



MRD TRAINING & CONSULTING INC.

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[www.mrdconsulting.ca](http://www.mrdconsulting.ca)

Monday July 22, 2019

To: Dan Lawrie Insurance Inc.

Hamilton, Ontario

## DAN LAWRIE INSURANCE INC USER ACCOUNTS LOG IN

### MEMBER FLOW

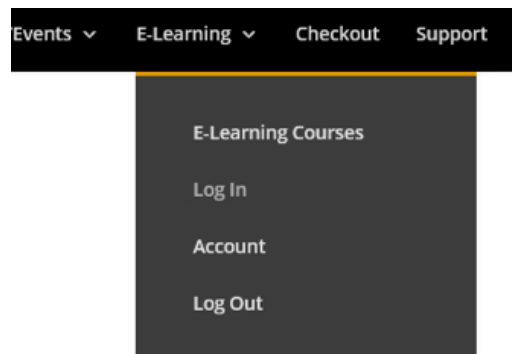
MRD E-Learning uses a single log-in page for all members.

Members create their own accounts at <https://mrdconsulting.ca/e-learning/>

### LOG IN PROCESS

#### Member Type: ALL

Member navigates to E-Learning menu, and selects LOG IN option



Member is presented with LOG IN form

#### Log In

Please log in below to be taken to your account page.

A screenshot of a web form for logging in. It has a light blue border. At the top, it says "Please log in below to be taken to your account page." Below this are two input fields: "Username" and "Password". Below the "Password" field is a blue button with the text "Log In". At the bottom left, there is a checkbox labeled "Remember Me". At the bottom right, there is a link that says "Lost your password?".

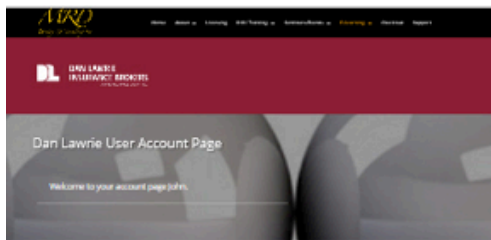
Member enters credentials and is Logged into Account.

**First step is complete**

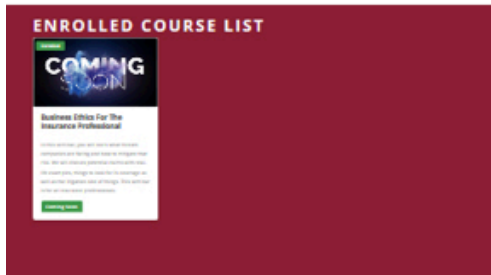
## **ACCOUNT ACCESS PROCESS**

### **Member Type: Company**

Once logged in the member is immediately transported to the correct Company Portal Account page. For you this will be the Dan Lawrie portal.

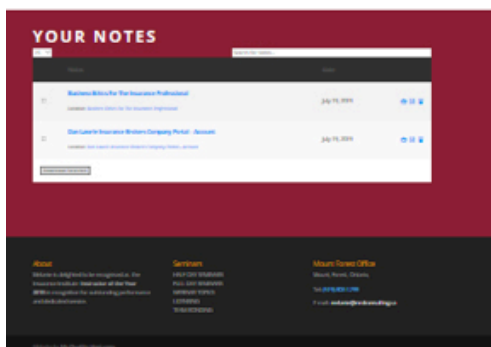


In this Company Portal, the member is presented with a personal welcome, a Dan Lawrie News Feed, an MRD Newsfeed, a list of their enrolled courses, a breakdown of course progress, and a list of all notes taken on all courses they are studying.

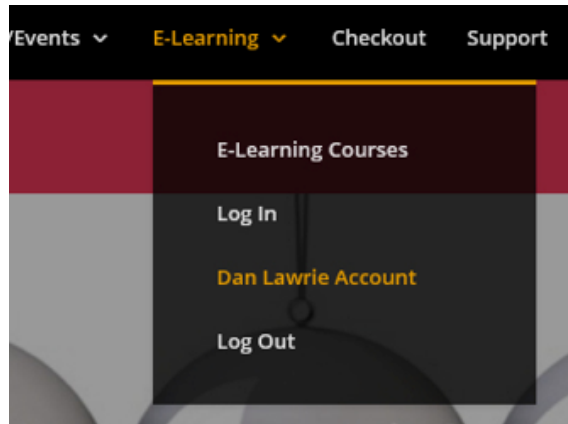


#### **YOUR COURSE PROGRESS**

Profile	Progress
Enrolled Courses	Status
1 Business Ethics For The Insurance Professional	100%



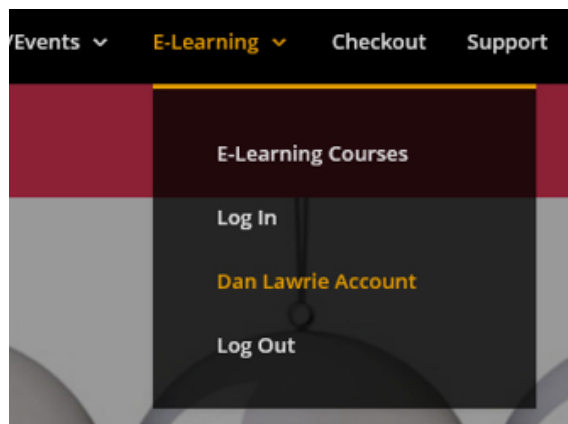
If the Company member navigates away to another page on the site, and then re-opens the E-Learning menu to navigate back to his account to continue with learning, the menu **only shows the relevant Company Portal** simplifying the Account access process.



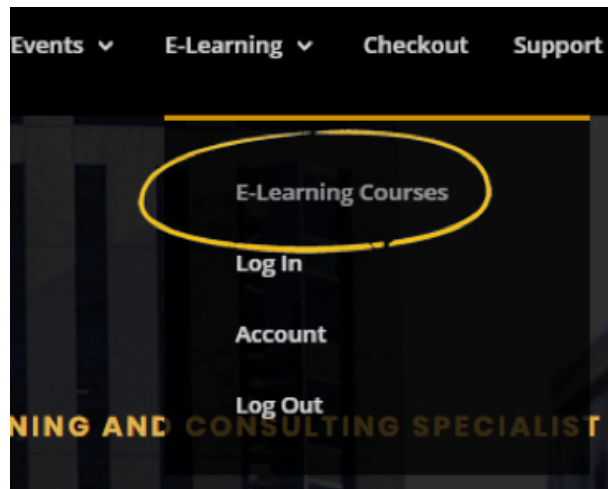
In this way, a logged in Company Account member always has the security and confidence of seeing their company portal listed.

## TAKING A COURSE

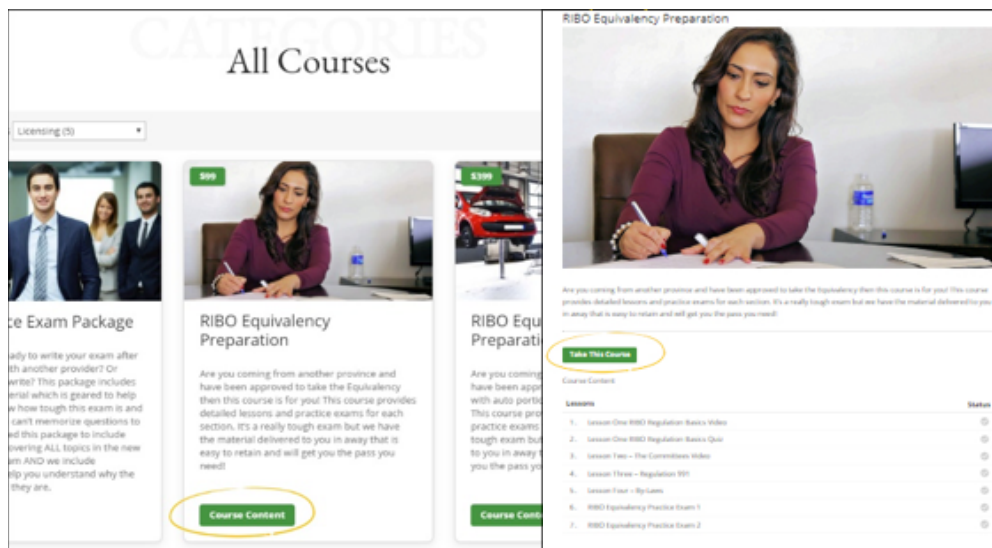
If the Company member wants to take a course, **they must first ensure that they are logged in to the company portal**. This is done by simply checking the e-learning menu and confirming that Dan Lawrie is listed.



Having confirmed the employee is logged into the Company Account, they now navigate to the course catalogue on the main e-learning page.



Now click the green button at the bottom of the desired course, then after browsing the course content click “Take This course” to start the purchase process.



The price is displayed, and the blue button click to proceed as shown below

## RIBO Equivalency Preparation Course

\$99.00 – Purchase

The product is added to the shopping cart and the tax calculation is shown, see below.

## RIBO Equivalency Preparation Course

Checkout

### Shopping Cart

Number of items in cart: 1  
RIBO Equivalency Preparation  
Course - \$99.00 - remove

Subtotal: \$99.00

Estimated Tax: \$12.87

Total: \$111.87

Checkout

Now click either of the CHECKOUT buttons to proceed with the purchase.

**As the candidate is already logged in, they will not be asked to verify or sign in to the account.**

At this point the candidate should enter the discount code

Item Name	Item Price	Actions
Taking Your Time Back	\$45.19	<a href="#">Remove</a>
		<b>Subtotal: \$39.99</b>
		<b>Tax: \$5.20</b>
		<b>Total: \$45.19</b>
Have a discount code? <a href="#">Click to enter it</a>		

### Discount

Enter a coupon code if you have one.

DANLAWRIE100

×

Apply

**\*\*NOTE THIS CODE IS SUBJECT TO CHANGE AND WILL BE COMMUNICATED COMPANY WIDE**

The cart will refresh after the discount code is applied, and show a \$0.00 purchase price.

**Purchase Total: \$0.00**

Purchase

A digital receipt will then be presented showing the Payment Reference, the applied discount code and the product name as shown on the left below.

To access this course, the candidate simply returns to their Dan Lawrie Account page from the e-learning menu, and the course will be there ready for an immediate start, as shown on the right below.


A receipt for you payment is shown below.

Payment:	8680
Payment Status:	Complete
Payment Method:	Free Purchase
Date:	July 22, 2019
Discount(s):	DANLAWRIE100
Tax:	\$0.00
Subtotal:	\$39.99
Total Price:	\$0.00

**Products**

Name	Price
<b>Taking Your Time Back</b> No downloadable files found.	\$0.00

## ENROLLED COURSE LIST



**Taking Your Time Back**

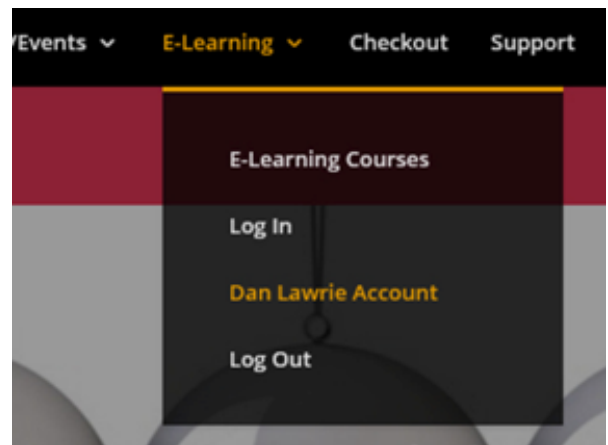
Do you feel like time is getting away? Are you always wondering why there is not enough hours in a day? Well, you need to take your time back! Join Melanie in discussing what is negatively affecting your time management and how you can make changes. We will talk about common roadblocks to effective time management and how to conquer them. Numerous tips and worksheets provided for you to utilize our tips moving forward!

[View Now](#)

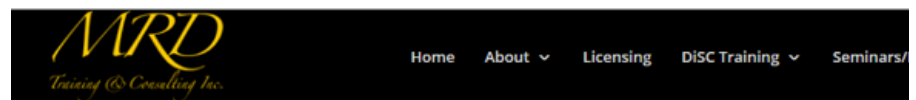
## LOG OUT PROCESS

To Log Out all members navigate to the E-Learning menu and select Log Out

They are then transported to the Log out page.



When the member clicks the Log Out button, they are logged out and presented with a Log In form, ready for their next session



### Log Out

You can log out of your account by clicking below.

The page will refresh to the Log In page once you are successfully logged out.

If there is no LOG OUT button below, your are already logged out from your account. You can [Log In from here.](#)

Log Out

### Log In

Please log in below to be taken to your account page.

Log In

☐ Remember Me

[Lost your password?](#)