revenue and Taxation is going live on State Based Systems (SBS), a web based NAIC application that supports state insurance regulation functions.

KEY DATES AND TIMES INCLUDE:

- **Thursday, March 14th at 4:30 p.m. ChST:** Guam insurance licensing operations will be unavailable.
- **Wednesday, March 20th at 8:00 a.m. ChST:** Guam insurance licensing operations via SBS are available and NIPR begins accepting online submissions.

CHANGES FOR INDUSTRY effective March 20, 2024:

- **All current and future individuals and all current Business Entities are getting their National Producer Number (NPN) as their license number. All future Business Entities will receive a new system generated license number.** Click <https://nipr.com/help/look-up-your-npn> to find your NPN.
- All Guam license and registration applications (original, renewal and reinstatement), appointments and termination of appointments, Class/LOA additions, and address changes must be submitted via NIPR.
- All licensees should use <https://nipr.com/licensing-center/change-contact-info> to view and maintain important contact information.
- All licensees requiring Continuing Education (CE) when renewing their Guam insurance license must be CE Compliant before submitting their renewal application. Use the "Print Education Transcript Button" on the SBS website to review your CE requirements and compliance status.
- All active companies will be assigned a new Guam Company Number. Look up your new Company Number using the "Lookup Button" on the SBS website. Your NAIC Company Number (NAIC CoCode) remains the same.

INSURANCE AGENTS AND OTHER LICENSEES

Use these **free** tools; **NO User Account or login required.**

License Manager:

- **View License Information:** Verify license information such as National Producer Number (NPN), license status, license expiration date and much more.
- **Print Your License:** License printing is always **FREE** using **SBS License Manager!**
- **Print Your Education Transcript:** If Continuing Education is required to renew your license use SBS License Manager to print your education transcript.

Lookup: A free public lookup tool to view a variety of insurance agent, agency, education course and company information such as National Producer Number (NPN), license status, license expiration date, NAIC CoCode, Course Name, and much more.

State Launch Page: Find contact information and links to all SBS tools available for your jurisdiction on the launch page.

Questions? Contact the NAIC Service Desk via sbshelp@naic.org or (816) 783-8500.

LICENSE ADMINISTRATORS, COMPANIES AND EDUCATION PROVIDERS

Use **SBS for Organizations** to collaborate and share information with insurance regulators.

How to Sign Up:

- Step 1:** Go to www.statebasedsystems.com.
- Step 2:** Select applicable jurisdiction 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 using 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 03/20/2024 using their business email address currently on file.

Report Generator: Users may create a licensee (individual and/or business entity) mailing list for a nominal fee using a wide variety of criteria.

The screenshot shows the SBS website home page. At the top left is the NAIC logo (National Association of Insurance Commissioners) and the SBS logo (State Based Systems). A navigation bar at the top right contains links: Home (1), Software Services (2), About Us (3), News (4), Contact Us (5), and Help (6). Below the navigation bar is a large banner image of a man and a woman looking at a tablet. The banner text reads: "Hassle-free tools that make insurance compliance easy and reliable". On the right side of the banner, there is a blue sidebar with a "Select your jurisdiction:" dropdown menu (7) and a "Select One" button. Below the banner is the "LICENSING QUICK CENTER" section, which contains icons for: SBS (8), Print License (9), Print Education Transcript (10), Report Generator (11), NIPR (12), Apply for License (13), Renew License (14), Attachment Warehouse (15), and Update Contact Information (15). To the right of the Licensing Quick Center is the "STATE SERVICES" section, which has 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 your jurisdiction to view available SBS industry services.
- 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 **Update Contact Information:** Use NIPR.com Contact Change Request to update your contact information include physical addresses, email addresses and phone numbers.
- 16 **State Services:** Select your jurisdiction from 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.
NAIC Service Desk: For additional help, contact the NAIC Service Desk via sbshelp@naic.org or (816) 783-8500.