

Thank you for visiting the CE by Design Website and Training Calendar

Please read these instructions to help you navigate the order system including information to join each webinar purchased

Links are no longer emailed to attendees

Please follow **ALL** steps and directions below

Order instructions:

- Go to the View Calendar page and choose the course/s you want to purchase.
- Purchase closes 30 minutes before webinar start time to allow for processing.
- “Add to Cart” also “Add to Calendar” is available with four calendar choices.
- When you’re finished shopping continue to check out and include all required information. Setting up an account is optional.
- **Colorado agents**, you will need your National Producer Number (NPN) AND your Colorado Producer license number. Your NPN is available at www.nipr.com.
- **Iowa agents**, you will need your National Producer Number (NPN) and it can be entered on the CO agents’ line or “N/A”.
- Once you’ve completed your purchase you will receive an email from the system, no-reply@cebydesign.com with a receipt for your purchase.
- **IMPORTANT:** You’ll receive a second email generated from the system, no-reply@cebydesign.com with information to join each webinar you purchased.
Subject line of that email: **“Your CE by Design Order Is Now Complete”**
PLEASE SAVE THAT EMAIL SO YOU CAN JOIN THE WEBINARS YOU PURCHASED.
Managers purchasing for an agent, please forward that email to that agent and include their email and contact information in the Notes section.

EXAMPLE of the order link with instructions to join titled “Your CE by Design Order Is Now Complete”

Downloads

Product	Expires	Download
Product: the course name purchased	Expires: never	Download will show the password and is a hyperlink to Go-To-Meeting. CLICK ON THE PASSWORD to join

SCHEDULED TIME TO JOIN: **FIRST TIME WITH THIS PROCESS PLEASE START EARLY**

- Webinars open 20 minutes before the time to begin.
- **VERY IMPORTANT: BE SURE YOU CAN JOIN FROM YOUR CORPORATE COMPUTER OR YOUR DEVICE CHOICE. CHECK THE LINK AHEAD OF TIME TO AVOID CHALLENGES**
- Once you’ve joined, enter your FIRST AND LAST NAME.
- Join with your audio choice before the webinar begins and access restricts.
- Devices with batteries that run down during the webinar will require reschedule with fee.

State and NAIC rules require Webinar access restricts at the start of the Webinar.

Late attendees and those who don't join will need to reschedule through the Reschedule link on the "Service Page" of the Website.

CE credits are posted with the state, and a certificate is sent by email for each webinar completed.

REFUND POLICY:

Refunds are provided at 75% for webinars missed or not attended when requested.

Refunds are not available if the webinar is joined.

Reschedule with fee will be available for 90 days from purchase date on the 'Service Page' of the website.

QUESTIONS:

Questions should be sent by email to dana@cebydesign.com or use the Contact Us page on the website.

CE by Design wants all attendees to have a good continuing education experience with the current curriculum presented, opportunities for your participation, and links for you to keep.

We want to be your CE provider of choice. We hope you will return and refer your colleagues.