

## Receive a 20% Discount on CE - Courtesy of CPS Reliable At

United Insurance Educators, Inc:

[www.uiece.com](http://www.uiece.com)

Pay after you pass the online test!

Online courses are available seven days a week, 24 hours per day. If you don't pass, then you don't pay.

### Getting Started:

1. Go online to **www.uiece.com** (be sure to put the web address on the address line at the top of your computer – *not* in the search box).
2. You can register immediately if you have not previously done so or wait until the system prompts you (when you are registering, the blue fields are mandatory; if not applicable, just key in zeros).  
**To register:** Click on "Register." You will be asked to create a Username and Password of your choice. Be sure to write down what you create so you can continue using the same registration year after year.  
**Previously registered agents:** click on "**log in.**" If you have previously registered and try to register again with the same username and password, it will say they are already in use. If you try to register with a common Username (such as William) that someone else has already used, it will also say that the name is already in use. We recommend that you use your first and last name combined (example: williamstewart).
3. Enter your state from the dropdown list and click on "Find CE Now."
4. The pencil is the test; the magnifying glass is the book. You do not go through checkout until AFTER you pass the online test. **In WA and IN** you must first open the book before the pencil will appear.
5. **Some states require an affidavit or monitor during testing.** Washington is one of those states. You must print off the appropriate form from the instruction page that comes up when you click on the pencil to begin taking the test. We CANNOT process your education until that completed form is faxed to us. Your cooperation is appreciated.

### Checkout:

1. After you receive a passing score it will say: "Congratulations - You Passed." Click on the blue box that says "Order Cert" in the center of the screen. In the upper right hand corner, it will say "You have 1 item in your cart." Click on "View Cart or Checkout."
2. The Optional Services screen is for additional services that are not required, but may be desired. There is no discount on additional services. Discounts apply only to the actual course price.
3. **The next screen that comes up will ask for your discount coupon code that was supplied by CPS Reliable.** Click on the coupon code showing in red print in the middle of your screen and enter the code. **If you fail to enter the code you will NOT receive the discount.** We cannot apply it after you have completed checkout. This screen also allows you to change the quantity if you accidentally clicked on the "Order Cert" box more than once. Highlight the quantity and change it to 1. **If you make any change you MUST click on "Update Cart" below the box.** Then click on "check out" below the box on the right hand side.
4. Your registration will appear. Make any necessary changes (make sure your address is complete; otherwise we cannot mail you your Certificate of Completion). Check your email address for errors. Scroll down to the bottom of the screen and click to continue.
5. The Billing Information page allows you to enter an alternate address if you do not want your certificate to go to the address on your registration. Click on "Continue to Secure Payment Form" at the bottom of the screen.
6. Click on "credit card" and enter payment information.
7. The final page will state: "Thank you for your order !" It will supply an order number. *You may print off this page for your records if you wish.*

Always click on "**log off**" when you are finished to keep your personal information secure. If you fail to click on "**log off**" your registration may be available to others using the same computer.

United Insurance Educators Continuing Education

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