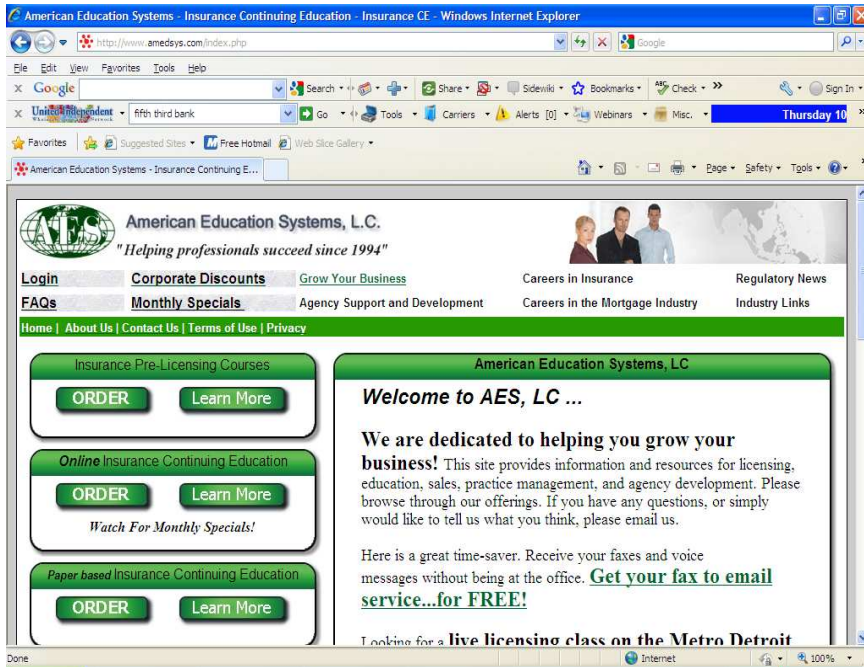


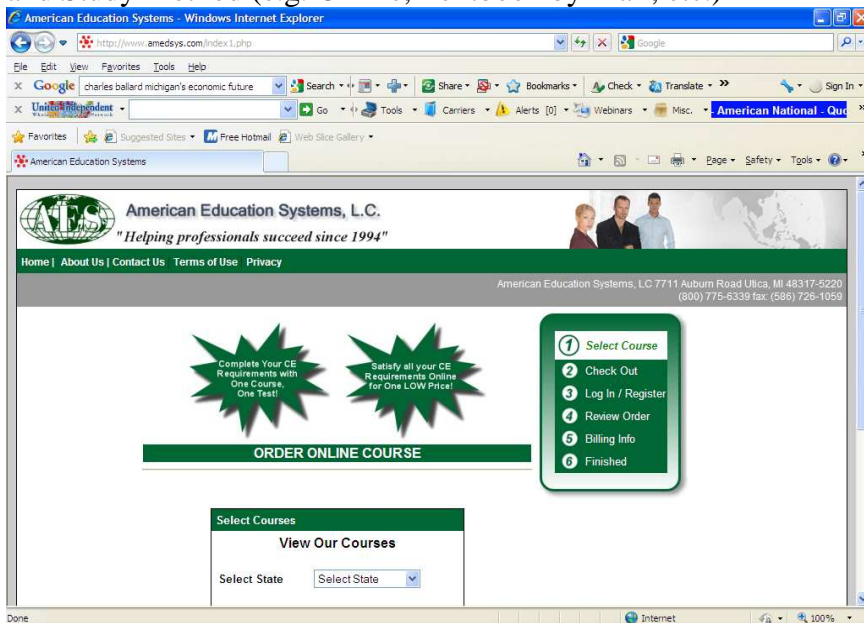
## 1. Starting Out

To access the AES online course list, navigate to our homepage at [www.AmEdSys.com](http://www.AmEdSys.com). From here, you will select the order button in the sidebar box titled Online Insurance Continuing Education.



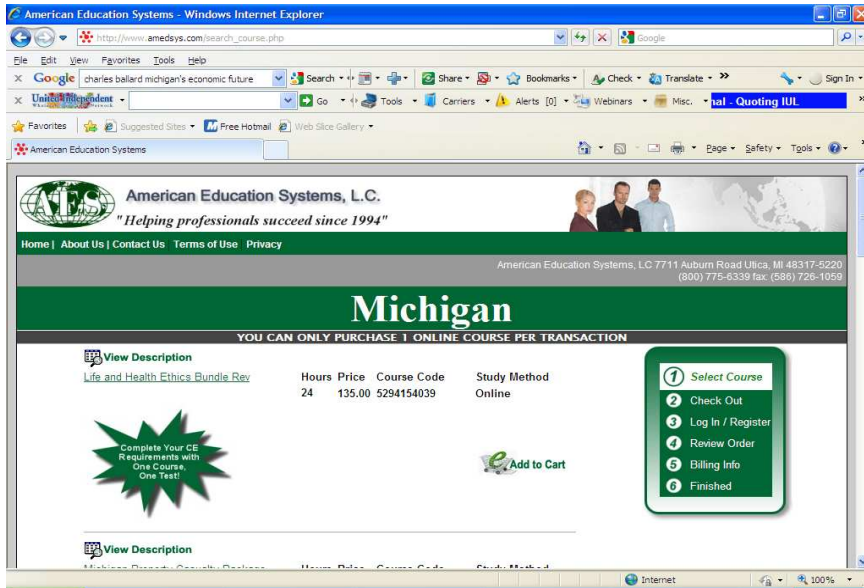
## 2. Selecting the State, Category and Study Method

Selecting the order button from this sidebar box will bring one to the Select Course step in the ordering process. This first screen will have the user select State, Category (e.g. Continuing Education, Mortgage Training, etc.) and Study Method (e.g. Online, Textbook by Mail, etc.)



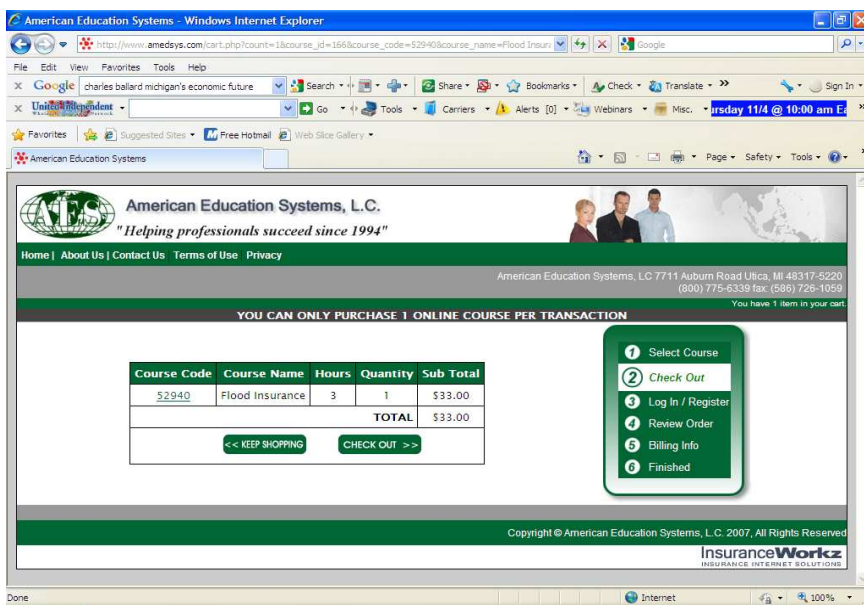
### 3. Selecting the Course from the Course Catalog

The Online Course Catalog will appear with available selections. Descriptions are available under View Description; the user may access them by clicking the highlighted course title. The course specifics – hours, price, code, and study method are present from this view. Courses are selected by clicking the Add to Cart button. (Please keep in mind that only one item may be present in the cart per order.)



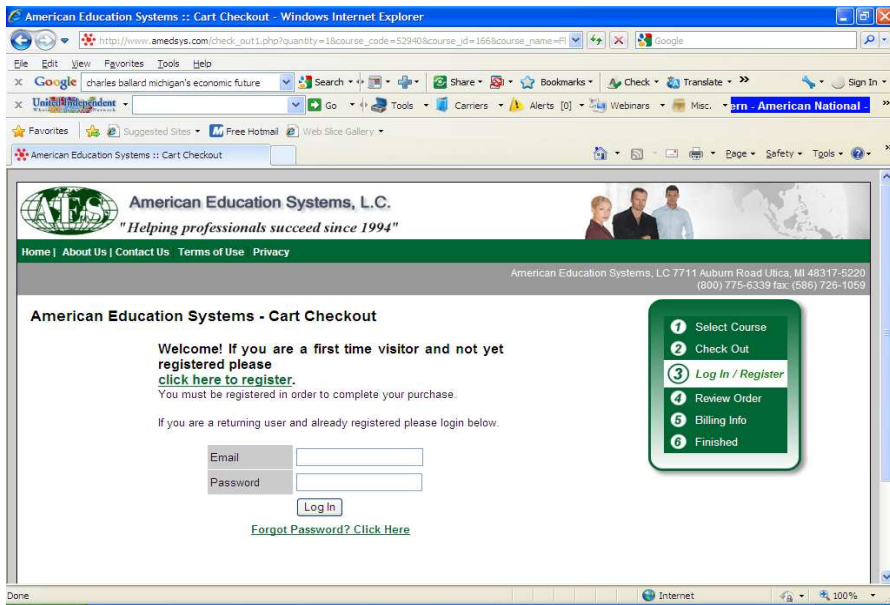
### 4. Check Out

Clicking the Add to Cart button moves the user to the Check Out step in the ordering process. The relevant information for the selected course will appear below the headings in the top bar of the cart (e.g. Course Code, Course Name, Hours, Quantity, Sub total). Clicking the Check Out button will advance the user to the next screen.



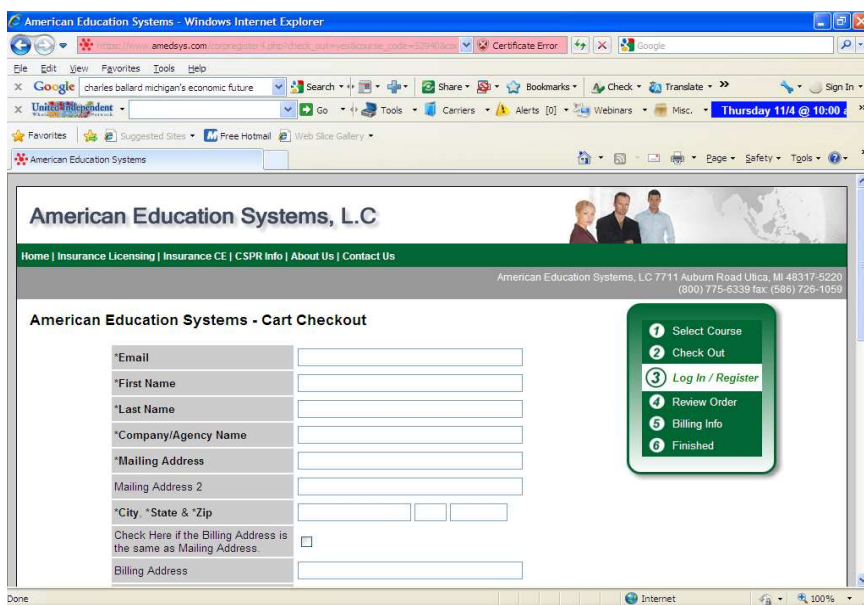
## 5. Log In / Register

To complete the Check Out step in the ordering process, the user needs to log in or, if this is the first visit, register and create a user account. To create a user account, the user will click the highlighted text that states click here to register. This begins the third step in the ordering process, Log In/Register.



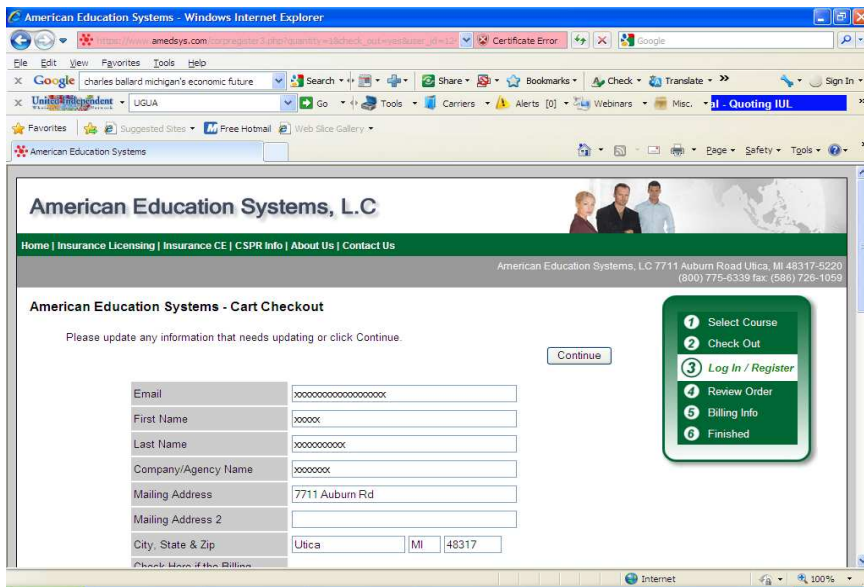
## 6. Log In / Register, Continued

The registration form asks for information necessary to set up a user account; this information is used so AES can accurately file earned credits with State or its representative. All information is kept confidential. Fields that are asterisked are required. For Michigan students, License Number refers to the State assigned System ID Number. It can be found on the user's insurance license. The user may also click this link to look up the System ID in the State database: [http://www.dleg.state.mi.us/fis/ind\\_srch/ins\\_agnt/insurance\\_agent\\_criteria.asp](http://www.dleg.state.mi.us/fis/ind_srch/ins_agnt/insurance_agent_criteria.asp)



## 7. Log In / Register, Continued

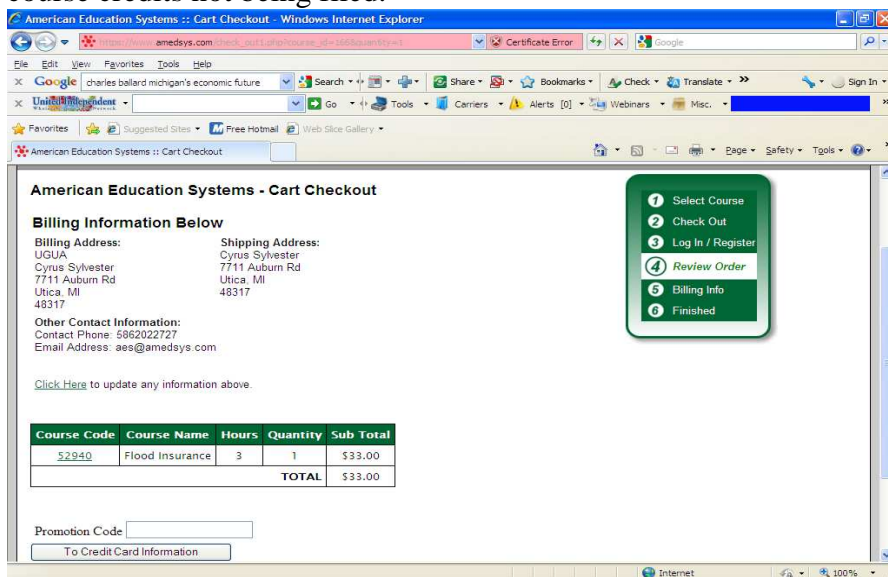
Upon completion and submission, the registration form asks for the user to review the information and make any necessary updates. Following this review, the user clicks the Continue button.



## 8. Review of Order

After successful registration, the system will ask the user to review the order, which is fourth step in the ordering process. Along with verifying accuracy of the course information, billing address, shipping address and contact information of the user, this section allows the user to enter any promotion code, discount code, or corporate code prior to proceeding to the billing step.

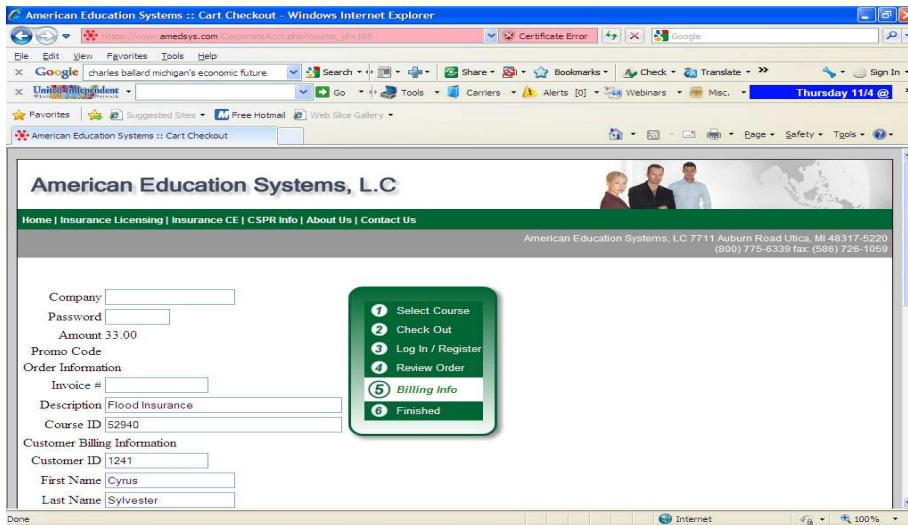
Promotion codes relate to specific promotions. Discount codes relate to negotiated group rate discounts. Corporate codes allow for ordering without immediate payment, with the invoice forward to a corporate contact for settlement. Use of promotion codes is monitored; misuse of promotion codes is prohibited, and will result in course credits not being filed.





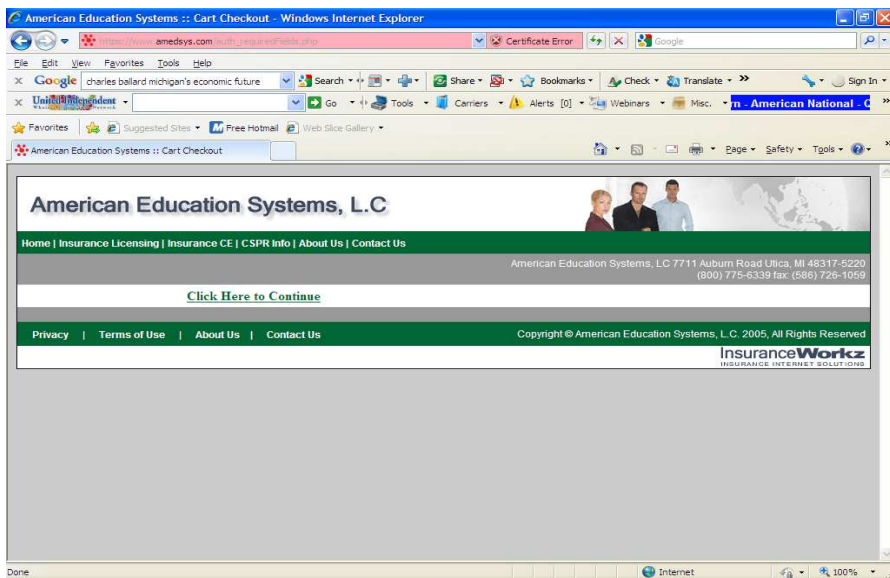
## 9. Billing Info

After entering any relevant promotion codes and clicking the button To Credit Card Information, the user proceed to the Billing Info section, which is the fifth step in the Ordering Process. After submitting the credit card information, the user will receive a printable receipt.



## 10. Accessing the Course

After successful payment, the student will have finished the Ordering Process and be able to access the User Home, or course area. To advance to this screen, the user will click the highlighted text, [Click Here to Continue](#).



## 11. Accessing the Course, Continued

The User Home is where the user can access the courses and take tests. From here, the student can also assess their progress. Courses are opened by clicking the highlighted titled. The course list is on the left side of the screen. Tests are opened by clicking the Take Test button. If a course test has been successfully completed, the Status column will state Closed. A grade (Pass or Fail) will appear in the Grade column. If the CE Cert has been issued, the Cert Issued? column will state Issued with a corresponding date under the Issue Date column.

Tests that have been started but temporarily halted by the user will show as In Progress under the Status column.

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**System Access - User Home**

Welcome Back **Cyrus Sylvester** [Log Out](#) [Continue Shopping](#)

Courses In Your Account (Click to view Course - PDF)	State	Lic. Codes	Hours	Status	Test Ver.	Grade	Done	Date	Cert Issued?	Issue Date
<a href="#">SAFE Course - 20 Hour Comprehensive</a>	Michigan		20		1		N	06/09/10		
<a href="#">Michigan Property Casualty Package</a>	Michigan	PC	24	<a href="#">Take Test</a>	1		N	10/12/10		
<a href="#">Life and Health Ethics Bundle Paper Version</a>	Michigan	LH	24	<a href="#">Take Test</a>	1		N	10/12/10		
<a href="#">Core Concepts LH Revised-Paper</a>	Michigan	LH	21	<a href="#">Take Test</a>	1		N	10/12/10		
<a href="#">Life and Health Revised</a>	Michigan	LH	18	Closed	1	Pass	Y	10/12/10	Issued	10/13/10
<a href="#">Core Concepts LH Revised</a>	Michigan	LH	21	<a href="#">Take Test</a>	1		N	10/13/10		
<a href="#">Principles P/C Special</a>	Michigan	PC	10	<a href="#">Take Test</a>	1		N	10/15/10		
<a href="#">FREE Health Prelicensing Exam</a>	Michigan	LH	0	<a href="#">Take Test</a>	1		N	11/02/10		
<a href="#">Flood Insurance</a>	Michigan	PC	3	<a href="#">Take Test</a>	1		N	11/03/10		

## 12. Activating a Test

When a user clicks the Take Test button, the Mandatory Affidavit (Monitor) form will appear. The user should complete the requested information and then click to continue. If the test is interrupted prior to completion, the form will appear again, with the opportunity to update the information, if necessary.

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**\*\*\*REQUIRED READING PRIOR TO TAKING AN INSURANCE CE EXAM\*\*\***

**Insurance Agent/Producer and Monitor Instructions**

State rules require that Resident Agents/Producers be monitored while completing their mandatory continuing education (CE) exam. The Monitor (i.e. Proctor) must be a "disinterested third party." A "disinterested third party" is held to be someone who receives no financial benefit from the Agent/Producer maintaining an active insurance license. In addition, the Monitor cannot be connected to the Agent/Producer by ties of blood or marriage. Both parties are required to complete an affidavit attesting that the Producer completed the exam without assistance. The following are instructions on how to properly complete the Mandatory Affidavit Form.

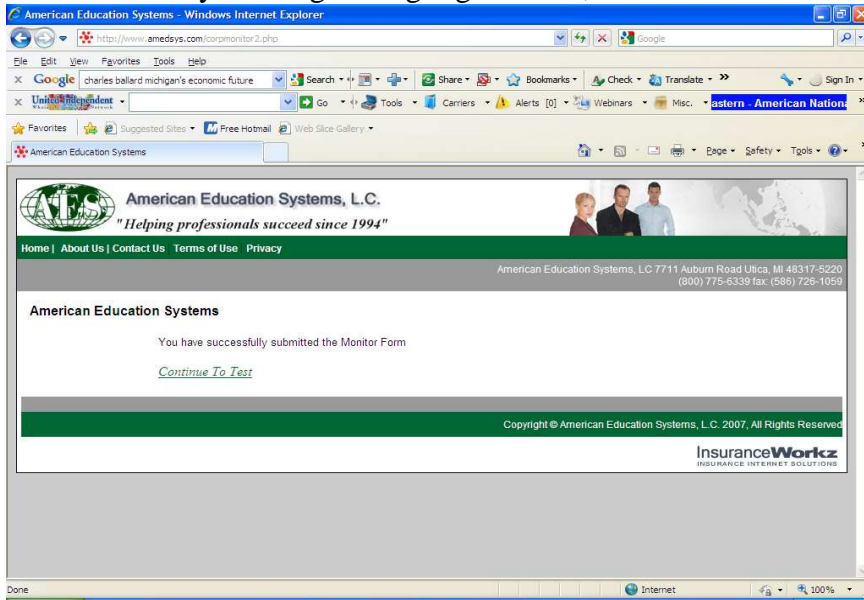
**Agent/Producer**

Prior to taking a CE exam, the Agent/Producer will be required to complete his portion of the Mandatory Affidavit. The Mandatory Affidavit Form attests that the Producer completed the exam without assistance, and affirms that he understands his responsibility to maintain the official Certificate of Completion as required by the State Department of Insurance.

It is vitally important that the Agent/Producer fills out his portion of the Mandatory Affidavit Form completely and accurately. Any form that is missing information will be returned and the exam will not be processed until AES, L.C. has secured a properly completed Form. Information required for the Form

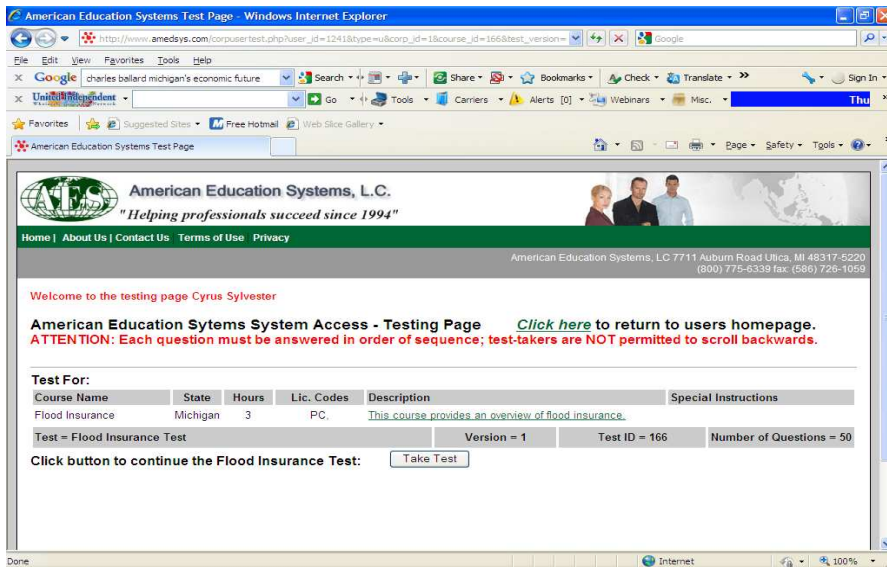
### 13. Activating a Test, Continued

When a user completes the Mandatory Affidavit (Monitor) form, the user will be prompted to proceed. The user will continue by clicking the highlighted text, Continue To Test.



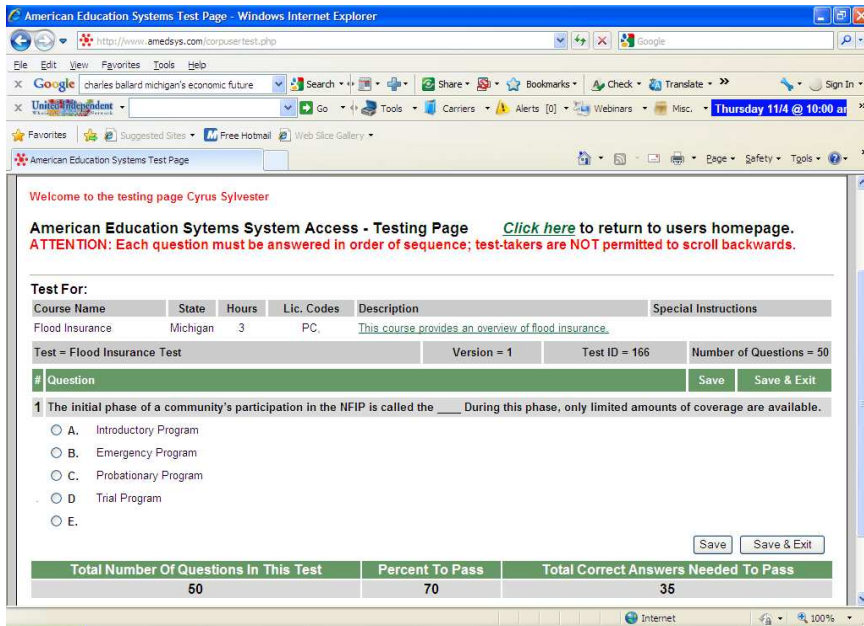
### 14. Activating a Test, Continued

To activate a test, the user will click the button, Take Test. Please note, each question must be answered in order sequence; test-takers are NOT permitted to scroll backwards.



## 15. Navigating in the Test Environment

To answer questions, the user will select the radio button A, B, C or D under the question. To advance to the next question, the user will click the Save button in the lower right corner of the screen. To exit the test, the user will click the Save & Exit button.



## 16. Returning to the User Home Page

If the student left the test prior to completion, the User Home Page can be accessed by returning to the [www.AmEdSys.com](http://www.AmEdSys.com) homepage and entering the Username (email) and password via the Login screen. The Login screen is accessed by clicking the highlighted text, Login, in the upper left corner of the homepage screen, directly below the logo.

