



South Dakota Department of Labor & Regulation Division of Insurance



On **Wednesday, July 16, 2025**, the SD Division of Insurance went live on State Based Systems (SBS), a web-based NAIC application that supports state insurance regulation functions. **Review this flyer to learn how this transition affects you.**

Changes For Industry Effective July 16, 2025:

- All individual and business entity license numbers are changing to National Producer Number (NPN). Click <https://nipr.com/help/look-up-your-npn> to find your NPN.
- All licensees requiring Continuing Education (CE) must be CE compliant before submitting their renewal application. Use the "Print Education Transcript Button" at <http://www.statebasedsystems.com> to review your CE requirements and compliance status.
- All licensees should use <https://nipr.com/licensing-center/change-contact-info> to view and maintain important contact information.
- All active companies were assigned a new South Dakota Company Number. Look up your new Company Number using the free Lookup tool on the SBS website. Your NAIC Company Number (NAIC CoCode) remains the same.
- All South Dakota appointments and terminations must be submitted via NIPR.

Insurance Producers And Other Licensees

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

License Manager:

- **View License Information:** Verify license information such as NPN, license status and expiration date and much more.
- **Print Your License:** License printing is always **FREE** using SBS License Manager!
- **Print Your Education Transcript:** If CE 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 producers, agency, education course and company information such as 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.

License Administrators, Companies And Education Providers

Use SBS for Organizations to update 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 drop-down 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, 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 for each company or education provider. PIN numbers will be emailed to each company or education provider using their business email address on file.

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

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

Welcome to

statebasedsystems.com

1

Home

Return to the SBS website home page.

2

Software Services

Select the dropdown for SBS services.

3

About Us

Learn about SBS and the states served by SBS.

4

News

View Headlines of SBS events.

5

Contact Us

Submit a question or contact the SBS Service Desk.

6

Help

Helpful training guides for SBS Services and industry tools.

7

Jurisdiction Dropdown

Select your jurisdiction to view SBS Industry Services.

8

Lookup

A free tool to view NPN, license status, and more.



9

Print License

View and print your license and transcript.

10

Print Education Transcript

Use to print your license and transcript.

11

Report Generator

Use Report Generator to download lists of licensees.

12

Apply for 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 to upload license attachments.

15

Update Contact Information

Use NIPR.com to update your contact info.

16

State Services

Select your jurisdiction to view SBS Services.