

DC Health Link Broker Training User Guide

Table of Contents

How to Create an Account.....	3
How to Purchase the DC Health Link Broker Training.....	6
How to Access Your DC Health Link Broker Training.....	9
How to Complete Your DC Health Link Broker Training	11

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” 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 “New Customer? Start Here.”

The screenshot shows the NABIP Online Learning Institute homepage. At the top left is the NABIP logo. Below it is a navigation bar with a search bar and a 'Go' button. To the right of the search bar is a 'Sign In' dropdown menu, which is circled in red. The dropdown menu contains the following options: 'Sign In', 'New Customer? Start Here', and 'Frequently Asked Questions'. Below the navigation bar is a section for 'Featured Products' with a large banner for 'Certified NABIP ACA & Beyond'. The banner includes the text 'ACA and Beyond: A Modern Look at Employee Benefits' and a description of the course.

3. Select “Create Your Account” under the Forgot Password button 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**

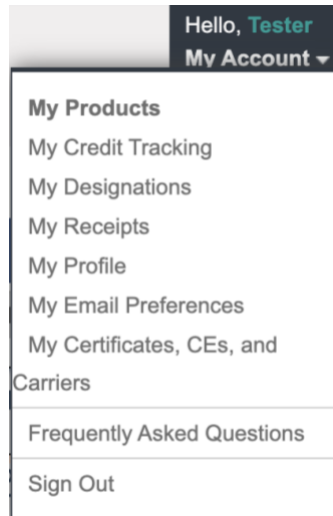
***Password**

***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.

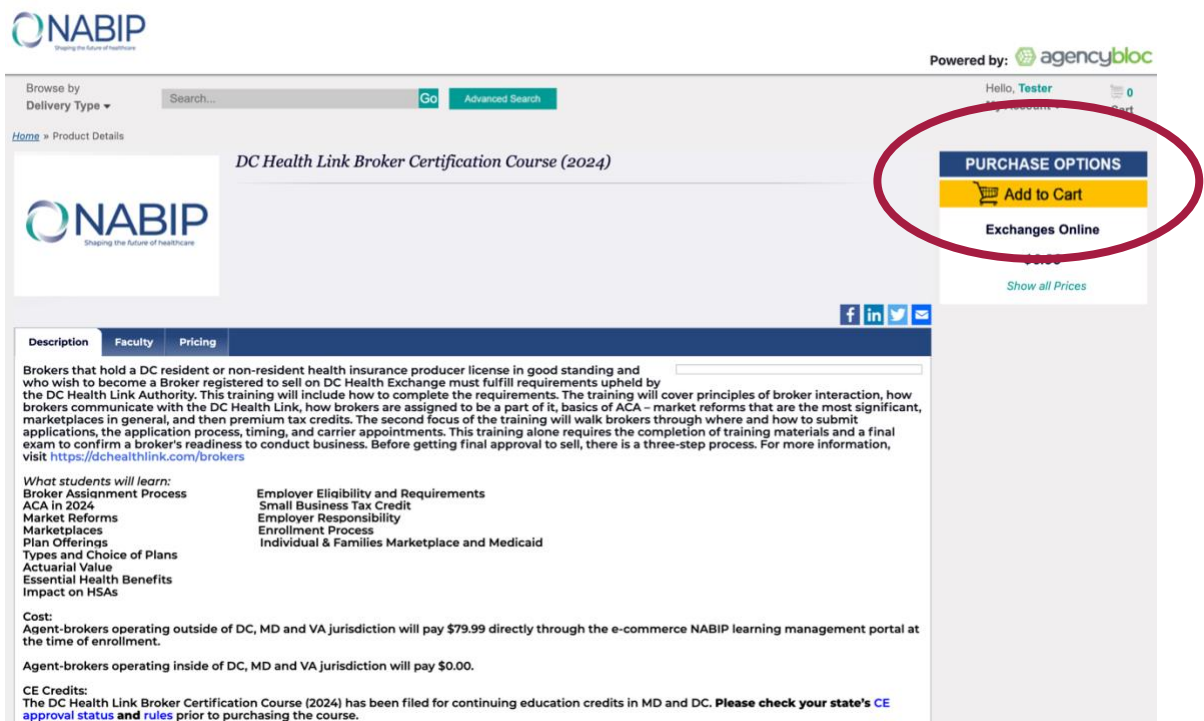


If you require assistance with your OLI account, please email professionaldevelopment@nabip.org or call the NABIP Student Services Helpdesk at 844-257-0990.

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):

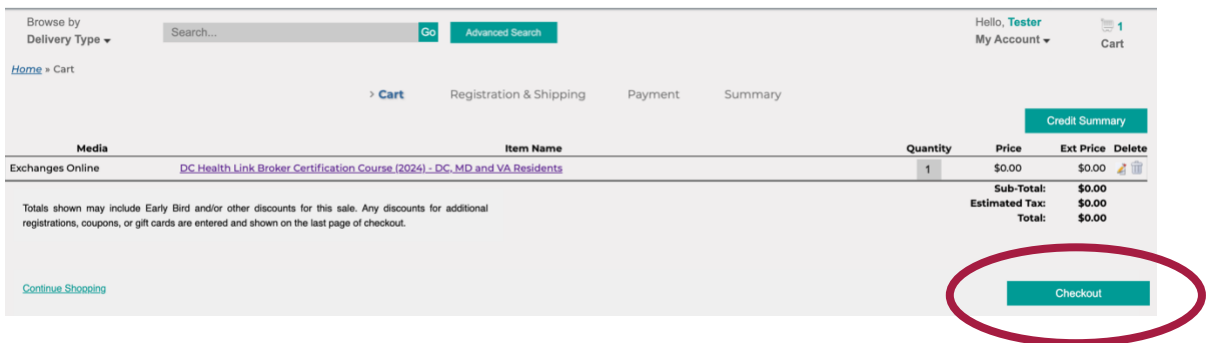
1. Contact DC Health Link at dchl.producer@dc.gov for access to the current training.
2. Click on the URL provided to you by DC Health Link.
3. On the product's page, on the right side in the Purchase Options section, click the "Add to Cart" button.



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.

Purchaser Contact Information

Login ID: ✓

E-mail Address: ✓

First Name: Last Name:

Tester

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:

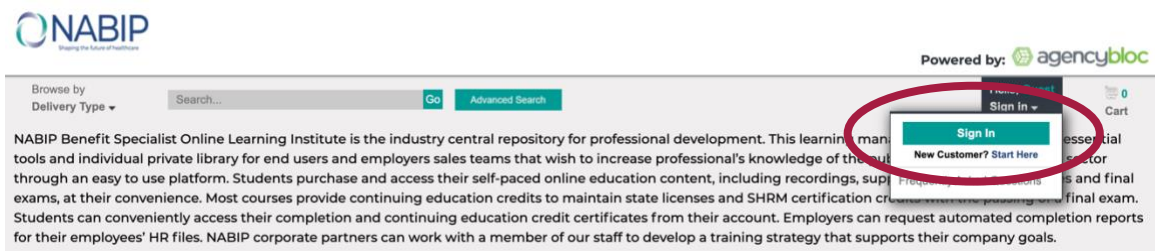
[Continue Shopping](#)

8. 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.
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 available.

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://nabip.inreachce.com>. You can also access the OLI on the NABIP website at <https://nabip.org> 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 or call NABIP’s helpdesk at 844-257-0990.



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

4. Click the green “Play” button to begin your training.

The screenshot shows a course page for "DC Health Link Broker Certification Course (2024)". At the top, it displays the course title and a dropdown menu set to "NABIP". The course is identified as "2024 Module One - Brokers and DC Health Link". Key details include: Delivery Type: OnDemand; Purchase Date: Nov 14, 2023; and a status of "INCOMPLETE". A "Receipt" button is visible. The purchase information states "Purchased: Nov 14, 2023" and "Expires: Nov 13, 2024 09:57 AM ((GMT-05:00) Eastern Time (US & Canada))". A sidebar on the left contains three buttons: "Play" (green, circled in red), "Download Materials" (blue), and "Quiz/Tracking" (blue).

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.

**2024 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. 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 prior to its expiration. 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.