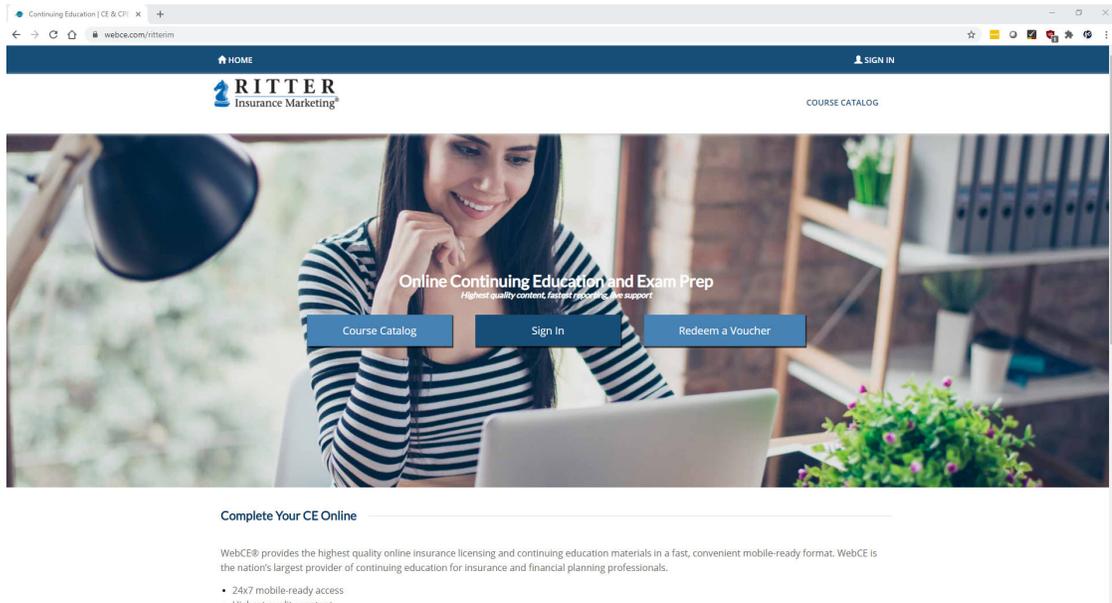




WebCE Guide for Pre-licensing and Continuing Education

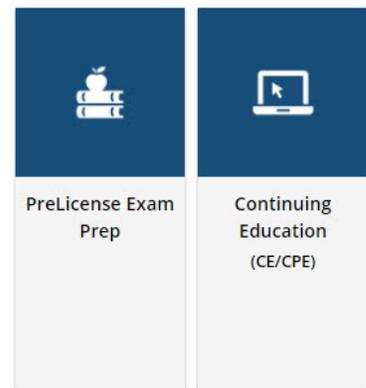


1. Go to www.webce.com/ritterim to get started.
2. On the home page, select “Sign In” to begin your account registration. If you already have an account, you can simply sign in here.



3. After registering or signing in, return to the home page and select “**Course Catalog**” to review your options.
4. Once there, you can select either “**PreLicense Exam Prep**” or “**Continuing Education**”

What Kind of Course Do You Need?



5. After you've made your selection, go through the prompts to choose your state and license type.

6. From those selections, you can now choose your desired courses.

A. PreLicense Exam Prep

I. There is an option to view your state's pre-license education requirements at the top of the page. See the example below for Pennsylvania.

The screenshot shows the WebCE website interface. At the top, there is a navigation bar with the WebCE logo and several menu items: EXAM PREP, CONTINUING EDUCATION, COMPANY TRAINING, CAREER TRAINING, and RESOURCES. Below the navigation bar is a 'Current Catalog' section with four dropdown menus: 'PreLicense Exam Prep', 'Insurance Licensing Exa', 'Pennsylvania', and 'Life and Health'. A green 'Refresh' button is located to the right of these menus. Below the 'Current Catalog' section is a green button labeled 'PA Requirements'. Underneath this button is a box containing three lines of text: 'Course Completion Reporting: Course completions are reported to Sircon, every business day.', 'Exam Requirements: Self-Study exams are closed-book and must be monitored by a disinterested 3rd party.', and 'Filing Fee: A mandatory filing fee of \$5.00 per course will be added to your order total.' Below this box is a blue header for 'Exam Prep Packages' with columns for 'Hours' and 'Price'.

II. You have a few preparation packages to choose from.

III. Clicking the options gives you a breakdown of what you can expect from the course and what the package includes.

IV. When added to your cart, you'll be asked to add a discount code. You can use our code: Mxn3E.

- This will link your order to Ritter and apply our company discount.

V. You'll also be asked if you are a military veteran.

VI. After those items are taken care of, you'll see your cart with the Ritter company discount applied to your order.

VII. Finally, complete check out.

B. Continuing Education will give you the option to choose a preset package or select your courses individually.

- I. Here you can choose from a few curated CE packages, select individual CE courses, or build out your own CE package.
 - If building your own course, be sure to check state requirements for any required CE training on the products you sell.
 - You can select any course to review the course topics and learning objectives, who it's designed for, recommended prerequisites, and exam requirements. (e.g., passing grade needed, number of allowed retakes, number of questions, etc.)
- II. Select the package or courses you'd like to add to your cart.
- III. Once those items are in your cart, you'll be able to see the total cost with Ritter's company discount applied to your order.
- IV. Finally, complete check out.

7. Now that you've purchased your courses – you can start working toward obtaining or maintaining your license!

**Good luck.
You've got this!**