

How to Register on RegEd

Introduction

This document will take you through the steps of registering for the RegEd website.

Responsibility

Each agent is responsible for registering themselves for the RegEd website.

Before you begin


Before you begin, you will need to have your National Producer Number (NPN) and Social Security Number (SSN) to register for an account with RegEd. *Please Note: Do not register with corporate Tax Id Number (TIN), always use your SSN.*

Procedure

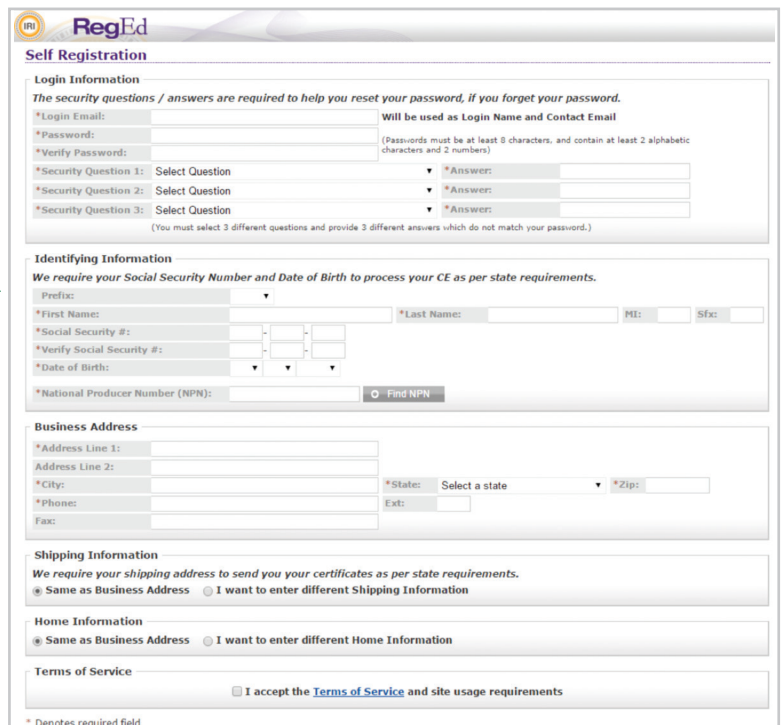
Follow the steps in the table below to register for the RegEd website.

1. Go to <https://secure.reged.com/TrainingPlatform/>

2. Click on **“Sign Up”** in the top right hand side of the screen

3. Fill out the Self Registration Screen 
Please Note: Passwords must be at least 8 characters, and contain at least 2 alphabetic characters and 2 numbers.

4. Click **“Register”** at the bottom of the page.



The screenshot shows the 'Self Registration' form on the RegEd website. The form is divided into several sections:

- Login Information:** Includes fields for Login Email (noted as 'Will be used as Login Name and Contact Email'), Password, and Verify Password. It also has three Security Questions with dropdown menus for selection and text boxes for answers. A note states: '(You must select 3 different questions and provide 3 different answers which do not match your password.)'
- Identifying Information:** Includes fields for Prefix, First Name, Last Name, MI, Sfx, Social Security #, Verify Social Security #, and Date of Birth. There is also a field for National Producer Number (NPN) with a 'Find NPN' button.
- Business Address:** Includes fields for Address Line 1, Address Line 2, City, State (dropdown), Zip, Phone, and Fax.
- Shipping Information:** Includes a note 'We require your shipping address to send you your certificates as per state requirements.' and radio buttons for 'Same as Business Address' (selected) and 'I want to enter different Shipping Information'.
- Home Information:** Includes radio buttons for 'Same as Business Address' (selected) and 'I want to enter different Home Information'.
- Terms of Service:** Includes a checkbox for 'I accept the Terms of Service and site usage requirements'.

A small asterisk (*) denotes required fields.

Call Sales Support with Questions!
866-322-7066