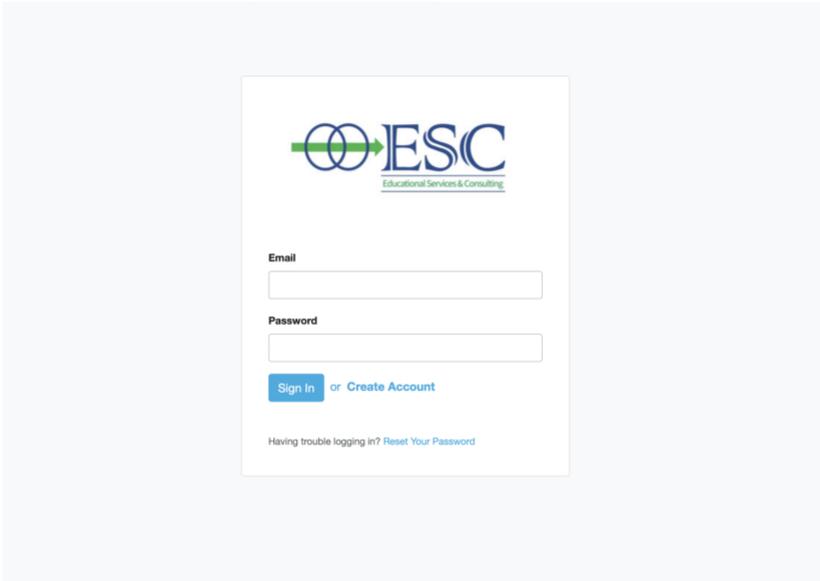


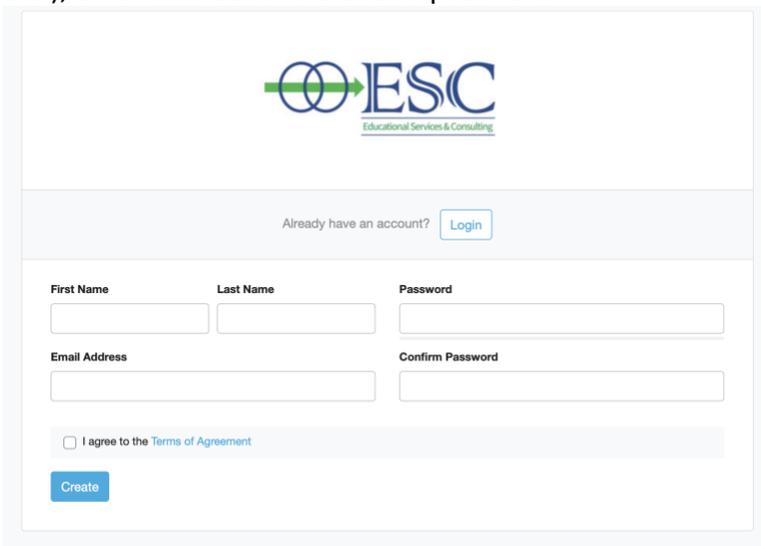
## **Instructions on how to register for the course (ACA or RCSR)**

1. Click on the course name that will direct you to the login page for the course ([www.insurance.digitalchalk.com](http://www.insurance.digitalchalk.com))



The screenshot shows the login page for ESC (Educational Services & Consulting). At the top is the ESC logo, which consists of two overlapping circles with a green arrow pointing right, followed by the text 'ESC' and 'Educational Services & Consulting' below it. Below the logo are two input fields: 'Email' and 'Password'. Underneath these fields is a blue button labeled 'Sign In' followed by the text 'or Create Account'. At the bottom of the form, there is a link that says 'Having trouble logging in? [Reset Your Password](#)'.

2. Click on the 'Create Account' option
3. Enter in your LEGAL name for First and Last name (Timothy vs Tim; Steven vs Steve; etc.), email address and create a password



The screenshot shows the registration page for ESC. At the top is the ESC logo. Below the logo is a link that says 'Already have an account? [Login](#)'. Below this is a registration form with five input fields: 'First Name', 'Last Name', 'Password', 'Email Address', and 'Confirm Password'. Below the form is a checkbox labeled 'I agree to the [Terms of Agreement](#)'. At the bottom left of the form is a blue button labeled 'Create'.

4. Click on the 'I agree to the Terms of Agreement' then click the 'Create' button
5. The next screen will have you add in additional information needed to complete your registration process

\*\*\*PLEASE NOTE: You will need to keep ALL information in your profile since we will need to enter in your data to obtain your license with the Department of Insurance in Florida

The screenshot shows a registration form with the following sections:

- Address:** Fields for Phone Number, City, and State/Province.
- Social Security # req. by FLDFS:** Field for Social Security Number required for FLDFS - Digits Only.
- Additional Info:** Field for College Code (indicated by a red arrow) and a dropdown menu for 'How did you learn of this course?' with 'Other' selected.

A blue 'Next' button is located at the bottom left of the form.

5a. Please enter in the specific 'Course/College code' (position indicated by the arrow) for the course you are taking

\*\*These codes can be found on our home page

\*\*Without a code, you will not have access to the specific course you interested in

6. On your Dashboard Page, click on the 'Catalog' tab
7. You will see the name of the course you are interested in taking. Click on that course and add to cart
8. Go through the payment process
9. Once payment process is complete, navigate to your Dashboard screen
10. The course should appear in your 'Current Courses' and you can begin taking the course

If you have any questions, please reach out the Angela Milligan, Manager of Operations of Educational Services & Consulting LLC  
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