

DC Health Link Broker Training User Guide

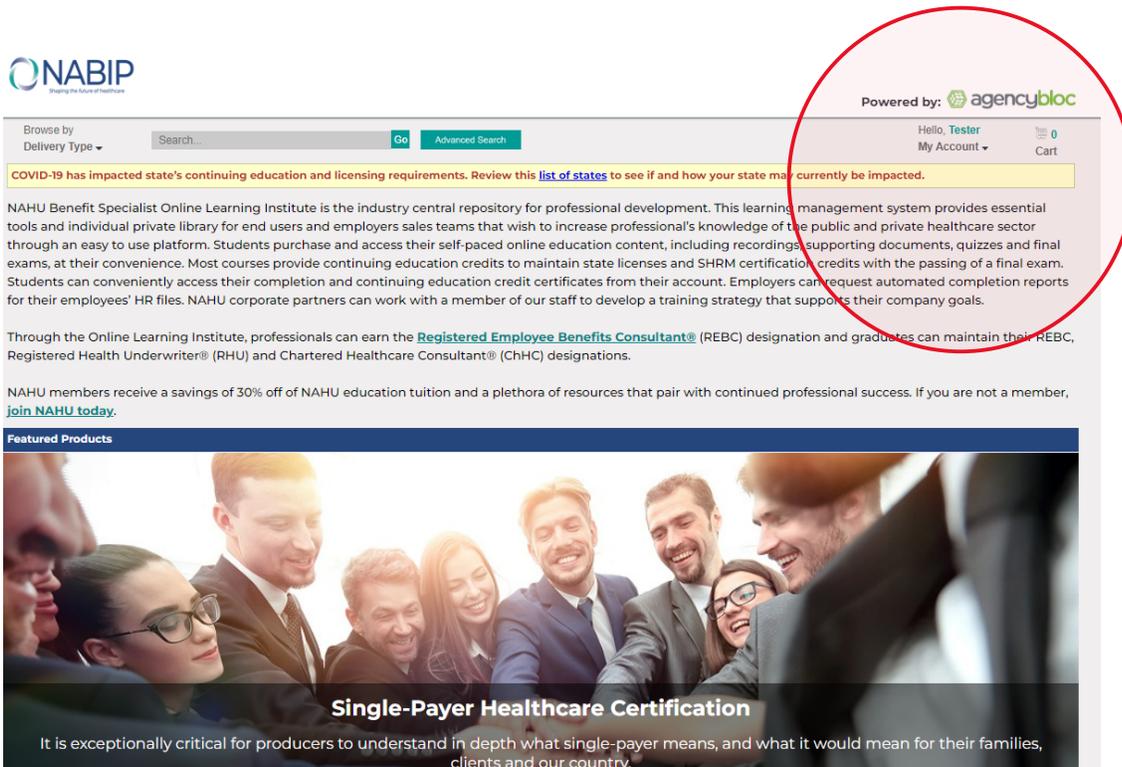
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How to Create an Account In the Online Learning Institute

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

1. Visit the OLI at <https://nabip.inreachce.com/>. You can also access the OLI on the NABIP 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.



The screenshot shows the NABIP Online Learning Institute homepage. The NABIP logo is in the top left. The top right corner features the text "Powered by: agencybloc" and a user greeting "Hello, Tester" with a "My Account" dropdown menu. A red circle highlights this area. Below the navigation bar, there is a search bar and a "Go" button. A yellow banner contains a COVID-19 notice. The main content area includes a paragraph about the institute's services, a section for professional designations (REBC, RHU, CHHC), and a "Featured Products" section with a video player titled "Single-Payer Healthcare Certification".

Sign In to Access Online Learning Institute

Username

Password

Keep me signed in

Sign In

Forgot Password

No login? Click below to create an account
online

[CREATE YOUR ACCOUNT](#)

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**

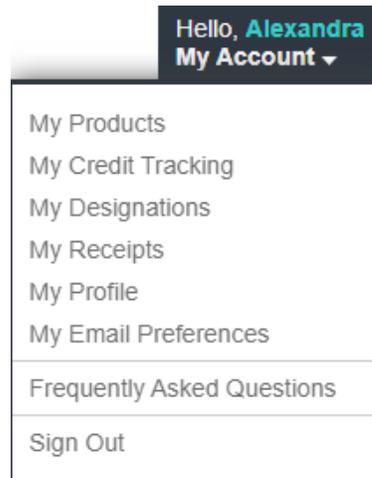
***Password**

***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.
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.

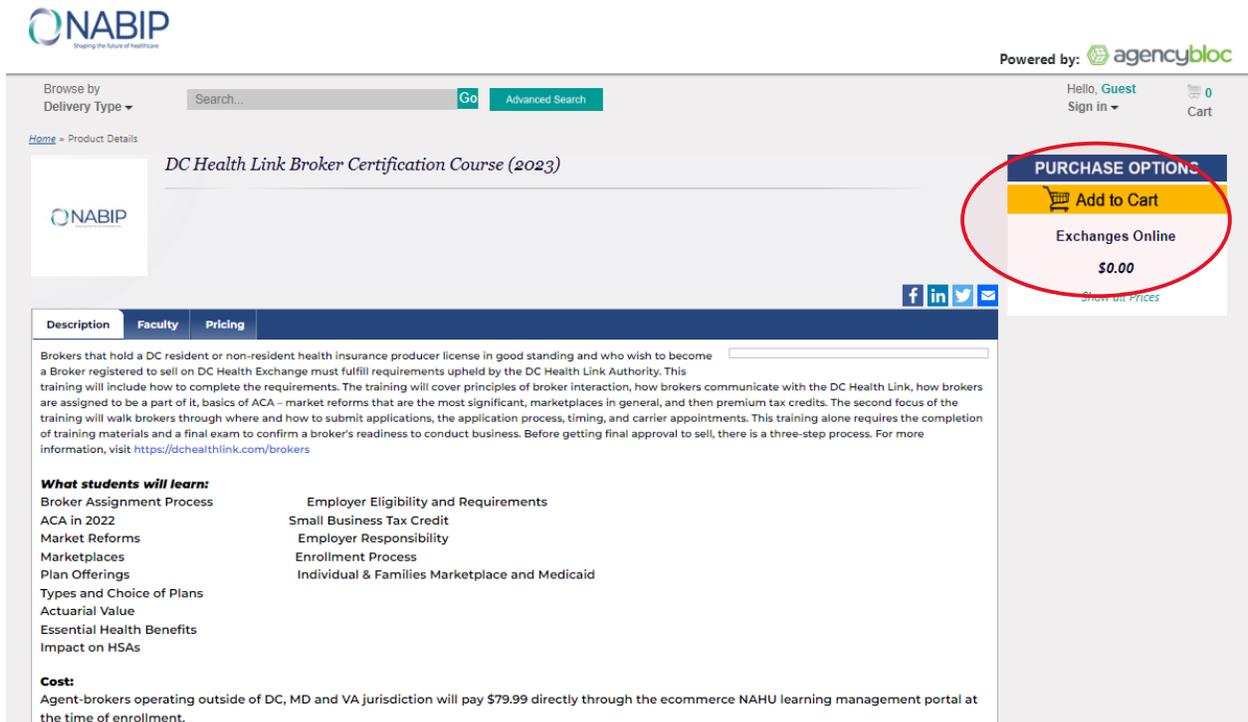


If you require assistance with your OLI account, please email professionaldevelopment@nabip.org or call the NABIP Student Services Helpdesk at 844-257-0990.

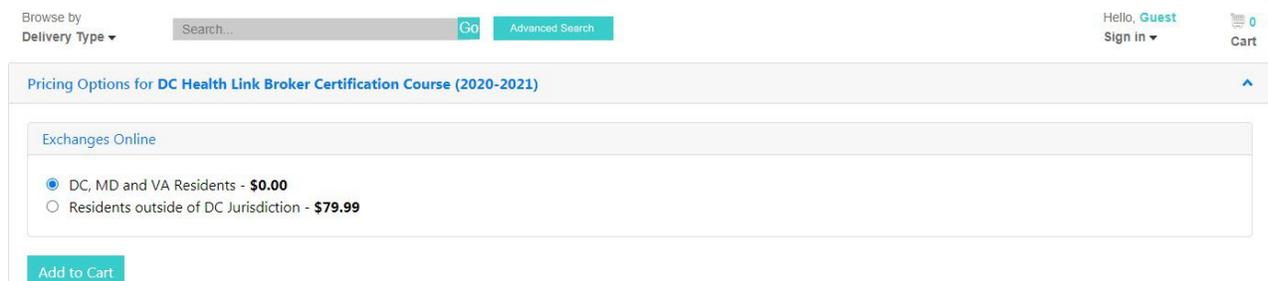
How to Purchase the DC Health Link Broker Training Online Learning Institute

Here are step-by-step instructions to purchase the DC Health Link Broker Training in the Online Learning Institute (OLI):

1. Contact DC Health Link at dchl.producer@dc.gov for access to the current training.
2. Click on the URL provided to you by DC Health Link.
3. On the product's page, on the right side in the Purchase Options section, click the "Add to Cart" button.



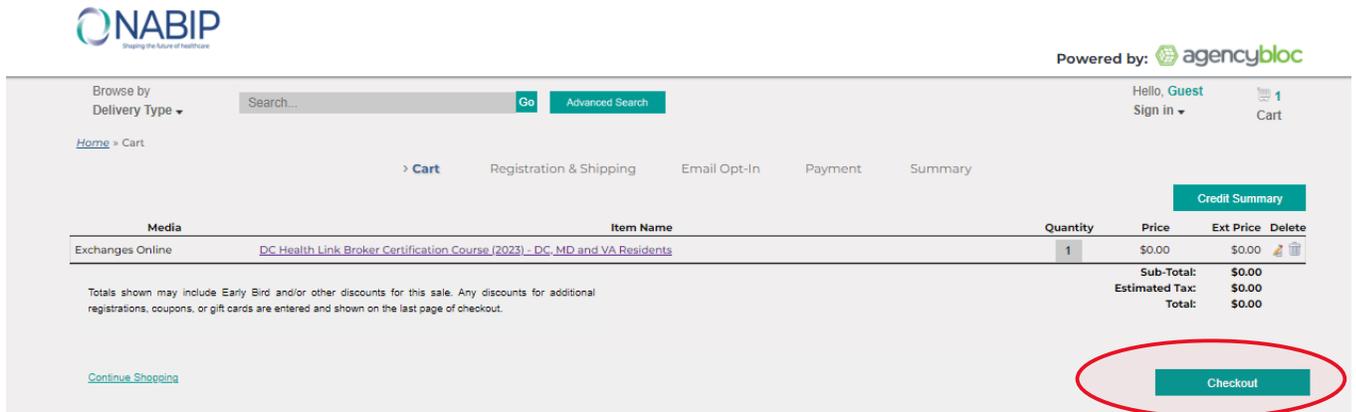
4. Once you click "Add to Cart," you will need to select a pricing option based on



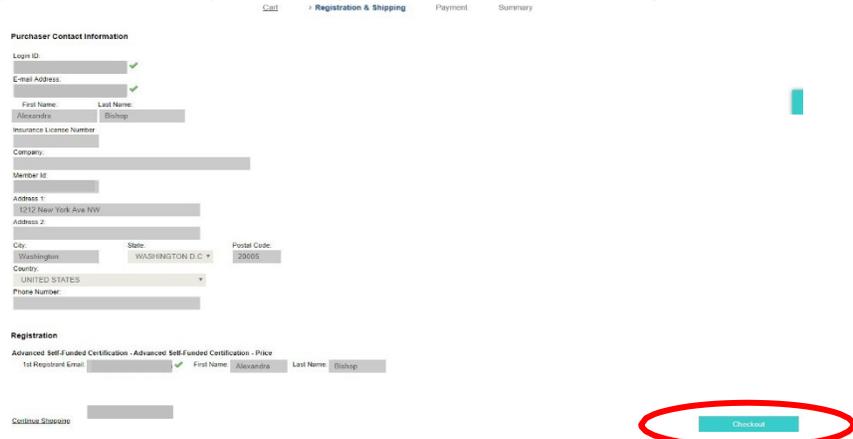
your location. After your selection, continue with your purchase by clicking the

Add to Cart button.

5. After you click the Add to Cart button, you will view your cart. Continue with your purchase by selecting the Checkout button.



6. If you are not already logged in, you will be prompted to enter your username and password. If you are a NABIP member, use your member login. If you require assistance with your login credentials, please email professionaldevelopment@nabip.org or call the NABIP Student Services Helpdesk at 844-257-0990.
7. Once you are logged in, you will view your Registration & Shipping information. On



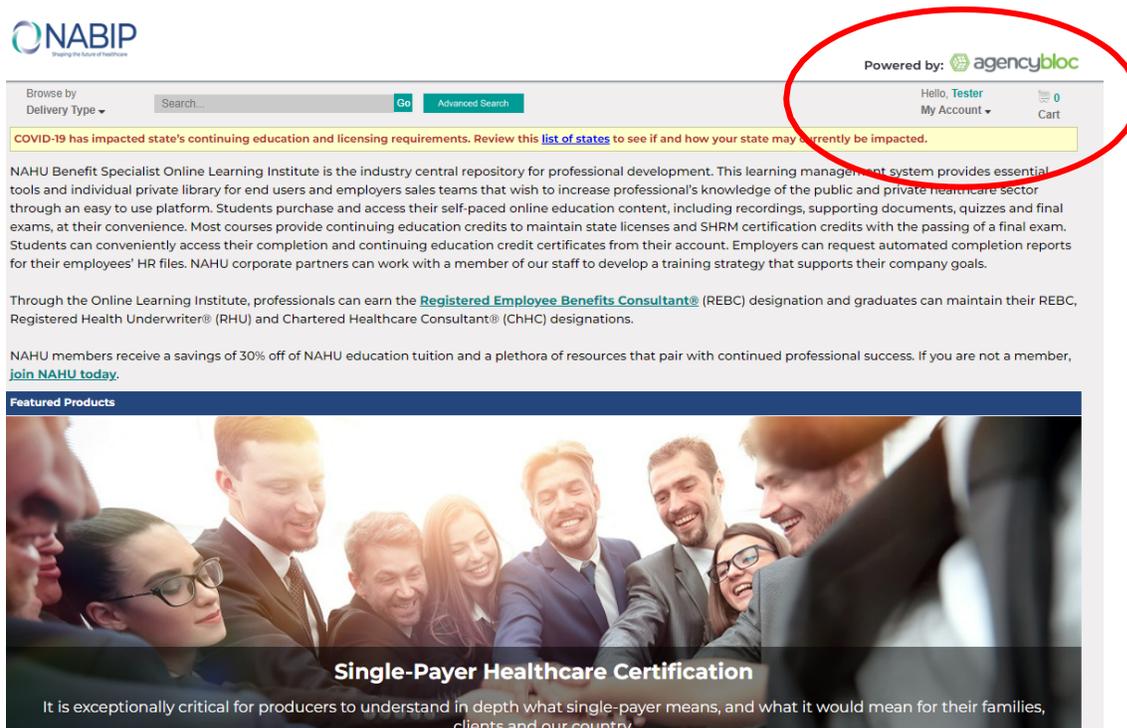
the bottom of the right side, select the Checkout button to continue. On the Payment page, you will see your cart summary at the top.

8. If applicable, once you have completed filling out your payment information, select the Complete Purchase button in the lower right corner.
9. You will be redirected to the My Products page of your Online Learning Institute account, where your DC Health Link Broker Training is now located.

How to Access the DC Health Link Broker Training In the Online Learning Institute

Here are step-by-step instructions to access the DC Health Link Broker Training 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 at <https://nahu.org> by selecting “Online Learning Institute” in the Professional Development navigation drop down menu.
2. 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. On the sign in page, enter your username and password. If you are a NAHU member, use your member login. If you require assistance with your login credentials, please email professionaldevelopment@nahu.org or call NAHU’s helpdesk at 844-257-0990.



3. Once you login, you will be redirected to your My Products page where your training is housed.
4. Click the green "Play" button to begin your training.

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 Purch: ▾)

Refine your results	DC Health Link Broker Certification Course (2020-2021)
Display Purchases From Last 365 Days	1  Module One - Brokers and DC Health Link
Start Date: 12/10/2019	Delivery Type: OnDemand
End Date: 12/09/2020	Purchase Date: Nov 16, 2020
Delivery Type All Deliveries	INCOMPLETE
	Purchased: Nov 16, 2020
	Expires: Nov 16, 2021 12:15 PM ((GMT-05:00) Eastern Time (US & Canada))
	Play Download Quiz/Tracking Receipt

How to Complete the DC Health Link Broker Training In the Online Learning Institute

Here are step-by-step instructions to complete the DC Health Link Broker Training in the Online Learning Institute (OLI):

1. On the My Products page of your Online Learning Institute account, click the green “Play” button of the first module to start your training. A pop-up window with the recording will appear. You may stop the recording and pick back up where you left off at a later time.



2. After you watch the recording, click on the Quiz/Tracking button.



3. A pop-up window will appear. There is no quiz requirement for moving forward to the next module. Simply click on the Get Certificate button to proceed.

Module One - Brokers and DC Health Link
OnDemand

To receive your Certificate for this course you must:

1. Complete all of the Required Certification steps below.
2. Click the "Get Certificate" button when it becomes available.

Certificate Steps:

+ Participation Tracking	Complete
<input type="button" value="Close"/>	



4. Repeat steps 1-3 until you reach the last module.
5. The last module of your training will be the final exam. When you click on the Play button, a pop-up window will appear. If applicable, it will ask if you are taking the training 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 training.

6. After you complete the final exam, a certificate of completion will be emailed to you. DC Health Link has access to the completion records of the training and will receive notification of your completion.