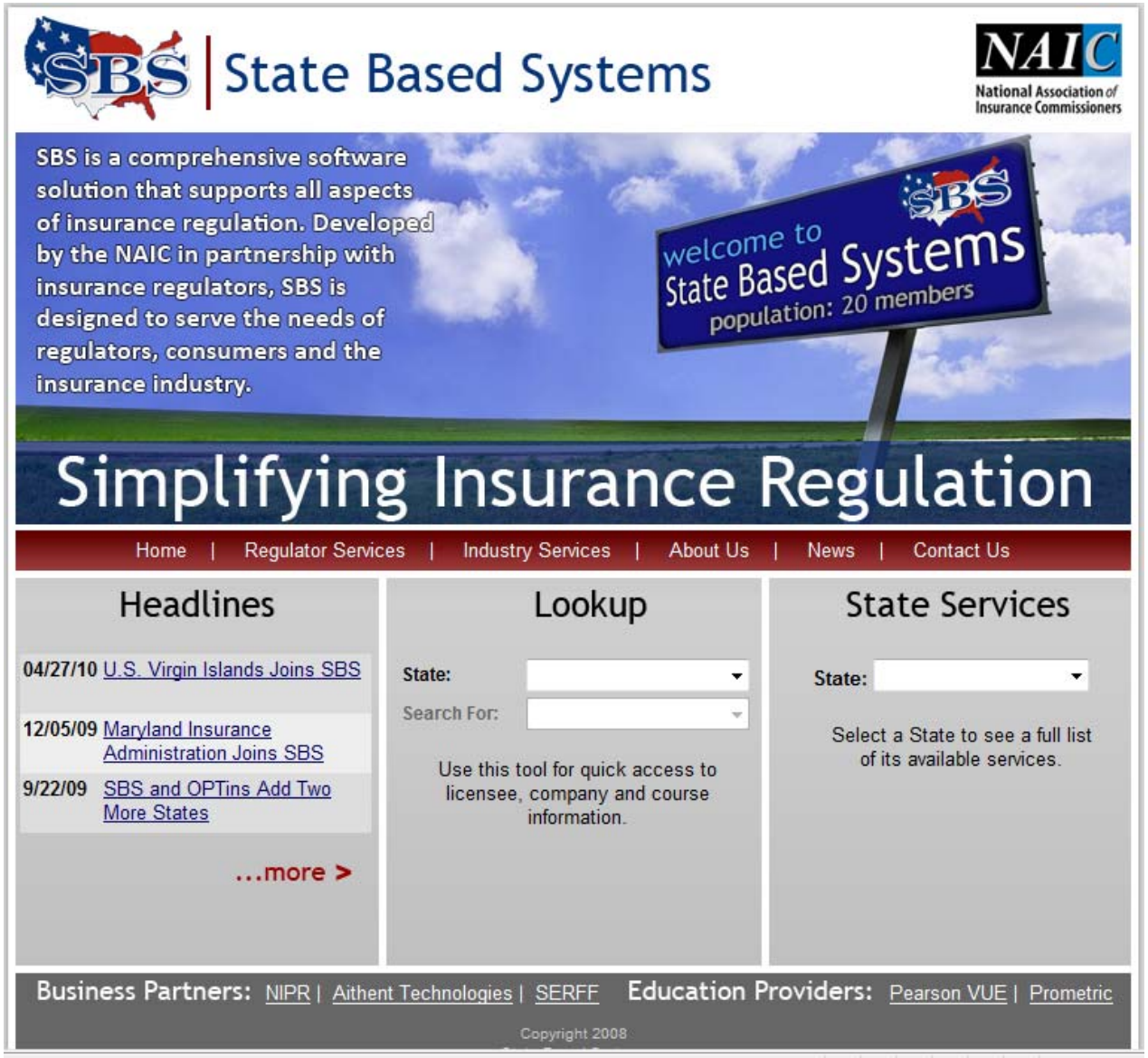
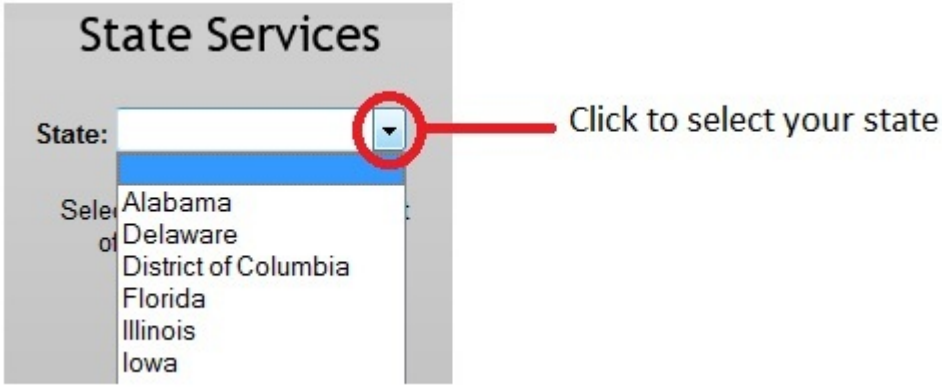
How to View Your CE Transcripts and Print Your Free License (Individual License)

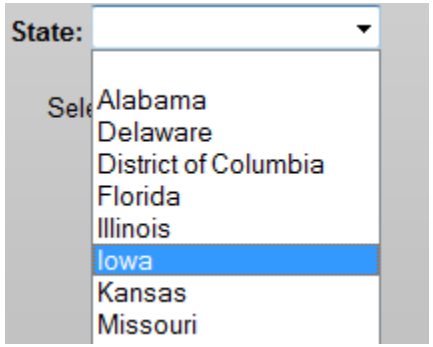
1. Go to http://www.statebasedsystems.com/ and you will see the following screen:



2. Choose the state for which you would like to see CE Transcripts or print a license by selecting it from the State Services drop-down menu on the right - click the down arrow next to the State window:



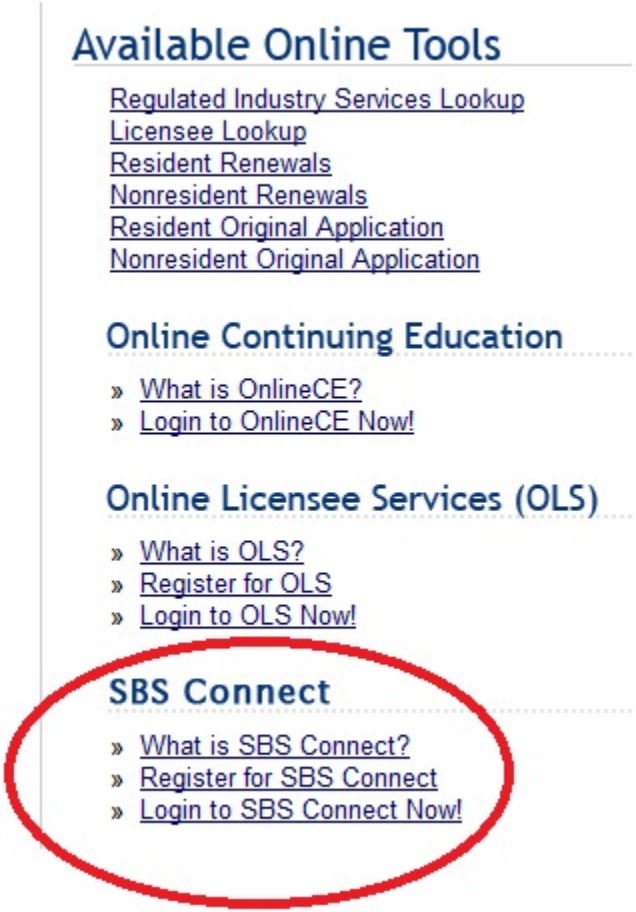
3. Hover your mouse over your state and click the mouse once:



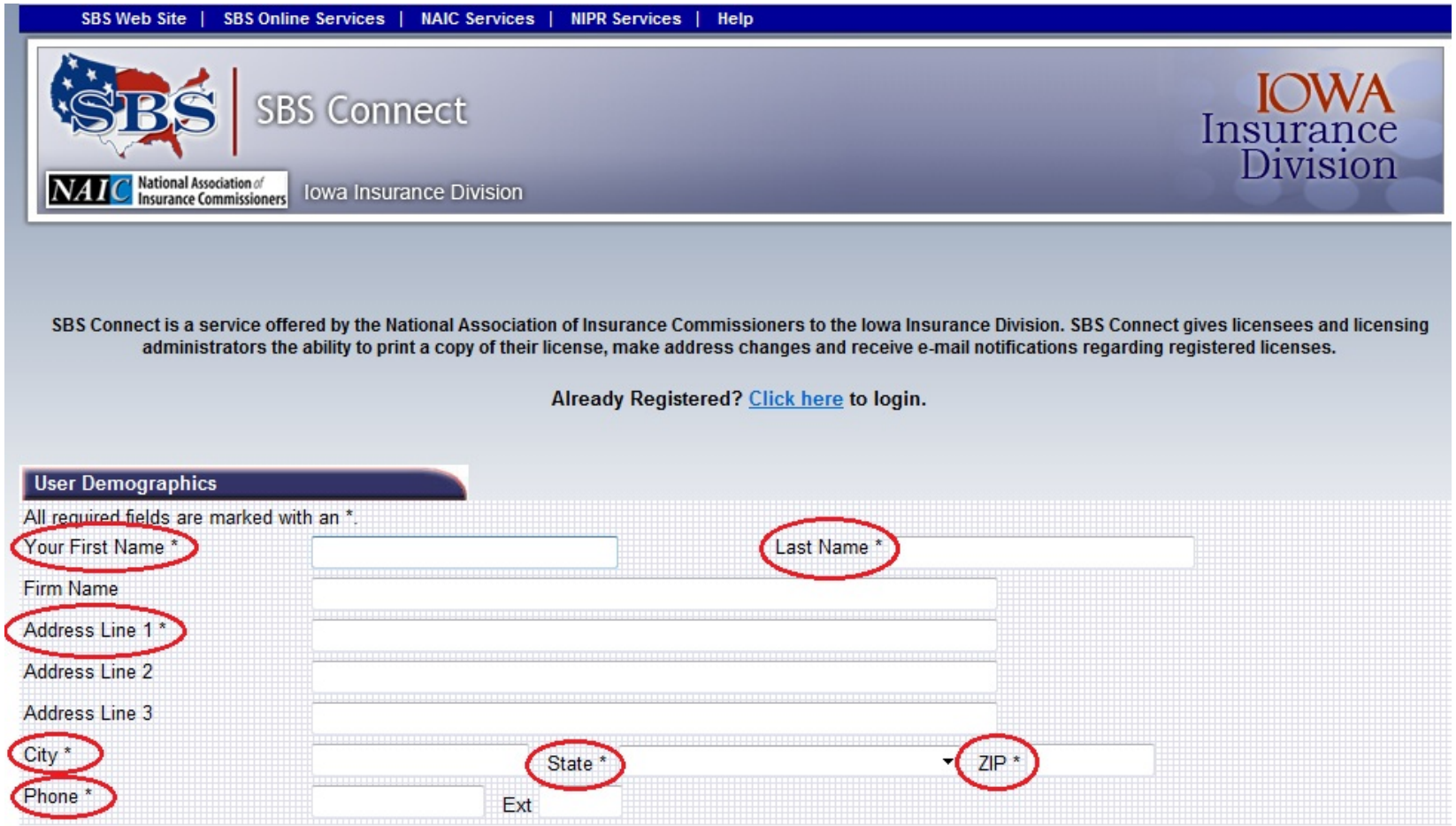
4. A screen of your state's online services will open.

- The upper part of the window will show your state's information:

- The lower part of the window will show the Available Online Tools your state offers. Scroll to the bottom of the screen until you see the **SBS Connect** section:

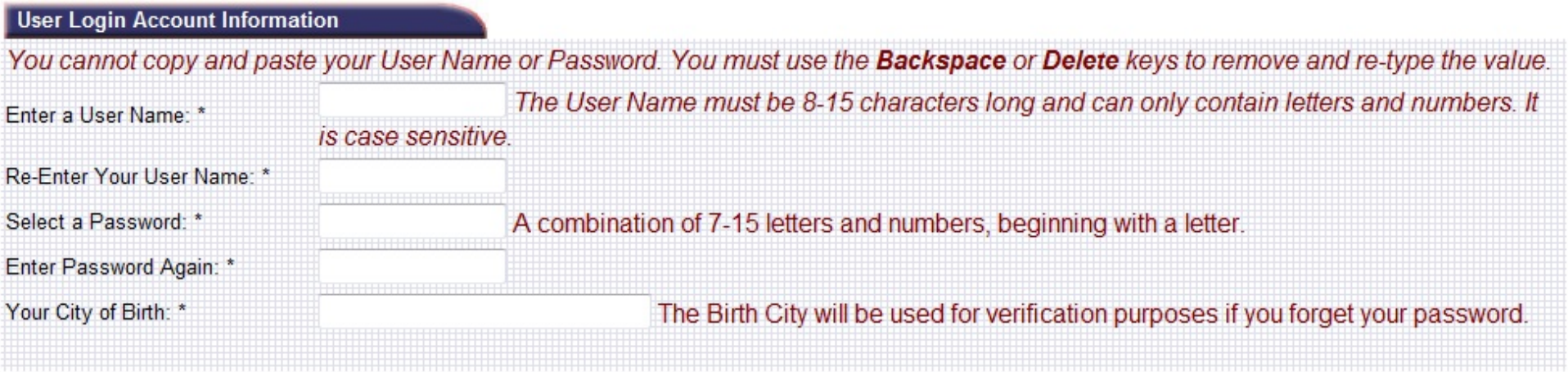


5. If you have not signed up for SBS Connect for this state, click on the **"Register for SBS Connect"** link on the website and a new window with several sections will open (If you already have an SBS Connect account, log in and follow the steps from the Welcome Screen at Step 10).
    - The first section will ask for demographic information. Be sure and fill in anything marked with the asterisk symbol (circled in red on the example below). **If the field does not have an asterisk, you do not need to fill in the blank**:



6. The next section is where you create your log in information - Your User Name and Password**. Some key things to notice on this screen are**:

- **All fields in this section require you to fill in the blank** - they are all marked with an asterisk.
- **The User Name you create has to be a combination of eight to fifteen letters and numbers** - there has to be at least one number in the User Name – **Examples** (each example is separated by a comma): jsmith54, Dthomas58, THEGREAT1
- **The User Name, Password and Birth City are case sensitive** - if you use capital letters when you create it, you will need to use capital letters when you sign in.
- **You cannot copy and paste your User Name or Password when asked to re-enter the information**.
- **If you make a mistake, you will need to retype the entry to correct it** – you cannot use the Backspace or Delete keys to correct your error.



7. The next section is for your email address and notifications. **A secondary email address is not required.**
    - Choose which notifications you wish to receive from SBS.
    - If you mark Yes to Address Change, it will send you a confirmation email whenever **your** address changes in the system.

E-mail Notifications

Your E-mail Address: * *All SBS Connect notifications will be sent to this e-mail address.*

Enter E-mail Again: *

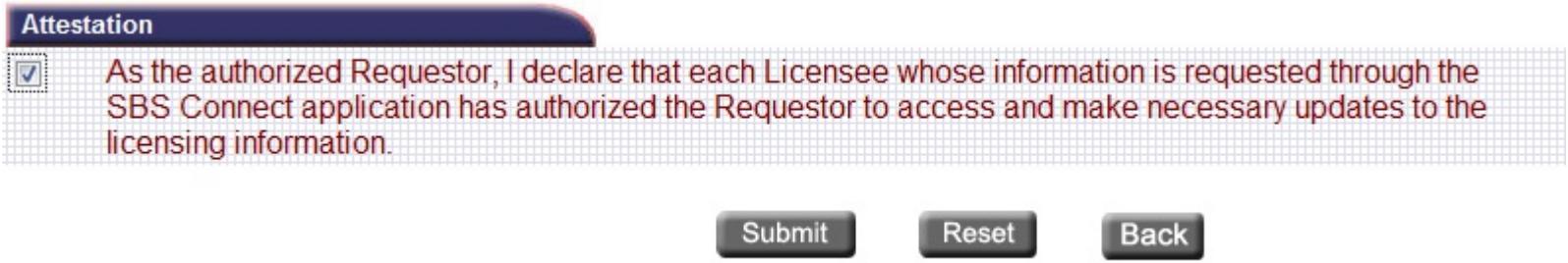
Additional E-mail Address: Secondary e-mail address where notifications will be sent.

Enter 2nd E-mail Again:

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

8. Next, for the Attestation section, **always check mark the box**. This is true whether you are requesting it for yourself or as an authorized requestor for another person – the box must be checked to continue. Click **"Submit"** after you have checked the box:

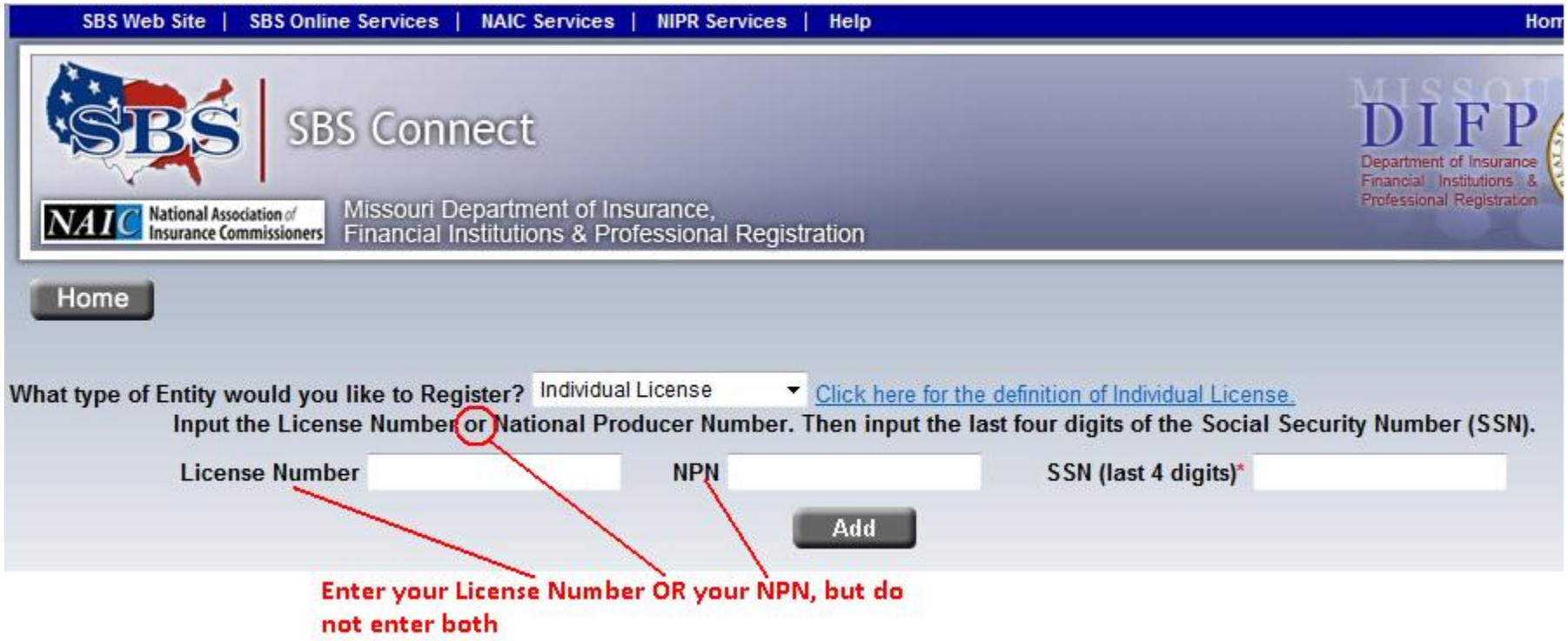


9. After you click Submit, you will be shown another screen to verify the registration information you entered is correct. Look over it carefully and click Submit at the bottom of the screen if no changes need to be made. If you need to make changes, click on the Back button to make your corrections.

10. Once you hit Submit, you will be taken to the Welcome page. On the left side of the screen, click on **"Register Entity"** to register your license with SBS Connect:

11. You will be taken to this screen to choose which type of Entity you are registering:

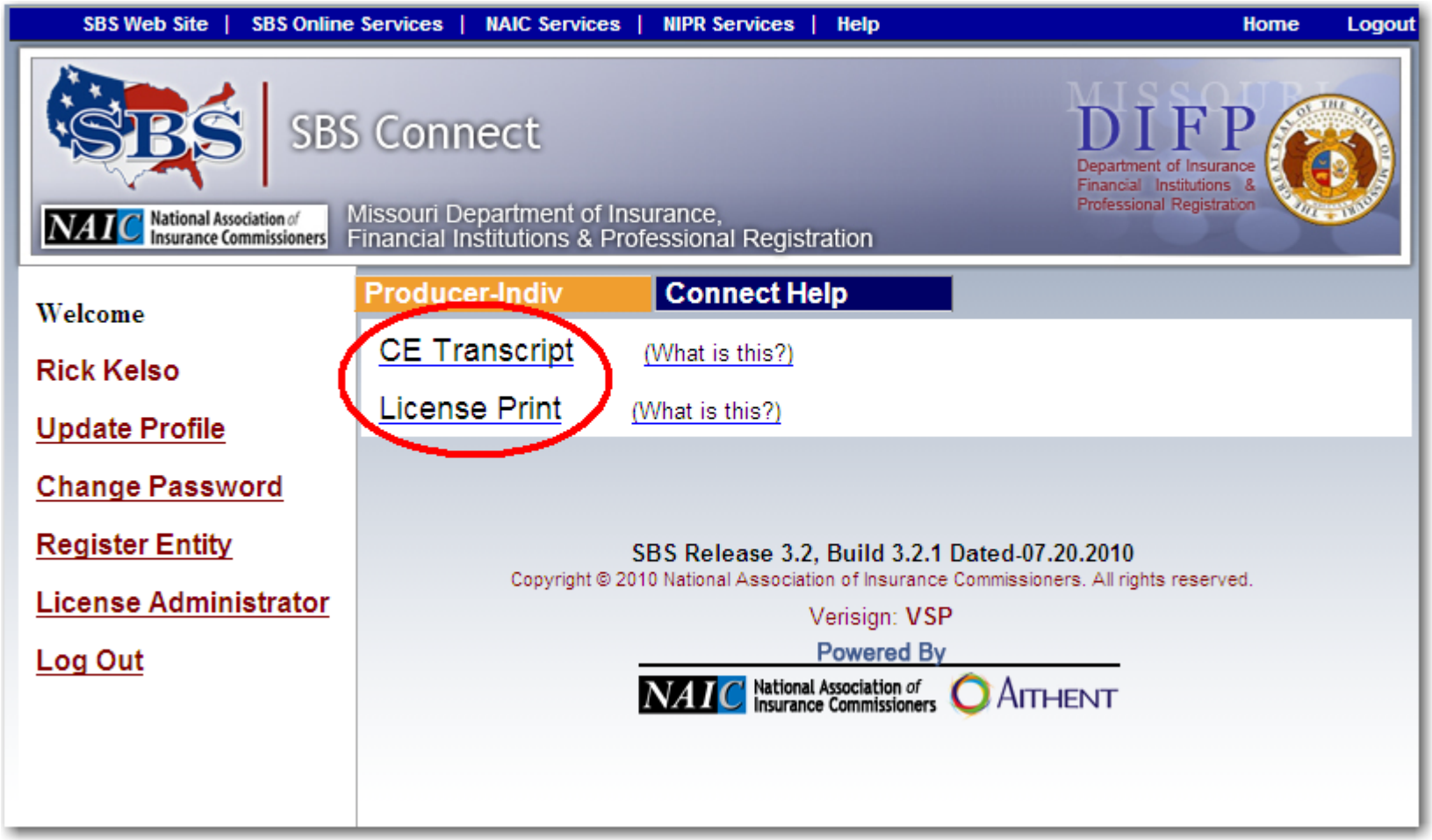
- Choose an individual license, and you will get the following screen – be sure and enter **either** your License number **OR** your NPN – **do not enter both or you will get an error and have to start over** – Also enter the last four digits of your Social Security number and click Add:



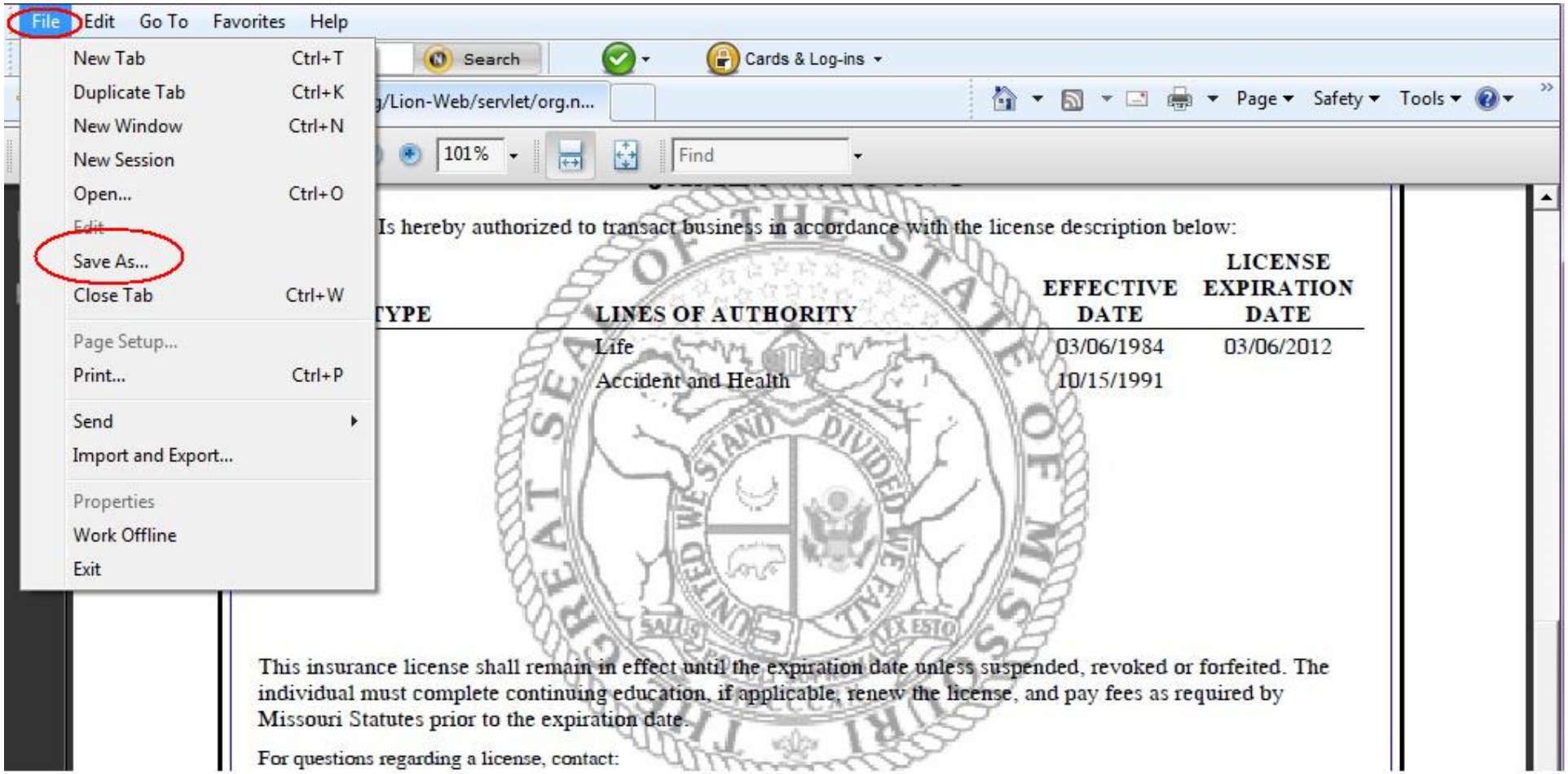
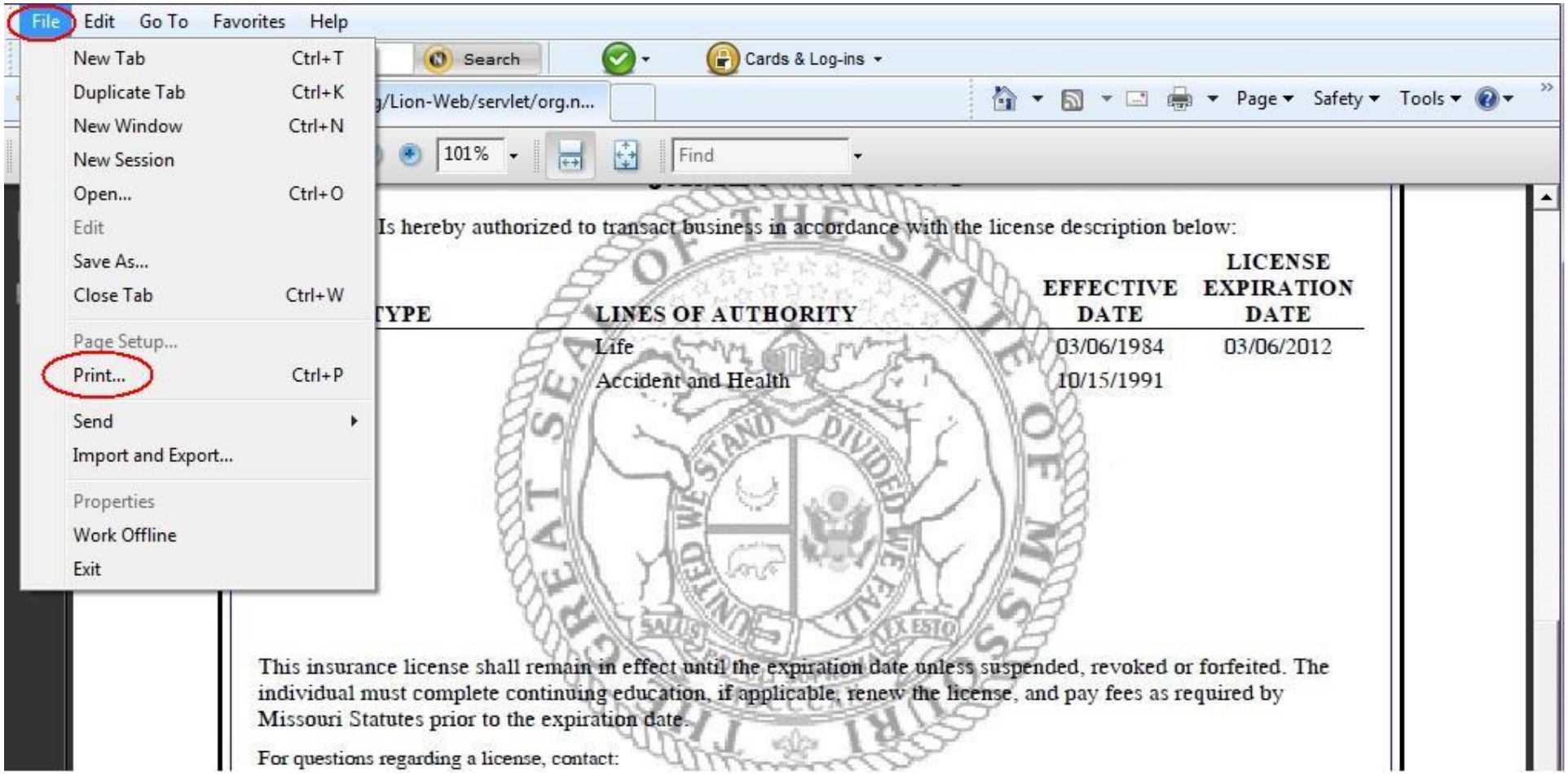
12. After you click Add, it will show you the license information you entered – click **"Submit"** to complete the registration:

13. After you click Submit, the next screen shows your Entity was successfully registered – click one of the **"Home"** buttons to get to the screen to view your CE Transcript or print your license:

14. You will be taken to this screen where you can click on either the **"CE Transcript"** or **"License Print"** links to either view your continuing education credits or open your license file:



15. Before you print your license, it is a good idea to save a copy of it to your computer. To do that, click on **"File"** and select **"Save as…"** – a window will open prompting you to choose the location where you want to keep it on your computer:



16. Next, choose **"File"** and **"Print"** to print your license – and you are finished!