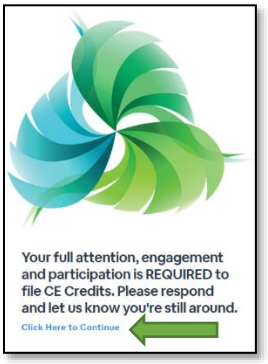
Hello! Thank you for attending today's Continuing Education Seminar.

PLEASE CLOSE ALL OTHER OPEN WINDOWS ON YOUR COMPUTER!

We hope the information below will help you if you should have any trouble with this learning platform.

If you have any questions, please contact marketing@benefitindemnity.co.

IMPORTANT - Attendance Requirements:



- IN ORDER TO RECEIVE CREDIT, YOU MUST BE PRESENT, ATTENTIVE, AND RESPONSIVE FOR THE CLASS IN ITS ENTIRETY.
- Your presence and attentiveness is monitored electronically through our Online CE software. Clicking another window/tab on your screen to view emails or any other content will report you as non-present during that time. Please be cautious about inadvertently clicking elsewhere.
- Your responsiveness is tracked by Q&A, polls, pop-ups, etc. Failure to respond can result in denial of CE Credits.
    - *Sample attendance monitor displayed on the right.*
- Credits will not be provided to anyone who does not follow these mandatory requirements set by the licensing state. A lack of "attention" during the program will force us to disqualify your credits.

Other Details:

- LATE LOCKOUT: State regulations do not allow admittance for credit if you are more than 15 minutes late to a class. Therefore, if you try to enter the webinar 15 minutes or more after start time, you will be redirected to this main page of our education channel.
    - FOR THIS REASON, if you should sign off or get disconnected, you won't be able to log back in. Please contact marketing@benefitindemnity.co to temporarily remove the lock.

You are typically allowed to sign into a class 15 minutes prior to start time, and wait in the "waiting room" until the class begins.

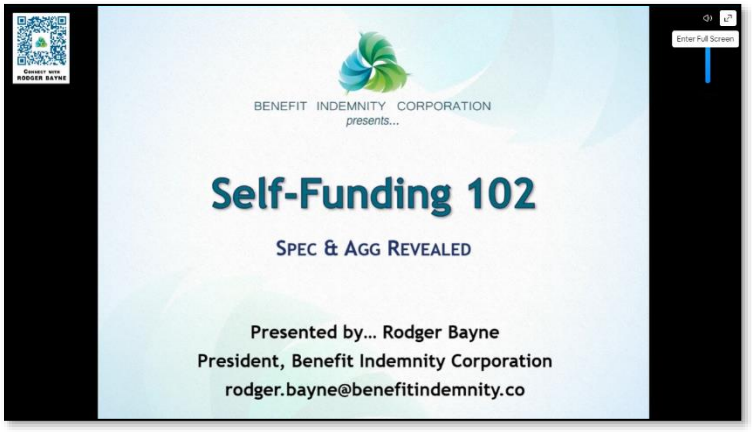
When the webinar opens, your screen will look like the screen shot below. Course materials (i.e. PPT presentation) will be shown in the open section on the left as they become available. On the right is your control panel.



When a screen is shared (i.e. presentation), it could look something like the screenshot below.

To enter Full Screen mode, click the double-ended arrow in the top right corner.

NOTE: switching to full screen mode will also minimize your control panel.

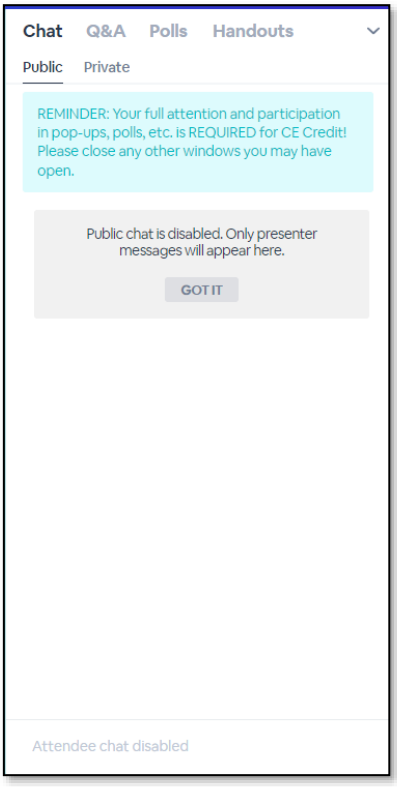


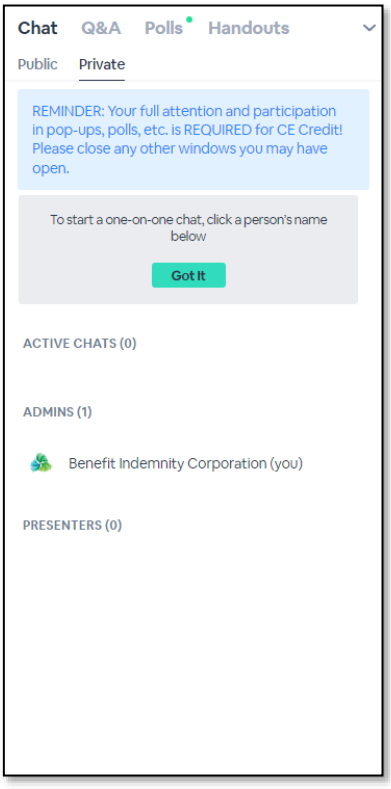
Now… let's talk about the control panel.

You can toggle between screens via the menu at the top: Chat, Q&A, Polls & Handouts.

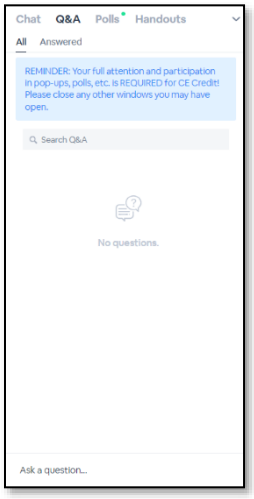
CHAT

- You can toggle between Public / Private via the sub-menu.
- In order to keep the chatter to a minimum and increase attention to the presentation, attendee chat is disabled. Messages from BIC will appear here.
- If you need to send us a message, you can click into the "private" section and choose our name to send us a private message.



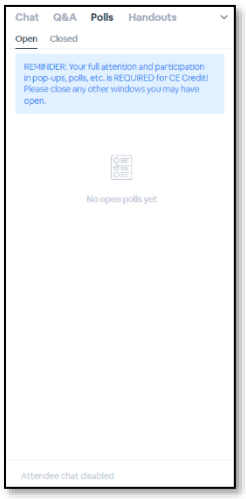


Q & A

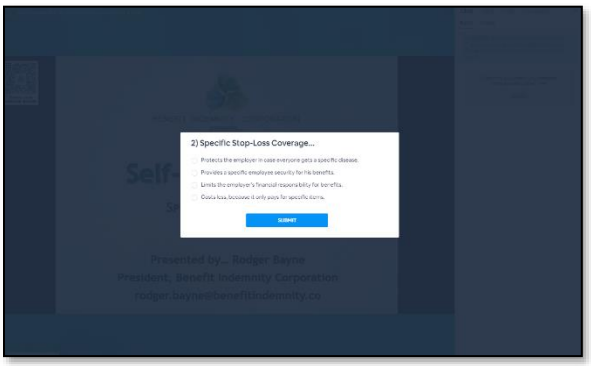


- Use this panel to ask your own question to us OR answer a question if/when the presenter asks.
- This section is moderated and only questions made public by the speaker can be seen by all attendees.

POLLS

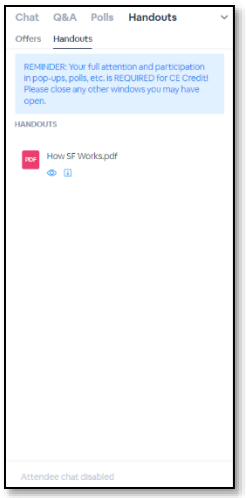


- When a poll is first opened, it will appear as a pop-up on your screen. Be sure to answer all polls, as this is one of the ways we are tracking your attention.



- Open polls (and the results) will appear in the Polls panel.
- Once the presenter closes the poll to responses, you can view the responses via the “Closed” section.

HANDOUTS



- Any supportive documents will be posted here for you to download.

- NOTE: you can also check the “OFFERS” sub-menu for available discount codes for the next course!