



"Strengthening competitive insurance markets while protecting Alaskans."

# STATE OF ALASKA

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

## Division of Insurance

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### SBS Account Creation for Companies

If you are an IRO, please review SBS instructions for IROs

SBS For Organizations Now Offering a New Online Company Service.

As part of Alaska's transition to State Based Systems new system, a new back-office software solution, insurance companies now have access to SBS for Organizations, an industry tool that supports key company functions across all SBS jurisdictions with a single login. Sign up to easily add and update company contact information, view and print important company licensing information and receive system and email notifications.

Please note: This service is currently available only to Alaska-licensed companies.

Information you need to sign up:

- Company Name
- Respondent Cocode
- FEIN
- Alaska Company License Number
- PIN (contact the Alaska DOI, Consumer Services section for this information 907-269-7900)

#### HOW TO SIGN UP FOR SBS FOR ORGANIZATIONS

**Step 1:** Go to [www.statebasedsystems.com](http://www.statebasedsystems.com)

**Step 2:** In the upper right corner of the web page, under "Step 1: Select Your Jurisdiction," select Alaska and click "Signup for SBS for Organizations".

**Step 3:** Create your user account by following the online form. Set security questions which will allow you to verify your account for future access if needed.

#### HOW TO LOG IN AND START USING SBS FOR ORGANIZATIONS

**Step 1:** Login and verify account creation was successful. Go to [www.statebasedsystems.com](http://www.statebasedsystems.com), select "Alaska" jurisdiction and click "Login to SBS for Organizations" using the information you just created.

**Step 2:** Add companies to your account. Before you can perform any function in SBS for Organizations, you need associate companies to your account by adding them as entities. Using the Add Entity function, select Company EHR, then simply input the required identifiers for the selected entity. Use your Alaska company license number and PIN to complete this step. Please contact the Division for your unique PIN.

**Step 3:** Simplify your licensing processes using SBS for Organizations! See the Company section of the SBS for Organizations home page to view available services and functions for companies. Click on the "Go To Dashboard" button in the Company section to navigate to your Company dashboard where you can perform all available functions.

Visit the SBS Support Center by clicking Help in the upper right corner of the application once signed in to view helpful training information and short user guides.

Please contact Consumer Services at (907) 269-7900 if you have any questions or need assistance.