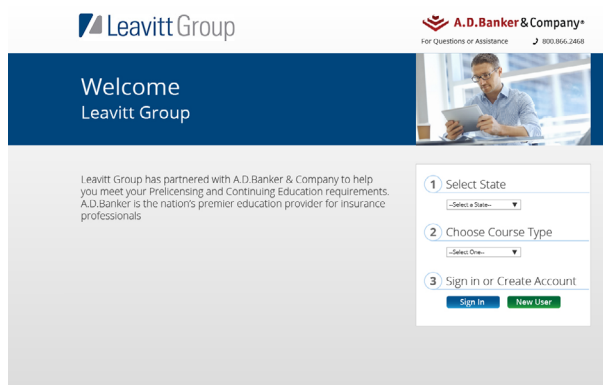


# LEAVITT GROUP: How to Enroll

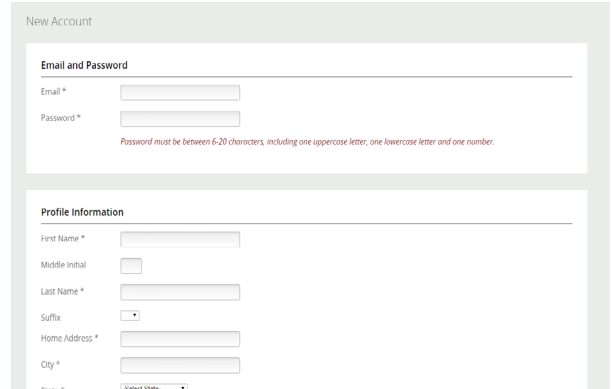
## STEP 1

Go to [adbanker.com/leavitt](http://adbanker.com/leavitt), select your State, Course type and click "New User" or "Sign IN" if you already have an account



## STEP 2

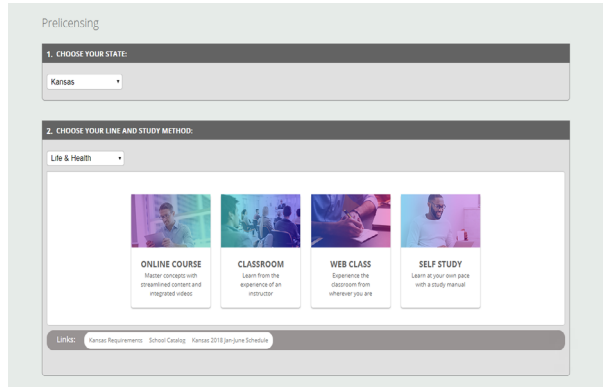
Create New User account, enter profile information. Use [leanne-reed@leavitt.com](mailto:leanne-reed@leavitt.com) as manager's email



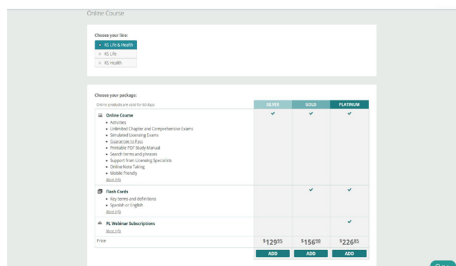
## STEP 3

### Prelicensing

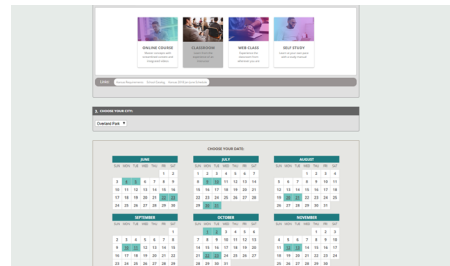
Choose your state, line and study method.



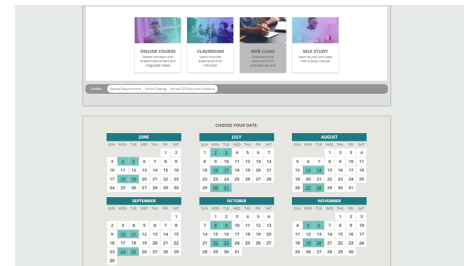
**Online Course:** Choose your package and click "ADD" and "Checkout"



**Classroom:** Choose your city, select your date and choose your package



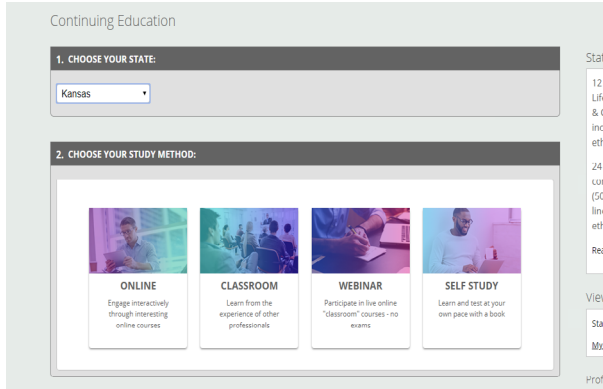
**Web Class:** Select your date and choose your package



# LEAVITT GROUP: How to Enroll

## STEP 3 (Continued) Continuing Education

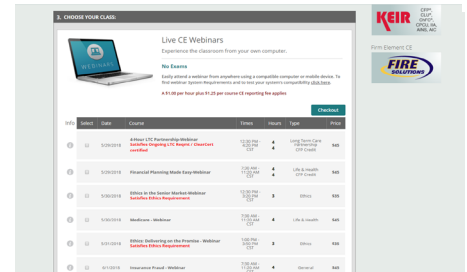
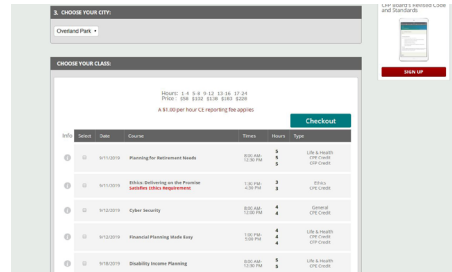
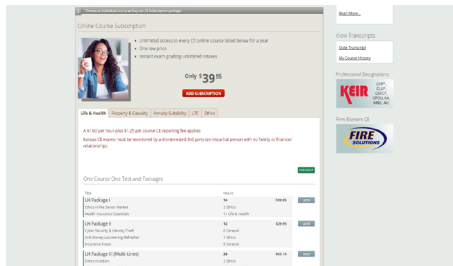
Choose your state, line and study method.



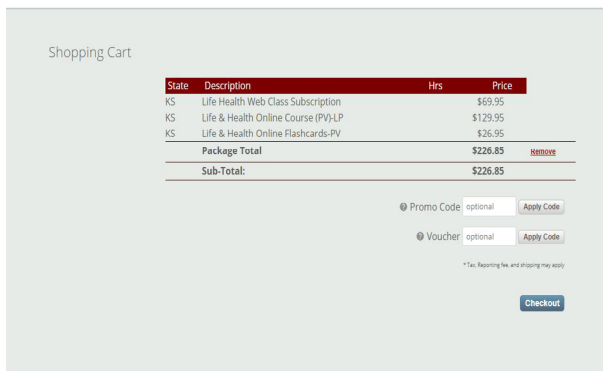
**Online:** Click "ADD SUBSCRIPTION", select your course and click "Add" and "Checkout"

**Classroom:** Choose your city, select your date and click "Checkout"

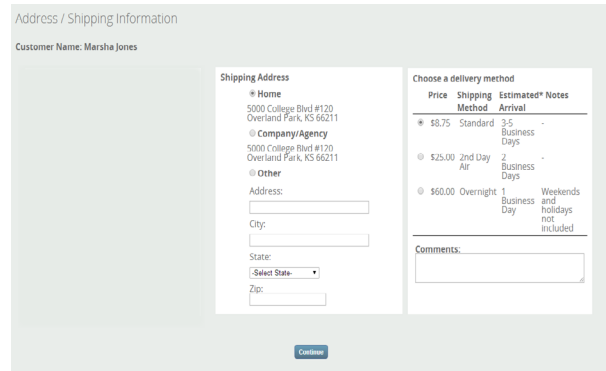
**Web Class:** Select your date and click "Checkout"



## STEP 4 Click "Checkout"



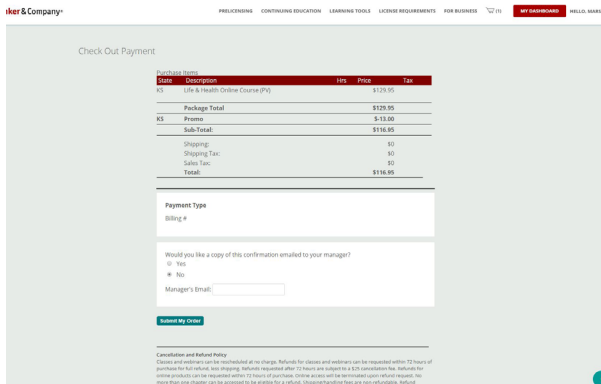
## STEP 5 Enter shipping/delivery preferences (if applicable)



# LEAVITT GROUP: How to Enroll

## STEP 6

Review your cart and click "Submit my Order"



Check Out Payment

Item	Description	Qty	Price	Tax
KS	Life & Health Online Course (PL)	1	\$175.00	
Package Total				
KS	Frame		\$13.00	
Sub-Total				
Shipping				
Shipping Tax				
Sales Tax				
Total				

Payment Type

Billing #

Would you like a copy of this confirmation emailed to your manager?

Yes

No

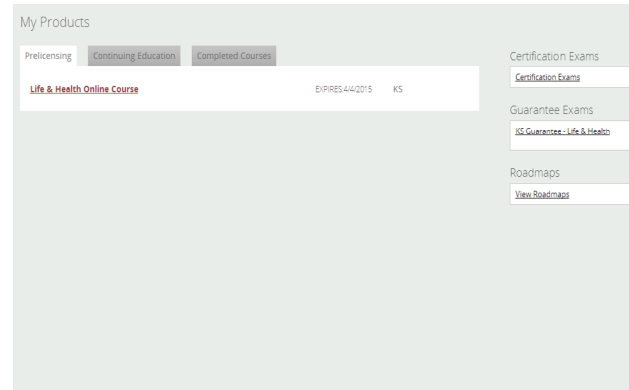
Manager's Email:

[Submit my Order](#)

Cancellation and Refund Policy  
Orders are refundable unless otherwise indicated at no charge. Refunds for classes and webinars can be requested within 72 hours of purchase. For all other products, a shipping fee is required. Refunds for classes and webinars can be requested within 72 hours of purchase. Online access will be provided upon request. No more than one order can be accessed to be eligible for a refund. Shipping handling fees are non-refundable. Refund

## STEP 7

Go to your dashboard to access products and information



My Products

Prelicensing | **Continuing Education** | Completed Courses

Product Name	Expires	State
<a href="#">Life &amp; Health Online Course</a>	EXPIRES 4/4/2015	KS

- Certification Exams
  - [Certification Exams](#)
- Guarantee Exams
  - [KS Guarantee - Life & Health](#)
- Roadmaps
  - [View Roadmaps](#)



You will receive a confirmation email and have immediate access to your course to get started today.

## QUESTIONS

Contact Customer Service  
 Monday-Friday 7:00am-7:00pm Central  
 Saturday 8:00am-12:00pm Central  
 800.866.2468  
[help@adbanker.com](mailto:help@adbanker.com)