

To register for a course, use the instructions below:

1. Click on **Class Schedule** link at the top of the web page.
2. Click on the Course link to open the course and view the available class sections. (Links with a ? do not have any currently scheduled classes. You can click the ? link to send an inquiry form.)

COURSE CATALOG

Insurance

Course	Description
INS1003	Online Life/Health/VA Annuities MORE
INS1004	Online RCSR - Registered Customer Service Representative 4-40 License Enroll anytime and work at your own pace! Course is available for 60 days from your start date. This 40-hour TOTALLY ON-LINE course & on-line final exam results in the RCSR Designation. This designation allows you to obtain the 4-40 Insurance License from the Florida Department of Financial Services without taking the state exam. You may MORE
INS1005	Online ACA - Accredited Claims Adjuster 6-20, 31-20 Enroll anytime and work at your own pace! Course is available for 60 days from your start date. This 40-hour TOTALLY ON-LINE course & on-line final exam results in the ACA Designation. This designation allows you to obtain the 6-20 Insurance License from the Florida Department of Financial Services without taking the state exam. The 6- MORE
INS1006	Online 2-20 General Lines License Enroll anytime and work at your own pace! Course is available for 120 days from your start date. This 200-hour TOTALLY ON-LINE course & on-line final exam prepares you for the state exam to obtain your General Lines Agent License. You must apply with the Florida Department of Financial Services and pass the state exam after completing t MORE
INS1007	Online Conversion course Enroll anytime and work at your own pace! Course is available for 60 days from your start date. If you have one year or more experience as a licensed 4-40 Customer Service Representative, this 40-hr Conversion Course will qualify and prepare you for the state exam to earn your 2-20 Florida General Lines Agent License. To confirm experie MORE

3. Select the Section that you wish to register for by clicking on the section link.

INS1004	Online RCSR - Registered Customer Service Representative 4-40 License Enroll anytime and work at your own pace! Course is available for 60 days from your start date. This 40-hour TOTALLY ON-LINE course & on-line final exam results in the RCSR Designation. This designation allows you to obtain the 4-40 Insurance License from the Florida Department of Financial Services without taking the state exam. You may MORE					
Section	Start Date	Time	Location	Cost	Availability	Action
INS1004.(5)				\$ 320.00	10000	

4. The next screen will reveal the Registration screen for this section of this course. Check the Quantity to make certain you are signing up the correct number of students. If you are **only registering yourself**, leave the Quantity at 1 and click ADD TO CART.

INS1004.(5)	\$ 320.00	ADD TO CART
Seats Available: 10000	Quantity: <input type="text" value="1"/>	BUY FOR OTHERS

5. If you are **registering other people** than yourself, enter the Quantity and click BUY FOR OTHERS.

INS1004.(5) \$ 320.00 **ADD TO CART**

Seats Available: 10000 **Quantity:** **BUY FOR OTHERS**

6. If you are ready to register for this section of the course, press the ADD TO CART button.



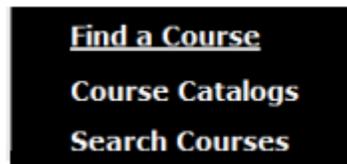
7. Check the Shopping Cart on the right to confirm that the course is listed in your shopping cart.

SHOPPING CART

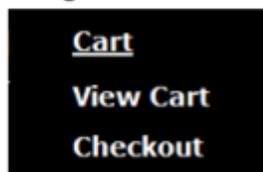
Quantity	Item
1	INS1004.(5) ONLINE RCSR - REGISTERED CUSTOMER SERVICE REPRESENTATIVE 4-40 LICENSE Registration

VIEW CART **CHECK OUT**

8. To add another course to your shopping cart, you can return to the Course Catalog by positioning your mouse over the Find a Course menu in the upper-left. The choices will pop up. Click on Course Catalogs to search by Institute or click Search Courses to type in your search criteria.



9. When you are ready to Check Out and pay for your courses, click on the Cart Menu in the navigation bar at the top,



Or, click on the Check Out button in the Shopping Cart on the right.

SHOPPING CART

Quantity	Item	Cost	Total	Action
1	INS1004.(5) ONLINE RCSR - REGISTERED CUSTOMER SERVICE REPRESENTATIVE 4-40 LICENSE Online RCSR - Registered Customer Service Representative 4-40 License - Registration	\$ 320.00	\$ 320.00	REMOVE
Order total:			\$ 320.00	CHECK OUT

10. If you are an existing customer, you will need to login to proceed to the checkout screen.

Customer Account Log In

Please log in using your login when you created your account, or contact your program representative found in the contact us section below for the login to your account.

Login:

Password:

LOGIN

[Contact Us](#)

[Privacy](#)

11. If you are a new customer, then you will need to Create a New Customer Account.

Create a new Customer Account

[Click here](#) to create a new account.

12. The New Customer Screen requires the student's first name, last name, birthday, email address, a login name, password, and a security question and answer you create. Fill in these fields and click the create button.

Create a new Customer Account

Student First Name

Student Last Name

Birthday

 (MM/dd/yyyy)

Email

Login

Password

Verify Password

Secret Question

Secret Answer

CREATE

BACK

**Please be sure to enter correct e-mail to ensure you receive all instructions for your upcoming class.*

13. After creating a new customer account with the Create button, click the Go To Login button at the bottom of the page and you will be brought to the Customer Account Log In screen where you will use the login and password you created. Please remember/record this information as you will need it to log in again in the future.

Customer Account Log In

Please log in using your login when you created your account, or call registrar office for the login to your account

Login:

Password:

LOGIN

14. During checkout there may be extra information asked before proceeding to the payment. This may vary depending on the course and Institute you are registering for. Complete if prompted, and you will automatically proceed to 15.
15. In the Check Out screen you can Remove a section of a course with the Remove button, add a Promo Code with the Apply button, or proceed to payment with the Make Payment button. Clicking on it will give you the information about the discount.

PAYMENT CHECKOUT

Item	Quantity	Cost	Due Amount	Action
INS1004.(5) ONLINE RCSR - REGISTERED CUSTOMER SERVICE REPRESENTATIVE 4-40 LICENSE - Registration		\$ 320.00	\$ 320.00	REMOVE

Total Due: **\$ 320.00**

Promo Code: **APPLY**

Payment Options: Credit Card **MAKE PAYMENT**

When you click the Make Payment button you will be redirected to our payment gateway site. Upon completion of your payment transaction you will be redirected back to our website to complete any remaining enrollment requirements.

CONTINUE TO NEXT PAGE

16. The Make Payment button brings you to the payment screen. Be sure to check that the billing information listed is the same as the billing information attached to the credit card. You may need to delete what is there and enter the correct billing information. Complete all fields and press the Submit Payment button.



Payment Details

Total Amount \$ 320.00
Description Continuing Ed Payment
All fields in bold are required.

Credit Card

Credit Card Type

Credit Card Number

Expiration Date

Billing Information

First/Last Name

Company

Street Address 1

Street Address 2

City/State/Postal Code

Country

Phone Number

Email Address

1. Student Name (Optional)

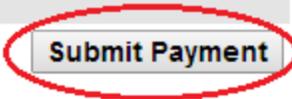
Student ID (Optional)

2. Student Name (Optional)

Student ID (Optional)

3. Student Name (Optional)

Student ID (Optional)



Thank you for your order number 1947

**Some payments are rejected because the billing info doesn't match the credit card used*

17. Congratulations! You have successfully registered for an Insurance course!

*If you have any questions or concerns please contact Dana Michael, Certification Specialist,
at 863-669-2892, or by e-mail at DMichael@Polk.edu.*