

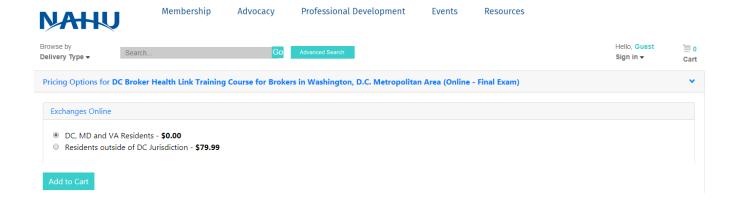
## How to Purchase and Access the DC Health Link Broker Training in the Online Learning Institute

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

- Visit the OLI at <a href="https://nahu.inreachce.com/">https://nahu.inreachce.com/</a>. You can also access the OLI on the NAHU website at <a href="https://nahu.org/">https://nahu.org/</a> by selecting "Online Learning Institute" in the Professional Development navigation drop down menu.
- 2. On the OLI homepage, scroll down and select "Exchanges" in the Subject Area section.
- 3. On the next page, select the DC Health Link Broker Training by clicking on the training title.
- 4. On the next page, above the Purchase Options box, 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 <a href="mailto:professionaldevelopment@nahu.org">professionaldevelopment@nahu.org</a> or call NAHU's helpdesk at 844-257-0990.



- 5. Once you are signed in, "Hello, Guest" will change to "Hello, [First Name]."
- 6. In the Purchasing Options box, select "Add to Cart."
- 7. A new page will appear. Select if you are a DC, MD or VA resident or resident outside of the DC jurisdiction. Then select "Add to Cart."



- 8. Proceed through the checkout process and complete your purchase.
- After you complete your purchase, the OLI will redirect you to the products section of your OLI
  account. Please allow one minute for the training to appear in your account. Refresh your
  products page if necessary.
- 10. Once the training is available, select the green "Play" button of the first module to start the training. Continue through the modules in order.
- 11. The last module will be the final exam. At the beginning of the final exam, it will ask if you are taking this training for CE credits. Maryland and DC agents and broker are eligible for CE credits. Please fill out your identification information before starting the final exam.

## 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 <a href="https://nahu.inreachce.com/">https://nahu.inreachce.com/</a>. You can also access the OLI on the NAHU website at <a href="https://nahu.org/">https://nahu.org/</a> 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 <a href="mailto:professionaldevelopment@nahu.org">professionaldevelopment@nahu.org</a> or call NAHU's helpdesk at 844-257-0990.



3. Once you login, you will be directed to your products page where your training is housed.

