LIMRA AML TRAINING GUIDE FOR PRODUCERS

LIMRA COURSE INSTRUCTIONS:

Link to site: http://nailba.limra.com/Nailba_default.html

- **If you are a returning user:** *Please log in and complete the next open/ available AML (anti-money laundering) course.*

- **If you are a new user:** *Please follow steps below.*

Step 1: Register.
- ✓ Click on "Register Here" and fill out the required information number (First name, last name, National Producer Number).
- ✓ To look up your NPN (National Producer Number), please visit www.nipr.com and click on "Look up My National Producer Number (NPN)" and provide the requested information to retrieve the number.

Step 2: Select **"Crump Insurance Services"** from the menu.

Step 3: Select the insurance companies with which you would like LIMRA to share your training results. This information will only be shared with the carriers you select once they request the information directly from LIMRA.

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"SCREEN SHOT" INSTRUCTIONS:

**Please be sure to take a "screen shot" of your completion date on LIMRA to send to us since *LIMRA will not provide you with a completion certificate*…

- Log in to your LIMRA account.
- Take the course.
- Once you locate the screen showing the name of the course you completed along with the completion date, press the control key (ctrl) on your keyboard, hold it down and then press the print screen (PrtScn) button on your keyboard. This will allow you to copy a picture of whatever is on your screen.
- "Paste" the picture in a new email.
    - ✓ To "paste" you can either press Control (ctrl) and the letter "V" on your keyboard OR you can just right click on the body of the email and select the "paste" option.)
    - ✓ If this method is too complicated, you can try to take an actual picture of your LIMRA screen with your phone and email the picture to us. Please ensure that the picture is clear to avoid delays in processing.
    - ✓ Please send the "screen shot" in an email to Brandon Brokerage Group for processing.