

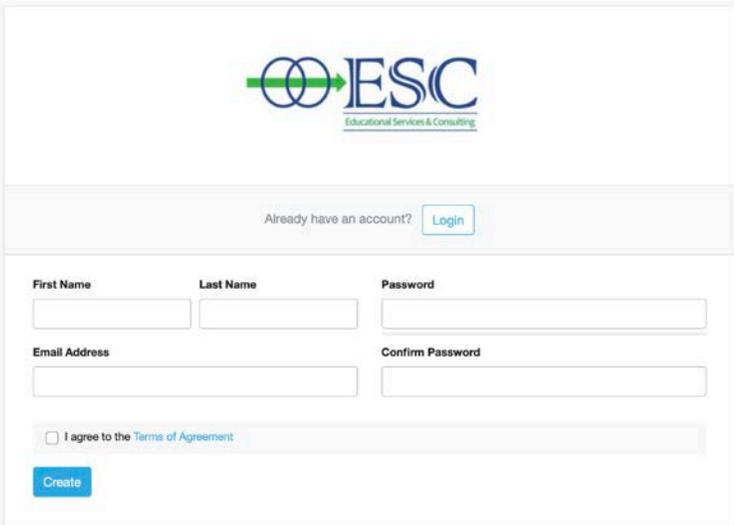
Instructions: Registering for the ACA or RCSR Course

1. First, click on the course name. That will direct you to the login page for the course. (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 your LEGAL name into the boxes labelled “First Name” and “Last Name” (e.g., Timothy versus Tim, Steven versus Steve). Then enter your 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 of the form is a blue button labeled "Create".

4. Click the box to accept the *Terms of Agreement*, and then click the “Create” button.
5. The next screen asks for additional information needed to complete the registration process.*

**Please note: You will need to keep ALL information in your profile, as this data must be entered later to obtain your license with the Florida Department of Insurance.*

The screenshot shows a registration form with three main sections:

- Address:** Contains three input fields for "Phone Number", "City", and "State/Province".
- Social Security # req. by FLDFS:** Contains one input field for "Social Security Number required for FLDFS - Digits Only *".
- Additional Info:** Contains one input field for "College Code *" and one 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 the specific 'Course/College Code' for the course you are taking. Without the correct code, you will not have access to the specific course you are interested in.
6. On the Dashboard Page, click on the "Catalog" tab.
7. Here, you will see the name of the course you are interested in taking. Click on the course and add it to the 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.

Any questions can be addressed to Angela Milligan, Manager of Operations of Educational Services and Consulting, LLC.

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