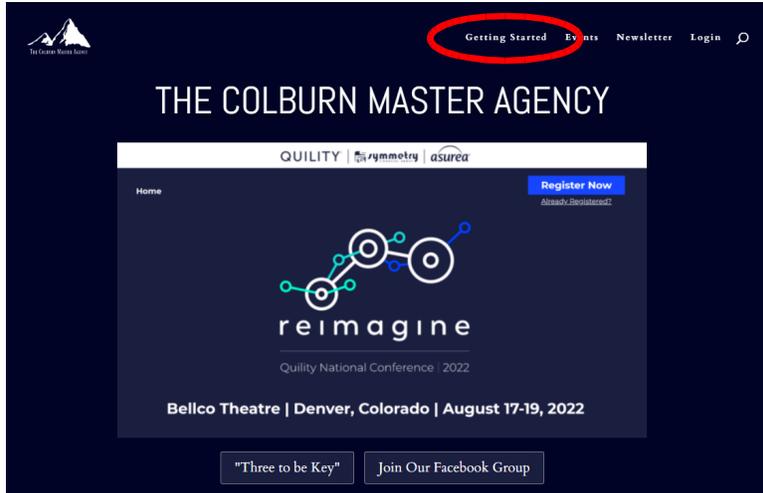


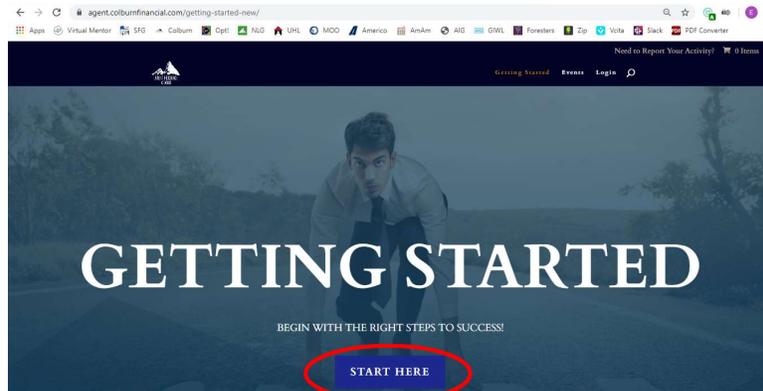
On-boarding Instructions: Total Time 20-30 minutes

You will need the name of your Recruiter and Agency Owner to complete on-boarding

Visit agent.colburnfinancial.com and select 'Getting Started'



Select 'START HERE'



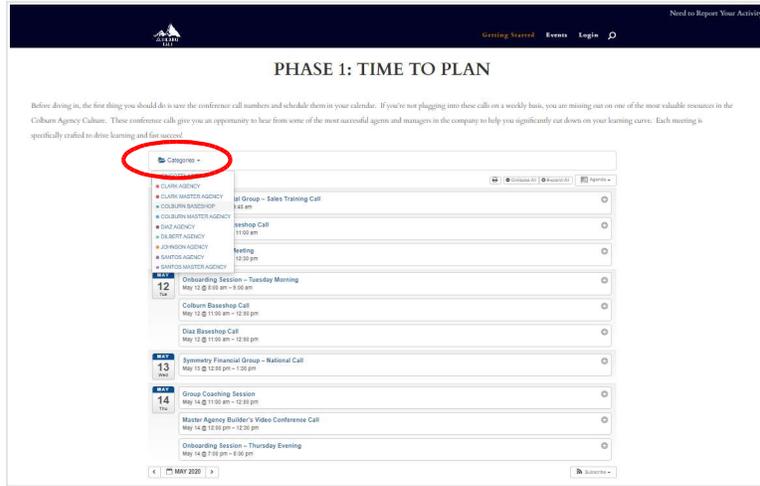
Watch the 9 minute 'Welcome to the Agency' Video.



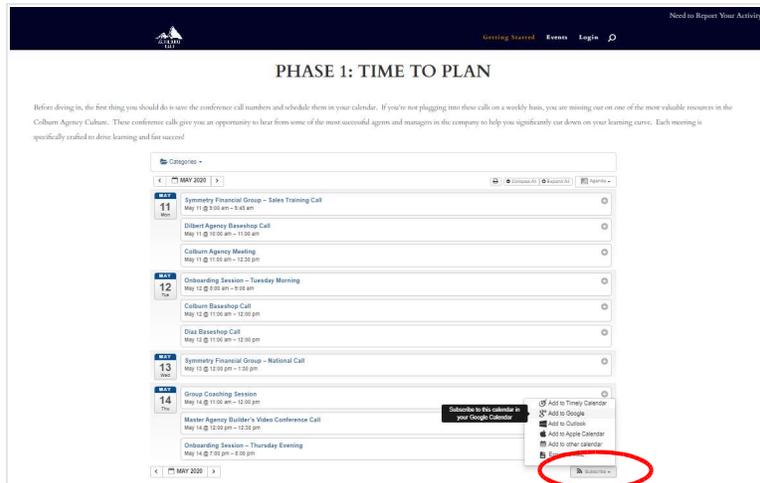
PHASE 1: TIME TO PLAN

This will import all of our weekly calls into your calendar

a) Hover over 'Categories' and click to select your agency

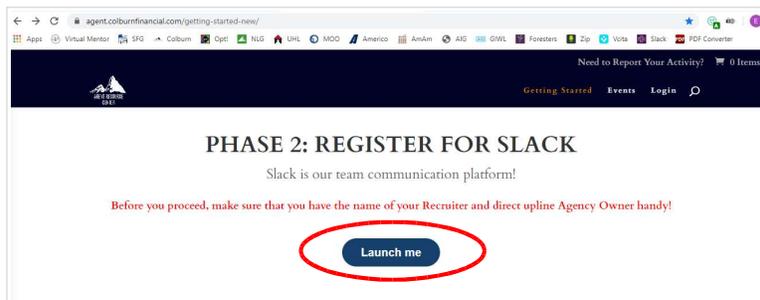


b) Click 'Subscribe' and then click to add to your calendar



PHASE 2: REGISTER FOR SLACK

a) Select 'Launch me' and follow the instructions to register and join our team workspace



PHASE 3: ATTEND THE NEXT EVENT!

Discover how you can make empowering shifts in your career with Quility

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PHASE 4: ACCESS THE WEBSITE

Access our Agent Website & Sign Up for Licensing

You will be directed to register for the website first before you get access



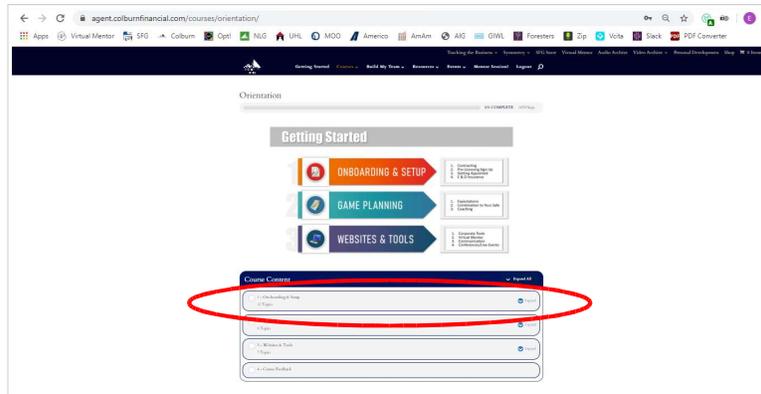
Complete the form and select 'Register Now!' to access our website

A screenshot of a web browser showing a registration form on 'agent.colburnfinancial.com'. The form title is 'Please Register to Access'. It contains fields for 'Full Name*' (First and Last), 'What is your email address*', 'Who is your Agency Owner?' (with a dropdown menu), 'What username would you like for the website?', and 'Password*' (with 'Enter Password' and 'Confirm Password' sub-fields). A 'Register Now!' button is circled in red at the bottom.

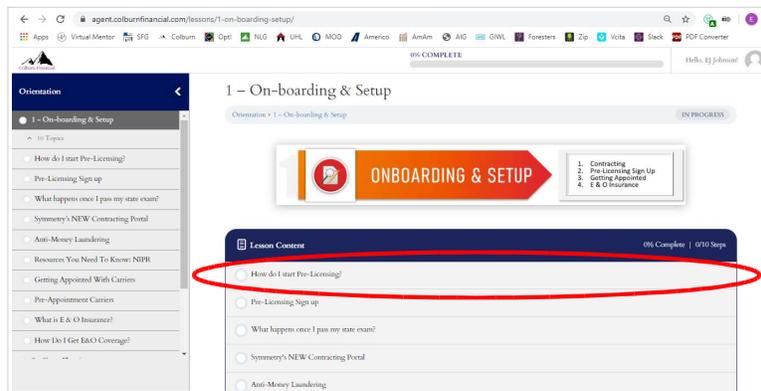
c) Follow the link to the 'New Orientation Course!'

A screenshot of the same registration form, but with additional text below the form fields. The text says: 'We are excited that you have registered for our training platform with the Colburn Master Agency. Here is the information that you will need to login to the website. Username: [J] Please use the password that you entered during the registration process to log into the website. Use the following link to access the New Orientation Course!' The link is circled in red.

d) Select 'On-boarding & Setup'

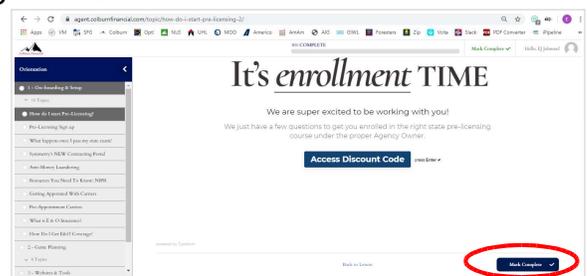
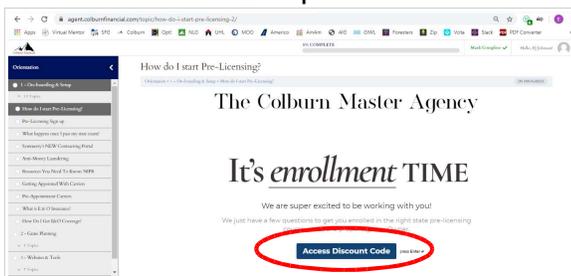


e) Select 'How do I start Pre-Licensing?'



f) Select 'Access Discount Code' and follow the instructions to sign up for licensing

Note: If you are already licensed, scroll to the bottom of the section and select 'Mark Complete' to continue moving through the Orientation Course



After enrolling in licensing, your focus should be: 1) working through your licensing class and 2) attending all of our team calls. Once you complete the state licensing exam you will continue working through the agent training on the website to complete training.

WE LOOK FORWARD TO SEEING YOU ON OUR NEXT CALL!