

## Enrollment Instructions for Education Correspondents

To enroll employees:

1. Go to <http://www.AHIPinsuranceeducation.org>. Enter username and password.
2. Click on “**CATALOG**” followed by “**BROWSE CATALOG.**”
3. Under “**TOPICS**” select “**SEE ALL ITEMS**” which expands to “Book📖 and Self Study🔑.”

The window will expand to this list of topics after selecting “Browse Catalog.”

“Catalog” and “Browse Catalog”

“See All Items” expanded to “Books” and “Self Study”

Terms and Conditions Privacy Policy

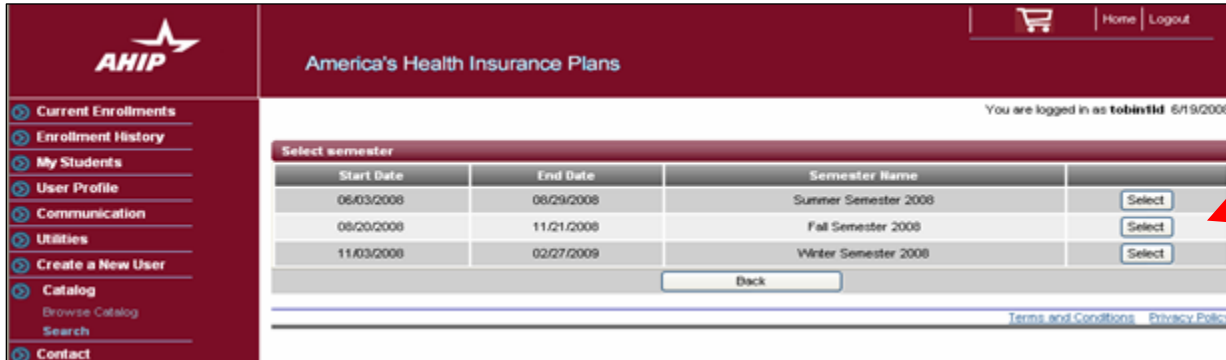
**NOTE:** The Book icon 📖 is used to order textbooks; the Self Study icon 🔑 is used to order courses only.

4. To order courses, click “**SELF STUDY**🔑.”
5. Find the course you wish to order and click “**PURCHASE.**”

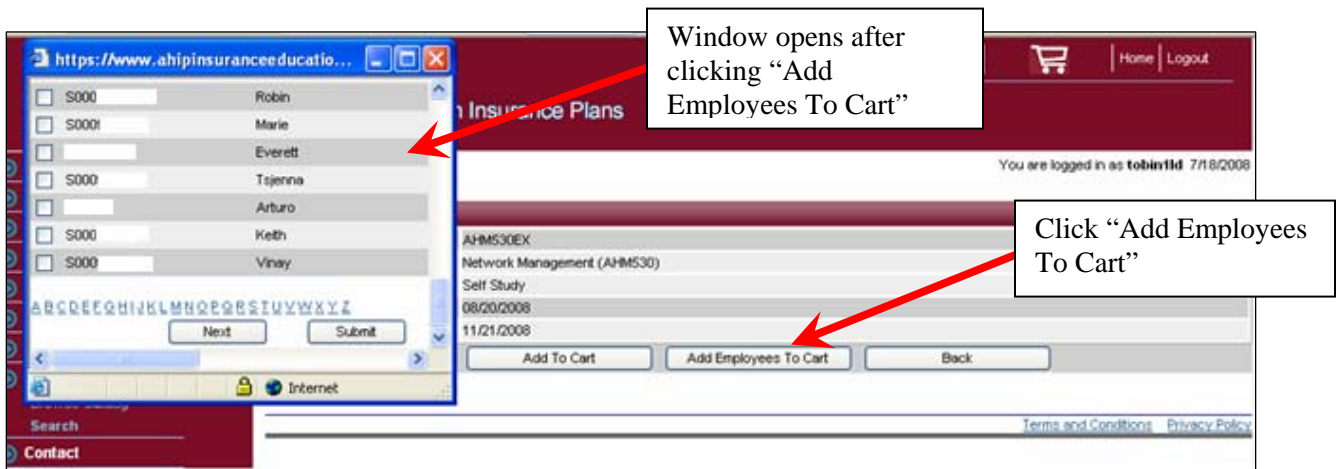
Title/Description	Member price, US\$	Non-Member price, US\$	Purchase
<b>Long-Term Care, Part I (Needs and Options)</b> This course looks at the growing need for long-term care and helps you understand the role of long-term care insurance in satisfying that need. You'll explore various payment options, including Medicare and Medicaid, and examine the marketing process—selling, underwriting, and post-sales service—in this detailed industry overview.	155.00	205.00	<a href="#">Purchase</a>
<b>Long-Term Care, Part II (Financing)</b> As the population ages, there is an increasing need for home health care, assisted living, nursing home care, and other forms of long-term care. This course gives you a clearer understanding of the economic impact of long-term care and the variety of ways people pay: reliance on family members, government programs, annuities, reverse mortgages, long-term care insurance, estate planning, gift planning, and ethical considerations overall.	155.00	205.00	<a href="#">Purchase</a>

**NOTE:** If “Purchase” is not visible on your computer, the computer screen resolution must be adjusted to 1024 by 768 pixels. Contact your network administrator for assistance.

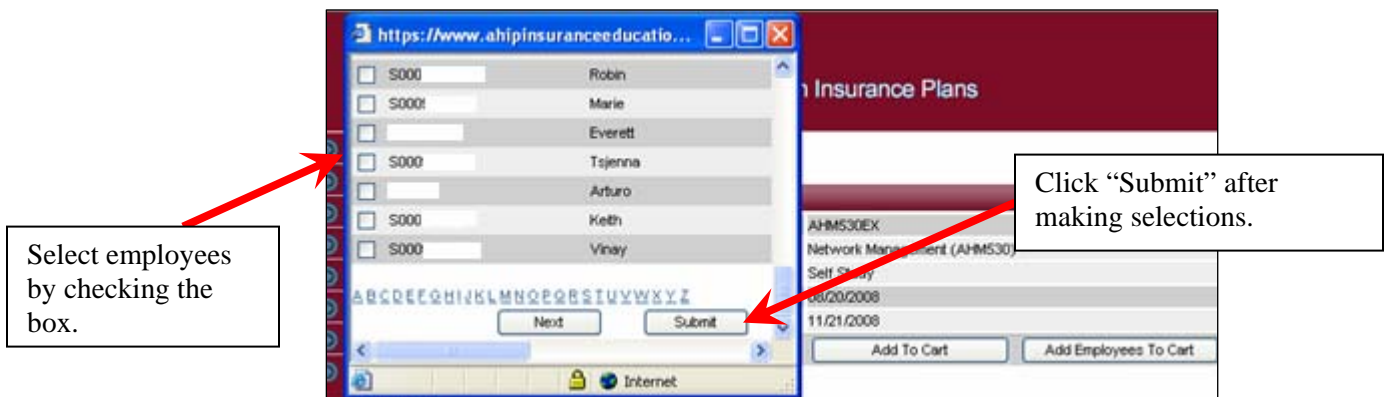
6. Select the semester for which the student desires to register.



7. Verify the product selected and click “**ADD EMPLOYEES TO CART.**” A window will open, which lists employees assigned to your branch.



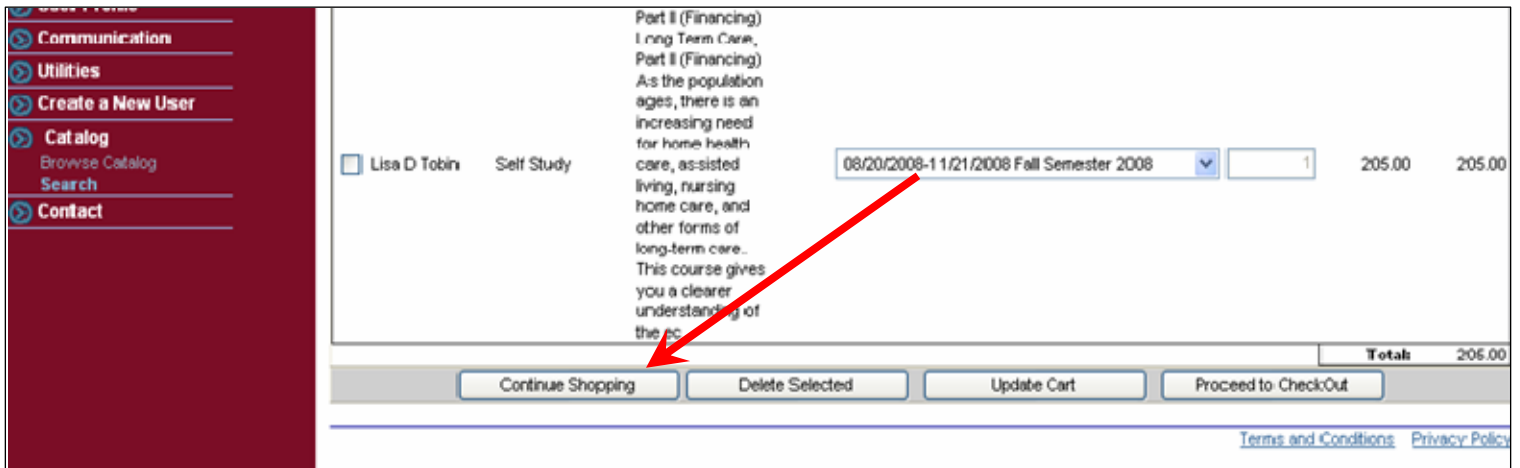
8. Select the employees by checking the corresponding box next to the username.  
9. Once all employees are selected, click the “**SUBMIT**” button at the bottom of the window.



10. Verify the items in the shopping cart. Click “**CONTINUE SHOPPING**” and repeat steps 3 through 9 to add additional courses for employees.

**To order textbooks:**

11. To order textbooks for employees, from the shopping cart, click “**CONTINUE SHOPPING**.”



12. Under “**TOPICS**” click “**SEE ALL ITEMS**,” and then, click “**BOOKS**.”

13. Select the book by clicking “**PURCHASE**.”

14. Verify the product and click “**ADD EMPLOYEES TO CART**.” A window will open listing the employees assigned to your branch.

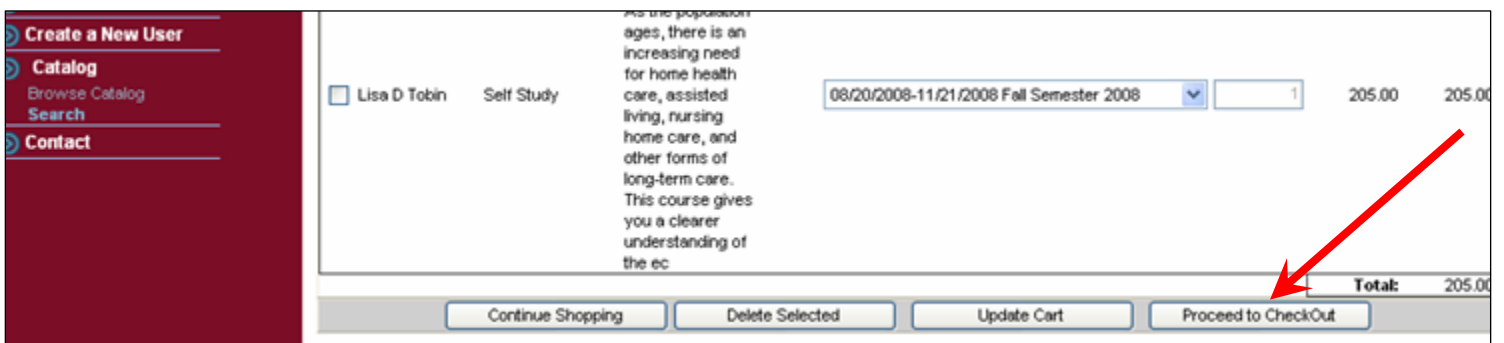
15. Select the employees by checking the corresponding box next to the username.

16. Once all employees are selected, click the “**SUBMIT**” button at the bottom of the window.

17. Verify the items in the shopping cart. Click “**CONTINUE SHOPPING**” and repeat steps 12 through 16 to add additional books for employees.

**Completing the order:**

18. Once all desired items have been added to the shopping cart, click “**PROCEED TO CHECKOUT**.”



19. Confirm the billing and shipping addresses.
20. Select shipping method by choosing one of four options in the drop down of the shipping method field. Click “NEXT.”

State: Maryland (MD) | Zip Code: 20744 | Country: United States (USA)

Token/Coupon

Enter Token Number:

Enter Coupon Number:

Shipping Method: LPS 2nd Day (15.00)

Buttons: Back, Next

Select the shipping method by clicking the drop down arrow.

21. Verify order summary. If order is correct, click “NEXT.”

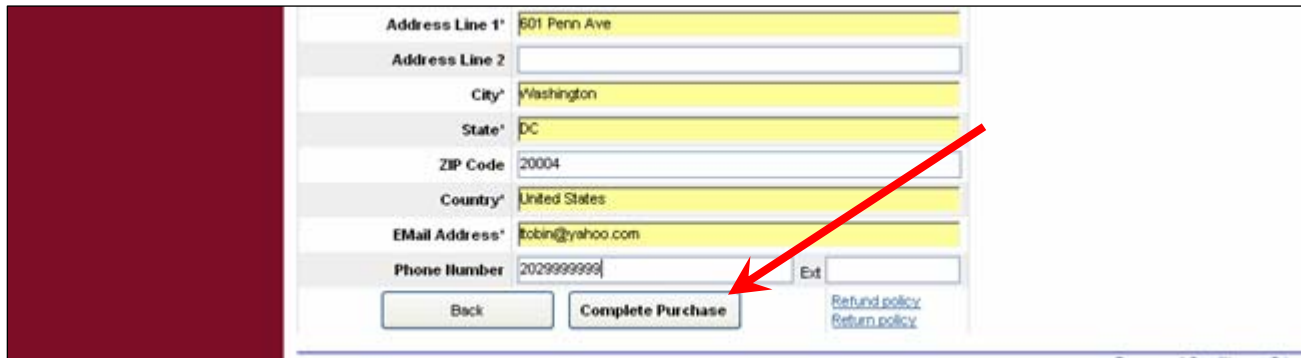
United States									
<input type="checkbox"/>	Qty	Employee	Item Name	Token Used	Coupon Used	Price, US\$	Handling, US\$	Total, US\$	
<input type="checkbox"/>	1	Lisa Tobin	<b>Long-Term Care, Part II (Financing)</b> Long Term Care, Part II (Financing) As the population ages, there is an increasing need for home health care, assisted living, nursing home care, and other forms of long-term care. This course gives you a clearer understanding of the ec			205.00		205.00	
<input type="checkbox"/>	1	Lisa Tobin	<b>Long-Term Care: Understanding Needs and Options</b> This publication looks at the growing need for long-term care and helps you understand the role of long-term care insurance in satisfying that need. You'll explore various payment options, including M			50.00	5.00	55.00	
<b>Subtotal</b>								260.00	
<b>Sales Tax</b>								3.30	
<b>Shipping</b>								5.00	
<b>Overall Total</b>								268.30	

Buttons: Back, Delete Selected, Update Cart, Next

**NOTE:** Button Explanation on Order Summary page.

- Back – use to view previous screens
- Delete Selected – use to delete unwanted items by checking the box next to the item to be deleted
- Update Cart – use to update product quantity (books only) by changing the quantity number and clicking “UPDATE CART”
- Next – proceeds to next screen

22. Enter payment and billing information. Click **“COMPLETE PURCHASE.”**



The screenshot shows a checkout form with the following fields and values:

Address Line 1*	801 Penn Ave
Address Line 2	
City*	Washington
State*	DC
ZIP Code	20004
Country*	United States
E-Mail Address*	tobin@yahoo.com
Phone Number	2029999999
Ext	

At the bottom of the form, there are two buttons: "Back" and "Complete Purchase". A red arrow points to the "Complete Purchase" button. To the right of the buttons, there are two links: "Refund policy" and "Return policy".

23. The next screen displayed will be the Payment Confirmation. Print for your records.