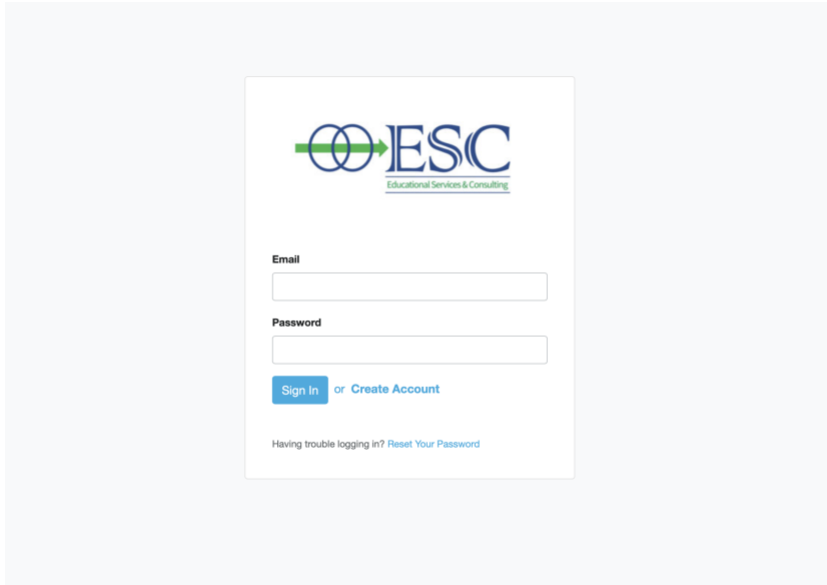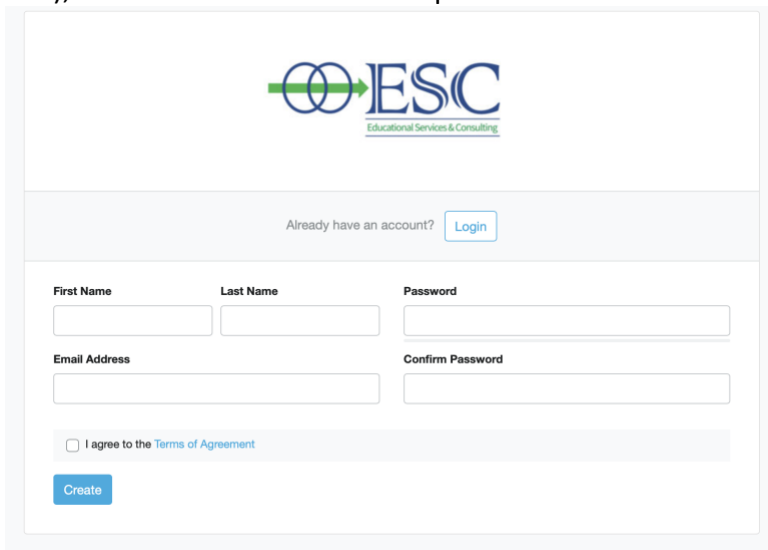# Instructions on how to register for the course (ACA or RCSR)

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

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

4. Click on '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 *include* ALL information in your profile since we will need to enter your data to obtain your license with the FL Department of Financial Services.

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
Email: amilligan@escconnected.com