

# INSTRUCTION SHEET

## CE Suite Login for Insurance Agents

Welcome to your Personal Insurance Continuing Education Suite and CE hours tracking tool. Before you login to your CE Suite for the first time you will need to make sure you have the following on hand:

- Your Insurance License Number
- The Date you were first licensed
- Your Insurance License expiration date

(These should all be found on your insurance license)

1. When you enter for the first time, scroll down to the field that says **First time users only: Access Code:**. Enter the access code you were given for your personalized CE portal. Do not enter anything in the License Number or Password fields yet.
2. Click **Register**.
3. Agree to the terms and conditions and click **Next**.
4. Enter all of the information needed to setup your account. You must fill in everything that has a red asterisk next to it. Please be sure to enter a good phone number and email address so we can contact you in case there is an issue reporting any hours to the state. Click **Save**. Once you have saved your information, a verification email will be sent to your email inbox. After verifying your email, you should be directed to a screen that says your account has been successfully created. Click **Continue**. (see the next bullet point for troubleshooting tips).
5. If you click save at the bottom and you do not navigate to a new page, please scroll up and verify that all of the required information has been input. If you receive a message that you cannot setup an account because your license number has already been used, you already have an account on our site. Please call 5th Gear Enterprises at **503-523-2339** to help get access to it. If you enter your license number incorrectly, 5th Gear Enterprises can update it for you.

6. After setting up your account, you will be sent an **Account Verification** email. You must click on the link in the email to verify your account before you can take a course. The link in the email can only be used to log in one time. Please use the link above to login after that.
7. You can now begin taking any of the CE classes listed by clicking on the link **Course Summary** next to each class. Begin by following the instructions for each course. Click on the **Begin/Continue** button below the chapter headings to begin the course or to proceed from where you left off in your last viewing of the course. The **Take Test** button will not be available until all of the course content has been viewed and chapter quizzes have been taken.
8. Once a test is passed, you will receive your certificate of completion within 10-15 business days. Please let 5th Gear Enterprises know if you need it sooner so we can make arrangements.

**State Approved CE Provider Name:  
5th Gear Enterprises, LLC**