



## NAIC Insurance Regulator Professional Designation Program

# Frequently Asked Questions

### Accessing the System

1. Visit [http://www.naic.org/education\\_designation.htm](http://www.naic.org/education_designation.htm) and click 'Log-In Here.'
2. Once the Professional Designation system page appears, click 'Login.'
3. You will be directed to enter your MyNAIC user ID and password.

If you do not already have a MyNAIC user ID, please contact the NAIC Service Desk at [help@naic.org](mailto:help@naic.org).

### Update Profile

Upon login, ensure the following information within your user profile is accurate and up to date.

- ◆ Business Mailing Address
- ◆ Email
  - ◇ Enter using all lower-case letters.
- ◆ Date of Hire
  - ◇ Enter the date as 'mm/dd/yyyy,' or use the date-picker button to select the date.

### Paying for Enrollments

Enrollment Fee payment options:

- ◆ Grant or Zone Funds — Download the expense report using the link provided. Once complete, upload the expense report into the system.
- ◆ Invoice — Invoices will be emailed to the address on file.
- ◆ Credit Card

### Recording Course Results

We recommend entering your exam date and score in the system upon completion of each course exam.