

**\*\*Make Sure You Disable Pop-Up Blocker Before You Proceed\*\***

**Step By Step Instructions:**

1. From the homepage go to “**Course Description**” and find the course you want to take.
2. Click on purchase course.
3. Click on the course name.
4. Click on ADD.
5. If you want to purchase multiple courses, repeat steps 3 & 4.
6. Click on “**Go To Checkout**”
7. Click on “**Go To Checkout Step 2**”
8. Fill in the entire form and click on “**Go To Checkout Step 3**”
9. Fill out credit card information. Click “**Confirm Order**”  
(When asked for billing street number only type number.  
Do not type in name of street)
10. My exams Page should now show your course under “**Course Study Guides**”.  
Click on the course to open it. You now can start the course.
11. Close the course when finished.
12. When you are ready to take the exam, log back in. Click on “**My Exams**”. Pick which exam from the drop down menu. On the Bottom of the page click on “**Start Exam**”.
13. Once you're finished, click on "**File**" then hit "**Print**". You should have a back up copy of your answers, then click on “**End Test and Submit Answers**”. If you pass a certificate of completion will appear. Print it for your records and close the program. You're DONE!

Your CE hours will be automatically sent to Dept of Insurance.