

# Course Enrollment and Publication Purchase Instructions for NAHU Members

## TO ENROLL:

1. Go to [www.AHIPInsuranceEducation.org](http://www.AHIPInsuranceEducation.org).
  - a. *For returning students logging into the new system for the first time*, log into the system by entering your Temporary Login ID in both the **USERNAME** and **PASSWORD** fields. If you do not know your Temporary Login ID, e-mail [support@AHIPInsuranceEducation.org](mailto:support@AHIPInsuranceEducation.org) or call 800.509.4422 and the Center's staff will provide you with your ID.
    - To ensure you receive the NAHU discount, go to **USER PROFILE** within your personal account. Make sure the **COMPANY NAME** field reads "National Association of Health Underwriters (NAHU)". If it does not, e-mail [support@AHIPInsuranceEducation.org](mailto:support@AHIPInsuranceEducation.org) or call 800.509.4422 and the Center's staff will set the **COMPANY NAME** field to the "National Association of Health Underwriters" for you.
  - b. *If you are registering on the Center's system for the first time*, click on **REGISTER**. Fill in all of the required contact information.
    - To ensure you receive the NAHU discount, enter "National Association of Health..." While typing, a list of companies will appear below the field. Keep typing until you see NAHU's name. When you see it, **CLICK ON THE NAME FROM THE LIST**. This action will ensure that your profile is linked to the NAHU group which will enable you to receive discounted rates on enrollment fees and publications.
2. Click on **CATALOG** followed by **BROWSE CATALOG**.
3. Under **TOPICS** select **SEE ALL ITEMS** which expands to Book and Self Study.
4. To order courses, click **SELF STUDY**.
5. Find the course you wish to order and click **PURCHASE**.
6. Select the semester for which you desire to register.
7. Verify the product selected and click **ADD TO CART**.
8. Verify the items in the shopping cart. Click **CONTINUE SHOPPING** and repeat steps 3 through 7 to add additional courses.

## TO ORDER PUBLICATIONS:

9. To order publications, click **CONTINUE SHOPPING**.
10. Under **TOPICS** click **SEE ALL ITEMS**, and then, click **BOOKS**.
11. Select the publication by clicking **PURCHASE**.
12. Verify the product and click **ADD TO CART**.
13. Verify the items in the shopping cart. Click **CONTINUE SHOPPING** and repeat steps 10 through 12 to add additional publications.

## COMPLETING YOUR ORDER:

14. Once all desired items have been added to the shopping cart, click **PROCEED TO CHECKOUT**.
15. Confirm the billing and shipping addresses.
16. Select shipping method by choosing one of four options in the drop down of the shipping method field. Click **NEXT**.
17. Verify order summary. Click **NEXT**.
18. Enter payment and billing information. Click **COMPLETE PURCHASE**.
19. The next screen displayed will be the Payment Confirmation. Print for your records.