



# NABIP Course User Guide

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## How to Create an Account

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” under Professional Development in the mega 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 the New Customer? Start Here link.

The screenshot shows the NABIP OLI homepage. At the top right, the text "Hello, Guest" is visible next to a "Sign In" dropdown menu. A red circle highlights this dropdown menu, which contains the link "New Customer? Start Here". Below the navigation bar, there is a section titled "Featured Products" with a large graphic for "Certified NABIP ACA & Beyond".

3. Select the Create Your Account link under “No login? Click below to create an account online.” on the login page.

### 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**

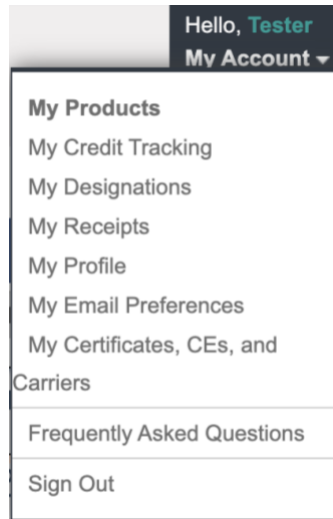
\***Password**

\***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 the 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 NABIP 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 in your account.
- 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 in their OLI account. To learn more about obtaining the REBC designation or maintaining current designations, visit the [NABIP website](#).
- Account holders can view their designation progress or status on the My Designation page in their OLI account.

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

## How to Purchase a Course

Here are step-by-step instructions to purchase a course 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” under Professional Development in the mega 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, click the Add to Cart button.

The screenshot shows the product details for the course "ACA and Beyond: A Modern Look at Employee Benefits". The page includes the NABIP logo, course title, and a "PURCHASE OPTIONS" sidebar. The "Add to Cart" button is circled in red. The sidebar shows a Non-Member Price of \$775.00 and a Member Price of \$595.00, with a note that membership saves \$180.00. The main content area includes a description of the course and its benefits.

Home » Affordable Care Act (ACA) » Product Details

**Certified NABIP** **ACA & Beyond**

*ACA and Beyond: A Modern Look at Employee Benefits*

Online library of curriculum and digital textbook  
Credit(s): 15 CPC  
Original Program Date: February 1, 2023

Category: Affordable Care Act (ACA)

**PURCHASE OPTIONS**

**Add to Cart**

**ACA Certification**

Non-Member Price  
\$775.00

Member Price  
\$595.00  
(Membership saved you \$180.00)

**Description** Credits

This eleven-part high-level course will cover the components of ACA, an overview of markets pre-ACA, major goals, a high flyover of top ACA items, affordability, overarching principles, tax issues, and major federal laws. Paul Roberts is a leading expert who excitingly teaches health insurance compliance and supports agents & brokers in becoming more knowledgeable professionals. Course framework requires completing each module through a build-upon learning approach followed by a final exam.

Students who complete this certification program will be better prepared to counsel individual and business consumers of health insurance on the specifics of the ACA. They will also be well versed on the new options and requirements for health plans the law has created and how to help consumers move forward.

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

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

Media	Item Name	Quantity	Price	Ext Price	Delete
ACA Certification	<a href="#">ACA and Beyond: A Modern Look at Employee Benefits - Price</a>	1	\$775.00	\$775.00	
	<b>Membership Savings</b>			<b>-\$180.00</b>	
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.				<b>Sub-Total: \$595.00</b>	
				<b>Estimated Tax: \$0.00</b>	
				<b>Total: \$595.00</b>	

Continue Shopping
Checkout

5. 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](mailto:professionaldevelopment@nabip.org) or call the NABIP Student Services Helpdesk at 844-257-0990.
  
6. 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.

**Purchaser Contact Information**

Login ID:  ✓

E-mail Address:  ✓

First Name:  Last Name:

Company:

Account ID:

Address 1:

Address 2:

City:  State:  Postal Code:

Country:

Phone Number:

**Registration**

DC Health Link Broker Certification Course (2024) - Exchanges Online - DC, MD and VA Residents


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

Continue Shopping
Checkout

7. On the Payment page, you will see your cart summary at the top. If applicable, fill out your payment information. Select the Complete Purchase button in the lower right corner.

**Billing Information**

**Payment Method**

Credit Card 

Credit Card Number:  (No spaces or dashes)

Expiration Date: 1 - Jan 2024

CVV #:  (what's this?)

Use my contact information

Name on Card:

Street Address:

Street Address 2:

City:

State: ALABAMA

Postal Code:

Country: UNITED STATES

**Receipt Email**

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

Also send receipt to:

[Continue Shopping](#)

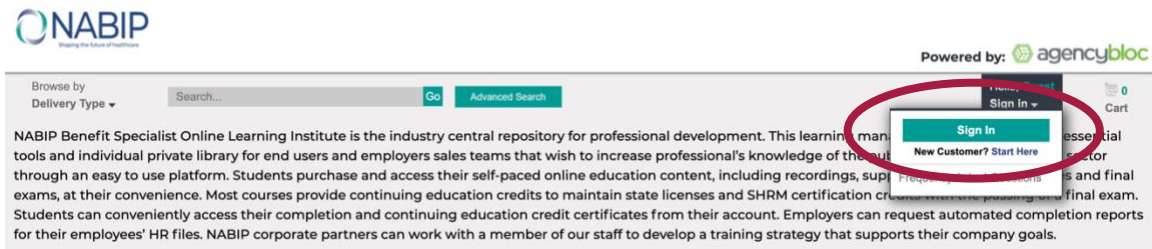
- You will be redirected to the My Products page of your Online Learning Institute account, where your course is now available.



## How to Access Your Course

Here are step-by-step instructions to access your course 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” under Professional Development in the mega 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 NABIP member, use your member login. If you require assistance with your login credentials, please email [professionaldevelopment@nabip.org](mailto:professionaldevelopment@nabip.org) or call NABIP’s helpdesk at 844-257-0990.



3. Once you login, you will be redirected to your My Products page where your course is available.

# How to Complete Your Course

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

1. On the My Products page in your Online Learning Institute account, click the green Play button of the first module to start your course. 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. Take the quiz/post-test and then click the Close button to proceed to the next module.

**ACA and Beyond - Chapter 01 - Hello, ACA**  
**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:

<input type="checkbox"/> Participation Tracking	Required
OnDemand:	0.00% Complete, 90% Required
<input type="checkbox"/> Post-Test	Required

4. The last module of your course will be the final exam. When you click on the green 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 prior to its expiration. The final exam will no longer be available after the expiration of the training.

5. After you complete the final exam, a certificate of completion will be emailed to you.