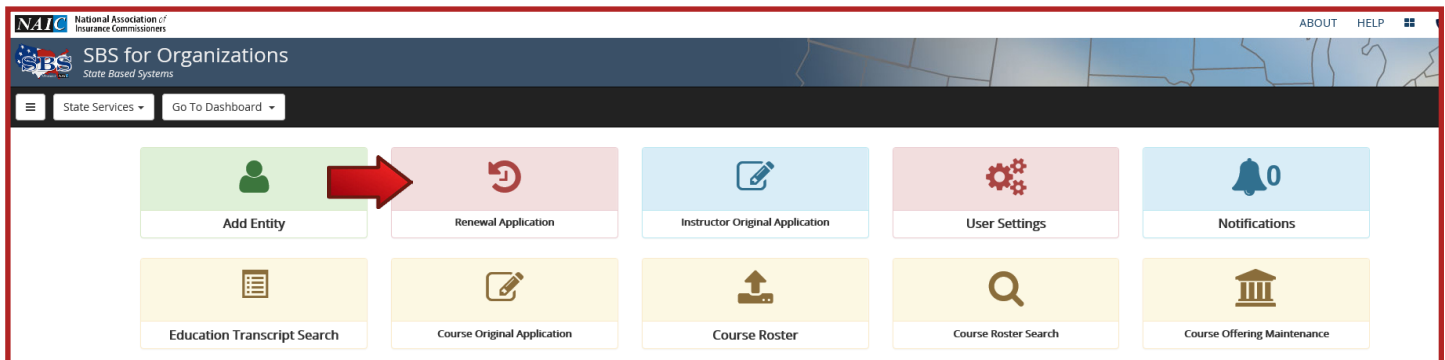


HOW DO I...

RENEW MY PROVIDER STATUS AND COURSES USING SBS FOR ORGANIZATIONS?

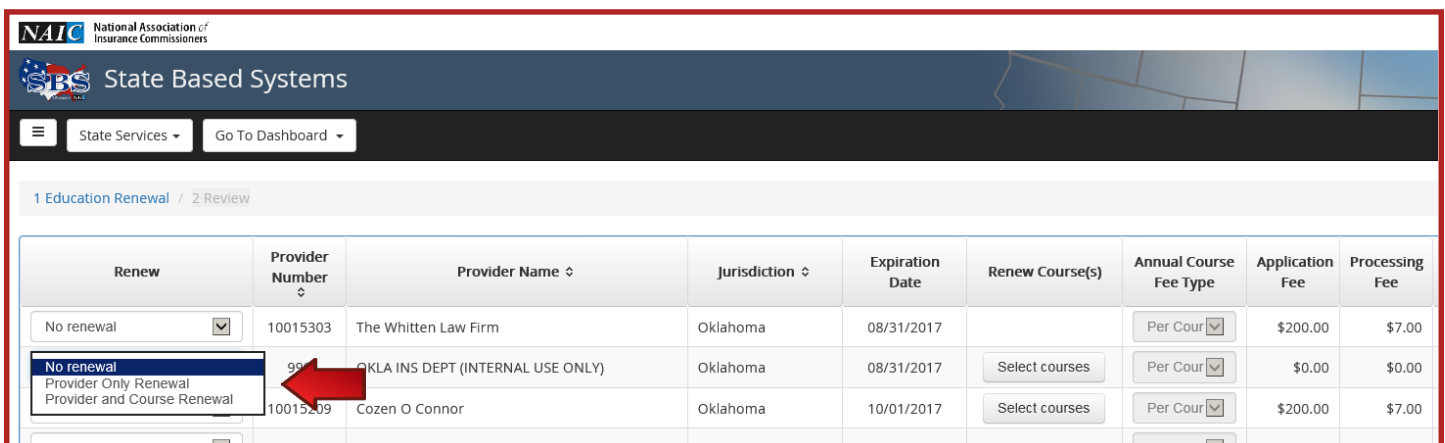
Education providers and courses can be renewed via SBS for Organizations. First, [login](#) to your SBS for Organizations account, then follow the steps below. If you do not have a SBS for Organizations account, learn how to sign up [here](#).

1 Renewal Application



Renewal Application: After logging into your SBS for Organizations account, from the Provider Dashboard, click on the Renewal Application icon.

2 Select Renewal Option



Select Renewal Option: In the Renew column, select your preferred option from the drop-down. If you elect to renew a provider and its associated courses, continue to Step 3. If you elect to renew a provider only, click Next at the bottom of the screen and skip to Step 4.

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RENEW MY PROVIDER STATUS AND COURSES USING SBS FOR ORGANIZATIONS?

3 Select Course(s) to Renew

State Services | Go To Dashboard

1 Education Renewal / 2 Review

Renew	Provider Number	Provider Name	Jurisdiction	Expiration Date	Renew Course(s)	Annual Course Fee Type
Provider and Course Renew	35851444	A. D. Banker and Company	Montana	12/31/2017	Select courses	Per Course
No renewal	679	RICHARDS EDUCATION SERVICE	Kansas	12/31/2017	Select courses	Annual Fee

Select Course to renew

Select	Course Number	Course Name	Expiration Date	Application Fee	Processing Fee	Total Fee
<input type="checkbox"/>	15914	Flood Insurance (NFIP) - CBT	02/01/2018	\$75.00	\$2.63	\$77.63
<input type="checkbox"/>	15907	Ethics for Professionals - CBT	03/10/2018	\$75.00	\$2.63	\$77.63
<input type="checkbox"/>	20047	Rental Reimbursement Coverage	12/10/2017	\$75.00	\$2.63	\$77.63

Select Course(s) to Renew: Click the Select Courses button in the Renew Course(s) column (first image). In the pop-up box (second image), select the course(s) you want to renew by selecting the box in the far left column of the applicable row and click Save when finished. When all providers and courses you want to renew are selected, click Next at the bottom of the screen.

4 Review and Submit Payment

State Services | Go To Dashboard

1 Education Renewal / 2 Review / 3 Payment Details

Payment Details

* Card Holder First Name:

* Card Holder Last Name:

* Billing Street Name:

* Billing City:

* Billing State:

* Billing Country:

* Billing ZIP Code:

* E-mail:

Review and Submit Payment: Once your selections have been reviewed, click Next. Enter payment information and click Finish. You will receive confirmation that your provider and course(s) have been renewed.

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