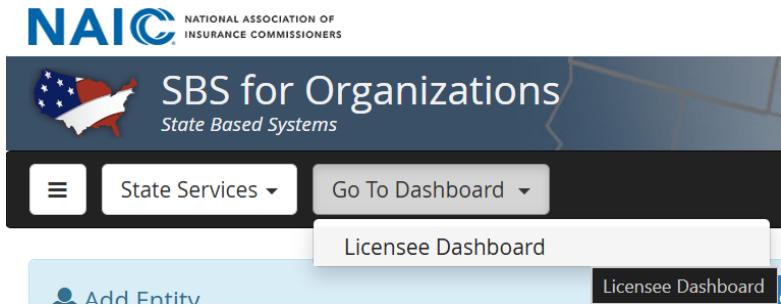


Submit Filings in State Based Systems (SBS) for Organizations

1. Navigate to [State Based Systems](#) and choose your jurisdiction from the dropdown.
2. Sign in or create an account.
 - a. [How to Create a SBS for Organizations Account](#)
 - b. If creating an account please check the New Jersey license number matches the FEIN, and that the name is spelt the same as on the license with no extra spaces at the end of it.
3. Add the entity/licensee to your account and pay the onetime \$5.95 fee.
 - a. [How to Add a Licensee Entity](#)
 - b. This onetime fee is per user within the company. If there is a shared email address it is recommended using that email address to register to only have to pay the fee once.
4. Navigate to the Licensee Dashboard.



5. Click on Submit Filings [Submit Filings](#)
6. Choose the correct licensee from the dropdown.
7. Attach document and include a description.
 - a. All available fields will display whether required or not. Check with the appropriate jurisdiction for filing requirements.
 - b. Only one document can be uploaded at a time, but before you submit it to the Department you can upload additional documents one at a time.
 - c. Please enter the Attachment Description, the Filing Month, and the Filing Year. The rest of the fields can be left blank.

Upload Attachments

*Licensee:

NJ Test PBM / 4120000160 / NJ

*Attachment:

+ File Upload

report (12).pdf

*Attachment Description:

Annual Report

242 characters remaining.

Filing Month:

Select One

Filing Year:

Select One

Filing End Date:

Custodial Securities Account Balance:

Total amount of outstanding liability for any one individual:

Total amount of outstanding liability:

First and Last Name of individual with greatest amount of outstanding liability:

Upload Cancel

State Filing Fee:

0

Payment Method:

Credit Card

8. Click Upload and repeat for additional attachments as needed.
9. A State Filing Fee, Payment Method, and payment entry are required even if the fee is \$0. Currently, New Jersey is not charging a filing fee, so the system shows a \$0 balance.
 - a. Please note that the system will require payment information even though the fee is zero. The system will provide you a receipt stating you paid \$0.
10. Click Next and Finish. You have successfully submitted once you see this message.

 You have successfully completed Filings.



Thank you for using NAIC's State Based Systems (SBS). For information about other services offered through SBS, visit: www.statebasedsystems.com.

Payment Information

Transaction Type: Submit Filings Transaction Date: 11/05/2025 Amount Paid: \$0.00

 Print this rec

If this message does not appear then there was an error and the attachment(s) were not submitted.