



# NAHU Course User Guide

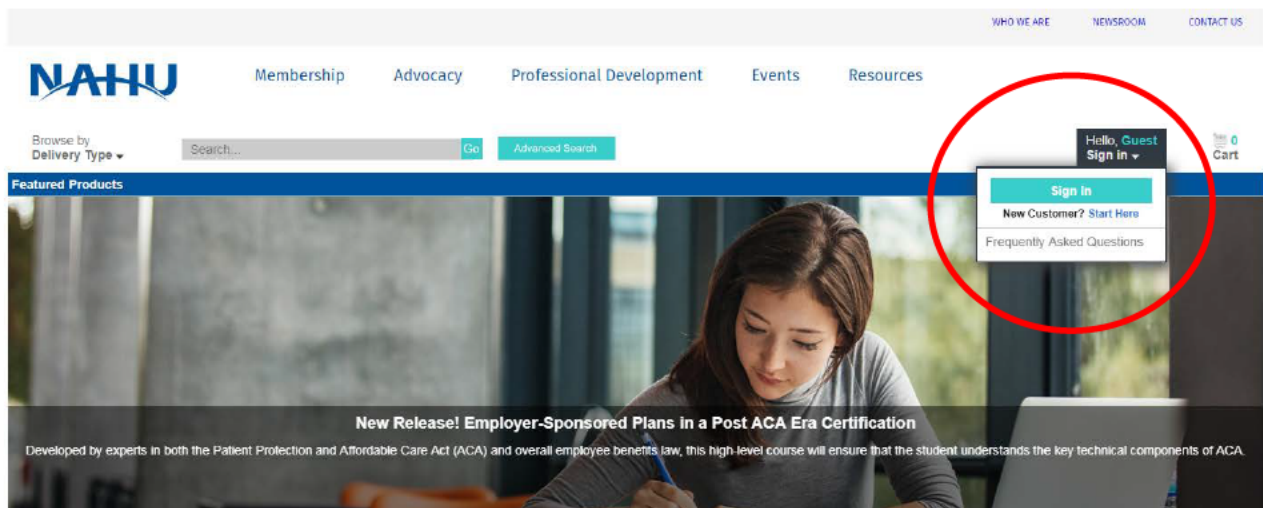
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# How to Create an Account In the Online Learning Institute

Here are step-by-step instructions to create an account in the Online Learning Institute (OLI):

1. Visit the OLI at <https://nahu.inreachce.com/>. You can also access the OLI on the [NAHU website](#) by selecting "Online Learning Institute" in the Professional Development navigation drop down menu.
2. On the OLI homepage, in the upper right corner, it will say "Hello, Guest." Place your cursor on the text for the Sign In drop down menu to appear. Click on "New Customer? Start Here."



3. Select the "Create Your Account" link under the Forgot Password button on the login page.

Sign In to Access Online Learning Institute

Username

**Required**

Password

**Required**

☐ Keep me signed in

No login? Click below to create an account online.

**\*PLEASE NOTE: NAHU strongly recommends clearing internet browser cookies for the best experience using the upgraded member portal website.**

NAHU recently upgraded the member portal to offer members new features and self service capabilities. Users will only need to clear internet browser cookies one time as a result of the website upgrade.

Not sure how to clear browser cookies? [Click here for step by step instructions.](#)

4. On the next page, enter all required fields in the form, then click on the Save button in the lower right corner.

### Create Your Account

Prefix

(None) ▾

\*First name

Middle name

\*Last name

Suffix

(None) ▾

\*Email

Phone

\*Country

United States ▾

\*Address

\*City

\*State

(None) ▾

\*Postal code

\*Username

\*Password


\*Confirm password

The password must be at least 7 characters long and contain at least one number.

Save

Cancel

5. You will be redirected to OLI homepage.



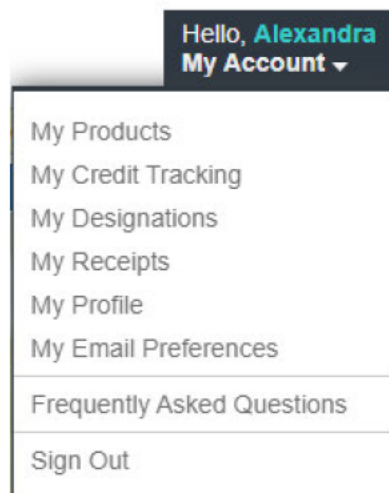
[Sign Out](#) [Alexandra](#) [Cart](#)

[WWW.NAHU.ORG](#) [MY NAHU](#) [ONLINE LEARNING INSTITUTE](#) [EVENTS](#) [STORE](#) [JOIN NAHU](#)

You are now being redirected to the InReach website to access your benefits. If you are not redirected automatically within 10 seconds, please click the gray button below.

[InReach Login](#)

6. Once you are redirected to the OLI homepage, in the upper right corner, it will say “Hello, [First Name].” You can browse NAHU educational offerings on the homepage. You can also put your cursor over “Hello, [First Name]” to view your account drop down menu.



#### ACCOUNT TIPS:

- Courses that are purchased will be available on the My Products page.
- REBC, RHU and ChHC designation holders are required to self-report 24 continuing professional credits every two years in their OLI account to maintain their designation(s). These credits are self-reported on the My Credit Tracking page of their OLI account. To learn more about obtaining the REBC designation or maintaining current designations, visit the [NAHU website](https://www.nahu.org).
- Account holders can view their progress or designation status on the My Designation page in their OLI account.

If you require assistance with your OLI account, please email [professionaldevelopment@nahu.org](mailto:professionaldevelopment@nahu.org) or call the NAHU Student Services Helpdesk at 844-257-0990.

# How to Purchase a NAHU Course In the Online Learning Institute

Here are step-by-step instructions to purchase a NAHU course in the Online Learning Institute (OLI):

1. Visit the OLI at <https://nahu.inreachce.com/>. You can also access the OLI on the [NAHU website](#) by selecting "Online Learning Institute" in the Professional Development navigation drop down menu.
2. On the OLI homepage, you can browse offerings by subject and select a course you would like to purchase.
3. On the product's page, on the right side in the Purchase Options section, select the "Add to Cart" button.

The screenshot displays the NAHU OLI interface. At the top, the NAHU logo and navigation links (Membership, Advocacy, Professional Development, Events, Resources) are visible. Below the navigation bar, there's a search bar and a 'Browse by Delivery Type' dropdown. The main content area shows the 'Advanced Self-Funded Certification' course page. The course title is 'Advanced Self-Funded Certification' with 5 CPC credits. The 'PURCHASE OPTIONS' sidebar on the right lists the 'Add to Cart' button, which is circled in red. Below this, it shows the 'Non-Member Price' of \$362.00 and the 'Member Price' of \$277.00. The sidebar also mentions the course is sponsored by Cigna.

**Advanced Self-Funded Certification**

Credit(s): 5 CPC

**PURCHASE OPTIONS**

**Add to Cart**

**Advanced Self-Funded Certification**

**Non-Member Price**  
\$362.00

**Member Price**  
\$277.00

Sponsored by:  
**Cigna**

**Description** | Credits | Sponsorship

**Advanced Self-Funded Certification**  
CE Requested in all 50 states - up to 5 hours  
Reading Materials - Transcript  
Viewing Materials - Video

**Category:** Advanced Self-Funded Certification, Certification Courses, Self Funding

This certification course has been designed to provide the next level of self-funding training and education for NAHU members, to best prepare them to meet the challenges and needs of their clients and prospects.

Self-funding of group health insurance has increasingly become a very attractive option for many employers, but the very complex nature of these plans can lead to many serious mistakes for agents, brokers and consultants. While the NAHU Self-Funding Certification Course provides a basic level of knowledge about self-funding, this class is specifically directed at the next level – a 200-level course on this very important topic to growing agencies and firms.

This course is broken into four components:

1. **Regulatory Issues** that impact group health plans, including ERISA, fiduciary duty, preemption and state stop-loss laws, and Taft-Hartley.
2. **Best Practices for Plan Administration**, with an in-depth discussion about issues related to setting up group health plans, finding administrators, plan design, stop-loss and risk financing, dependent eligibility audits and monitoring claims administration.
3. **Importance of High-Quality Consulting**: reviewing the kinds of work that specialists would want to provide to their clients and to be prepared for as potential professional liability claims. Topics include preparing your client, mergers & acquisitions, protecting from abuse by vendors performing certain responsibilities for self-funded health plans, claims monitoring and reporting.
4. **Next Generation in Self-Funding**: a discussion of new ideas in terms of plan design, operation and risk transfer that are becoming available in the market.

Please check your state's CE approval status and rules prior to purchasing the course.

**NAHU Course Refund Policy:** In order to be eligible for a course refund, the student will have to request a refund within one year of the purchase date. In addition, the course must be intact, meaning the student has not begun the course. If the student is entitled to a refund, NAHU will refund the purchase price using the original method of payment.

If a printed textbook is included in the course purchase and has been mailed to the student, the cost of the textbook is non-refundable. The cost of the textbook will be deducted from the course refund.

4. Once you click "Add to Cart," you will be redirected to view your cart. (If you are a NAHU member, you receive a discount on all NAHU courses. Your discount will automatically be applied once you login to your account.)

You can return to the NAHU catalog and continue to shop by clicking the Home link or continue with your purchase by selecting the Checkout button.

NAHU Membership Advocacy Professional Development Events Resources

Browse by Delivery Type ▾ Search:  Go Advanced Search

Hello, **Guest** Sign in ▾ 1 Cart

[Home](#) > [Cart](#) > [Registration & Shipping](#) > [Email Opt-In](#) > [Payment](#) > [Summary](#)

Media	Item Name	Quantity	Price	Ext Price	Delete
Advanced Self-Funded Certification	<a href="#">Advanced Self-Funded Certification - Price</a>	1	\$362.00	\$362.00	

Totals shown may include Early Bird and/or other discounts for this sale. Any discounts for additional registrations, coupons, or gift cards are entered and shown on the last page of checkout.

Sub-Total: \$362.00  
Estimated Tax: \$0.00  
Total: \$362.00

[Continue Shopping](#) [Checkout](#)

Have a Question? See our FAQ's Privacy Policy

Account Support - (844) 257-0990  
Technical Support - (877) 880-1335  
Email Us  
CCPA & GDPR

- After selecting the Checkout button, if you are not already logged in, you will be prompted to enter in your username and password. If you require assistance with your login credentials, please email [professionaldevelopment@nahu.org](mailto:professionaldevelopment@nahu.org) or call the NAHU Student Services Helpdesk at 844-257-0990.
- Once you are logged in, you will view your Registration & Shipping information. In the bottom right side, select the Checkout button to continue.

Browse by Delivery Type ▾ Search:  Go Advanced Search

Hello, **Alexandra** My Account ▾ 1 Cart

[Home](#) > [Cart](#) > [Registration & Shipping](#) > [Payment](#) > [Summary](#)

**Purchaser Contact information**

Login ID:  ✓

E-mail Address:  ✓

First Name:  Last Name:

Insurance License Number:

Company:

Member ID:

Address 1:

Address 2:

City:  State:  Postal Code:

Country:

Phone Number:

**Registration**

Advanced Self-Funded Certification - Advanced Self-Funded Certification - Price

1st Registrant Email:  ✓ First Name:  Last Name:

[Continue Shopping](#) [Checkout](#)



7. On the Payment page you will see your cart summary at the top.
8. If you have a NAHU discount code, please enter it in the Coupon Code field and click “Apply.” You must click “Apply” before you enter your payment information.
9. Once you have completed filling out your payment information, select the “Complete Purchase” button in the lower right corner.

#### Cart Summary

Media	Item Name	Qty	Price	Ext Price
Advanced Self-Funded Certification	Advanced Self-Funded Certification - Price	1	\$362.00	\$362.00
	Membership Savings			-\$85.00
				Sub-Total: \$277.00
				Tax: \$0.00
				Total: \$277.00

#### Coupon Code

Coupon: Enter coupon code, then click "Apply".

#### Gift Card

Gift Card: Enter gift card code, then click "Apply".

#### Billing Information

##### Payment Method

☐ Credit Card

Credit Card Number:  (No spaces or dashes)

Expiration Date:  1 - Jan  2020

CVV #:  (what's this?)

☐ Use my contact information

Name on Card:

Street Address:

Street Address 2:

City:

State:  ALABAMA

Postal Code:

Country:  UNITED STATES

- ☐ Mail-in Credit Card 
  
☐ Mail-in Check

#### Receipt Email

If you would like a copy of your receipt emailed to additional addresses, please specify the addressees below.

Also send receipt to:

[Continue Shopping](#)

Have a Question?  
See our FAQ's  
Privacy Policy










Account Support - (844) 267-0990  
Technical Support - (877) 880-1335  
Email Us  
CCPA & GDPR

10. You will be redirected to your My Products page, where your professional development course is located.



11. Click the green “Play” button of the first module to start your course. A pop-up window with the recording will appear. You may start the recording and pick back up where you left off at a later time. After each module is a short quiz to keep you on track for the final exam.

Advanced Self-Funded Certification				
1 ▾	 Best Practices for Plan Administration: Part I	Delivery Type: OnDemand	Purchase Date: Apr 13, 2020	INCOMPLETE
	<div> <div> Play</div> <div>Purchased: Apr 13, 2020 Expires: Apr 13, 2021 02:43 PM ((GMT-05:00) Eastern Time (US &amp; Canada))</div> <div>Download Materials</div> <div>Quiz/Tracking</div> </div> <div>Receipt</div>			
2 ▸	 Importance of High-Quality Consultation: Part II	Delivery Type: OnDemand	Purchase Date: Apr 13, 2020	INCOMPLETE
3 ▸	 Regulatory Oversight: Part III	Delivery Type: OnDemand	Purchase Date: Apr 13, 2020	INCOMPLETE
4 ▸	 Regulatory Oversight (cont.): Part III	Delivery Type: OnDemand	Purchase Date: Apr 13, 2020	INCOMPLETE
5 ▸	 Next Generation In Self Funding: Part IV	Delivery Type: OnDemand	Purchase Date: Apr 13, 2020	INCOMPLETE
6 ▸	 Advanced Self-Funded Certification	Delivery Type: Advanced Self-Funded Certification	Purchase Date: Apr 13, 2020	INCOMPLETE

*\*The last module of your course will be the final exam (indicated in the above example as module #6). When you click on the “Play” button, a pop-up window will appear. It will ask if you are taking the course for continuing education credits. Select the appropriate option. If yes, it will ask you for your professional information so that we can file your CE credits with your state Department of Insurance on your behalf.*

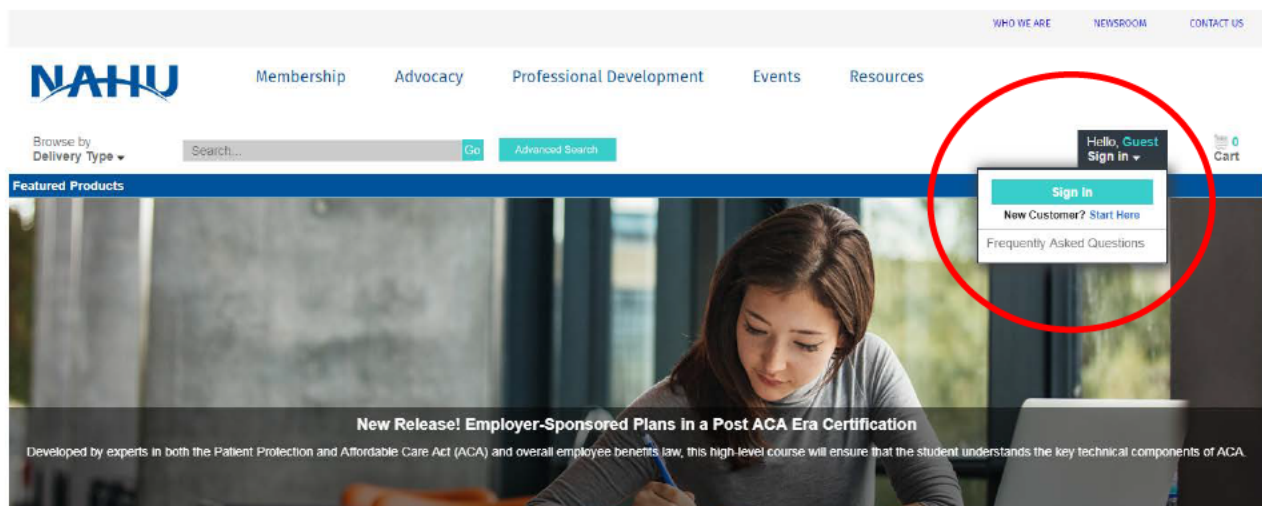
*The final exam cannot be paused for completion at a later time. It must be finished in one sitting. If you do not pass, you can retake the final exam at no additional charge. There is no limit on the number of times you can attempt the final exam during its availability. The final exam will no longer be available after the expiration of the course.*



# How to Access Your Professional Development Course in the Online Learning Institute

Here are step-by-step instructions to access your professional development course in the Online Learning Institute (OLI):






1. Visit the OLI at <https://nahu.inreachce.com/>. You can also access the OLI on the [NAHU website](#) by selecting "Online Learning Institute" in the Professional Development navigation drop down menu.
2. On the OLI homepage, in the upper right hand corner, it will say "Hello, Guest." Place your cursor on the text for the Sign In drop down menu to appear. Click on the "Sign In" button.



3. On the Sign In page, enter your login credentials. If you are a NAHU member, enter your membership username and password. If you require assistance with your login credentials, please email [professionaldevelopment@nahu.org](mailto:professionaldevelopment@nahu.org) or call the NAHU Student Services Helpdesk at 844-257-0990.
4. Once you login, you will be directed to your My Products page.
5. On your My Products page, you will see your professional development course. (Example below of the NAHU Principle in Ethics course.)

After each video, click on "Quiz/Tracking" and follow the steps to proceed to the next portion of your course.

Sort By: Default (Future Live Dates, then Purchase Date)

<div><div>▼ Refine your results</div><div><div>■ Display Purchases From</div><div>Last 365 Days</div><div>Start Date: 09/04/2019</div><div>End Date: 09/04/2019</div></div><div><div>■ Delivery Type</div><div>All Deliveries</div><div>OnDemand</div><div>NAHU Principles in Ethics</div><div>HIPAA Compliance Training 2.0</div><div>NAHU Ethics in Business</div></div><div><div>■ Completion Status</div><div>All Statuses</div><div>Complete</div><div>Incomplete</div><div>Other</div></div></div>	<div><div>1 ▾</div><div><div></div><div>NAHU Principles in Ethics - Part 1</div></div><div><div><div>▶ Play</div><div>Download Materials</div><div>Quiz/Tracking</div></div><div><div>Purchased: Sep 04, 2019</div><div>Expires: Sep 03, 2020 12:24 PM ((GMT-05:00) Eastern Time (US &amp; Canada))</div></div><div><div>Receipt</div></div></div></div>	<div><div>Delivery Type: OnDemand</div></div>	<div><div>Purchase Date: Sep 04, 2019</div></div>	<div>INCOMPLETE</div>
	<div><div>2 ▾</div><div><div></div><div>NAHU Principles in Ethics - Part 2</div></div></div>	<div><div>Delivery Type: OnDemand</div></div>	<div><div>Purchase Date: Sep 04, 2019</div></div>	<div>INCOMPLETE</div>
	<div><div>3 ▾</div><div><div></div><div>NAHU Principles in Ethics - Part 3</div></div></div>	<div><div>Delivery Type: OnDemand</div></div>	<div><div>Purchase Date: Sep 04, 2019</div></div>	<div>INCOMPLETE</div>
	<div><div>4 ▾</div><div><div></div><div>NAHU Principles in Ethics - Part 4</div></div></div>	<div><div>Delivery Type: OnDemand</div></div>	<div><div>Purchase Date: Sep 04, 2019</div></div>	<div>INCOMPLETE</div>
	<div><div>5 ▾</div><div><div></div><div>Principles in Ethics for Agency Membership</div></div></div>	<div><div>Delivery Type: NAHU Principles in Ethics</div></div>	<div><div>Purchase Date: Sep 04, 2019</div></div>	<div>INCOMPLETE</div>

- Click the green "Play" button of the first module to start your course. A pop-up window with the recording will appear. You may start the recording and pick back up where you left off at a later time. After each module is a short quiz to keep you on track for the final exam.

*\*The last module of your course will be the final exam (indicated in the above example as module #5). When you click on the "Play" button, a pop-up window will appear. It will ask if you are taking the course for continuing education credits. Select the appropriate option. If yes, it will ask you for your professional information so that we can file your CE credits with your state Department of Insurance on your behalf.*

*The final exam cannot be paused for completion at a later time. It must be finished in one sitting. If you do not pass, you can retake the final exam at no additional charge. There is no limit on the number of times you can attempt the final exam during its availability. The final exam will no longer be available after the expiration of the course.*