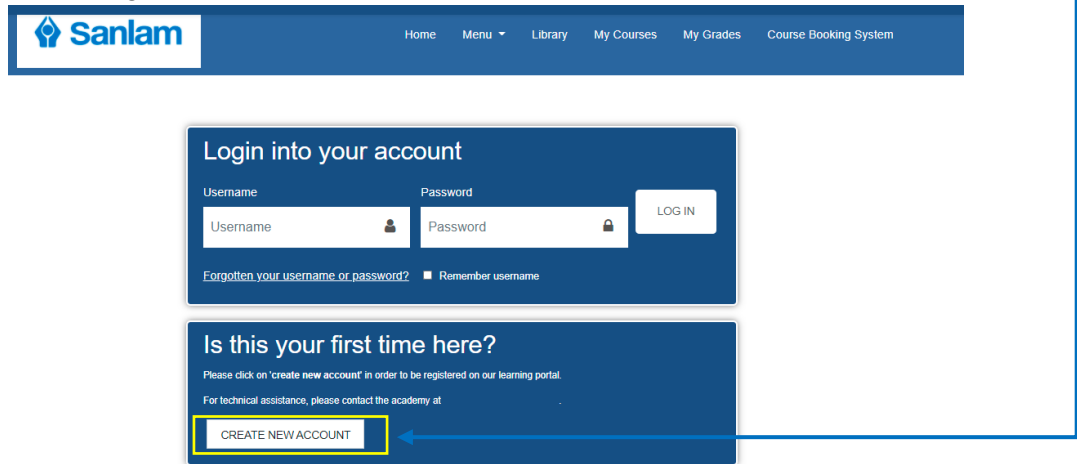


## How to complete your Product Specific Training

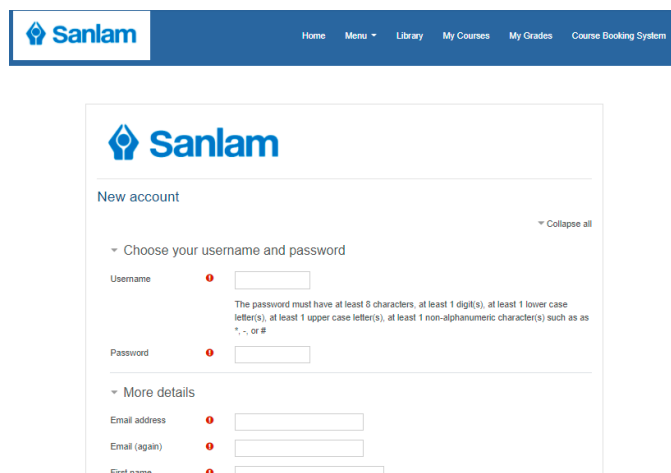
### Registration

1. Link: <https://www.sanlamelearning.co.za/login/index.php>
2. Once on the login screen click on "Create new account":



The screenshot shows the Sanlam login interface. At the top is a navigation bar with the Sanlam logo and links for Home, Menu, Library, My Courses, My Grades, and Course Booking System. Below this is a 'Login into your account' section with input fields for Username and Password, and a LOG IN button. Underneath is a section titled 'Is this your first time here?' with instructions to click 'create new account' and a 'CREATE NEWACCOUNT' button highlighted in yellow. A blue arrow points from the right towards this button.

3. Complete all your information as required.



The screenshot shows the 'New account' registration form. It includes a Sanlam logo and a 'Collapse all' link. The form is divided into sections: 'Choose your username and password' with fields for Username and Password (with a password strength note), and 'More details' with fields for Email address, Email (again), and First name. A 'CREATE MY NEW ACCOUNT' button is highlighted in yellow at the bottom, with a blue arrow pointing to it from the right.

4. Once all your information is filled in, click on "Create my new account" at the bottom of the screen.

5. Confirmation Message will then pop-up. You must check your e-mail and follow the prompts to verify your registration. *Your e-mail address will display here*

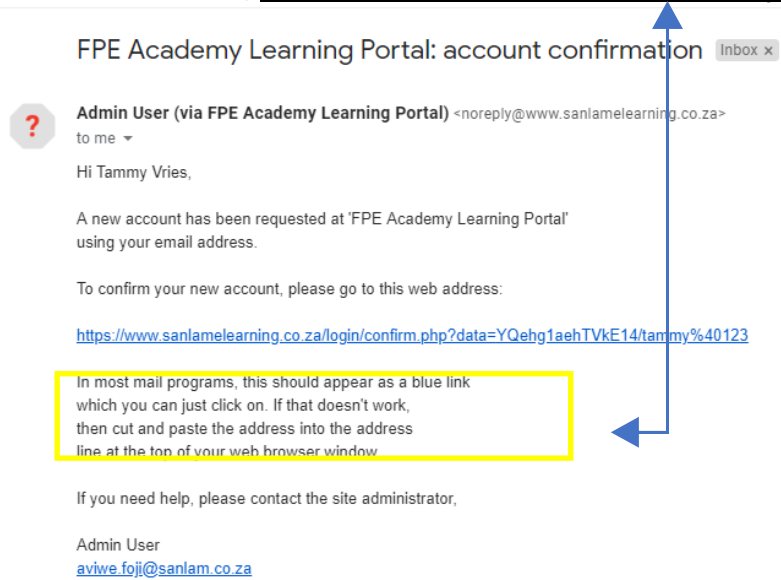
An email should have been sent to your address at [c.cleophas1@gmail.com](mailto:c.cleophas1@gmail.com)

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

CONTINUE

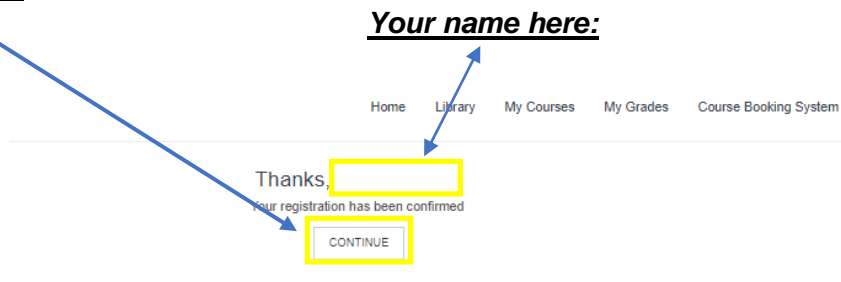
6. Once you receive your verification e-mail, **click on the link in the e-mail to verify**



**your e-mail address.**

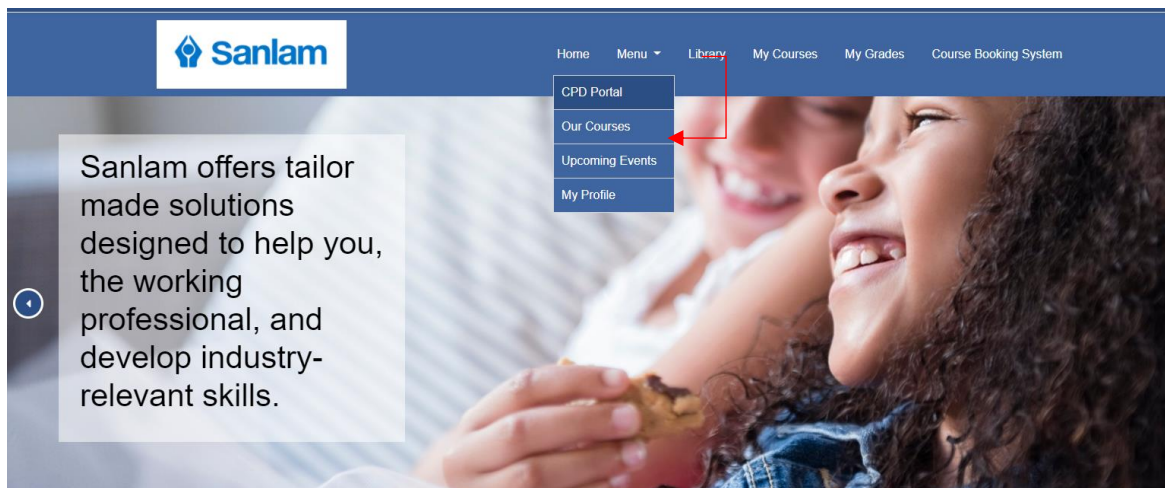
7.

8. A new tab will open with your registration confirmation message then click on **“Continue”**:



**Once your registration is complete, you will be redirected to the Sanlam eLearning Home Page.**

To complete the Assessment/s, click the dropdown arrow next to the **Menu** tab, and then click on **“Our courses”**.

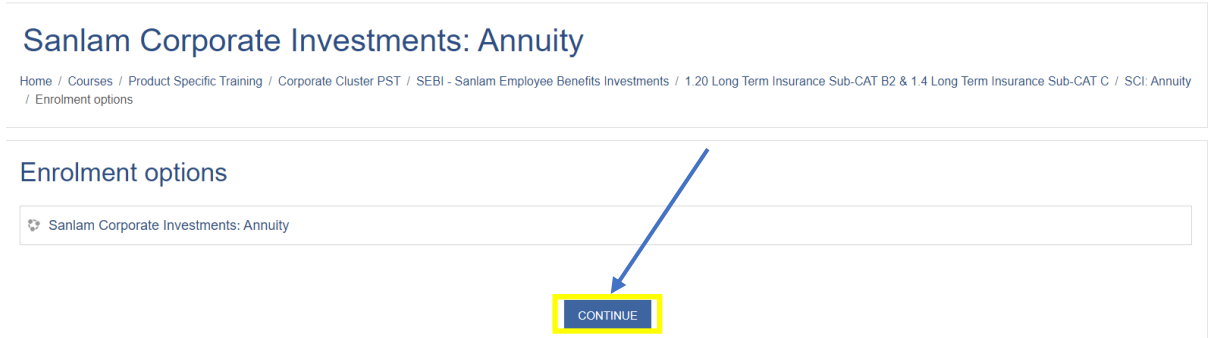


9. On the Courses page, click on **“Go to Training Portal”** under **“Sanlam Corporate Product Specific Training”**.

10. On the next screen, click on **“Go to training”** under **“Sanlam Employee Benefits Investments”**.

11. You will then be on the Sanlam Employee Benefits Investments welcome screen, on this screen click on **“1.20 Long Term Insurance Sub-CAT B2 & 1.4 Long Term Insurance Sub-CAT C”** to reveal the training options. Choose **Sanlam Corporate Investments: Annuity**

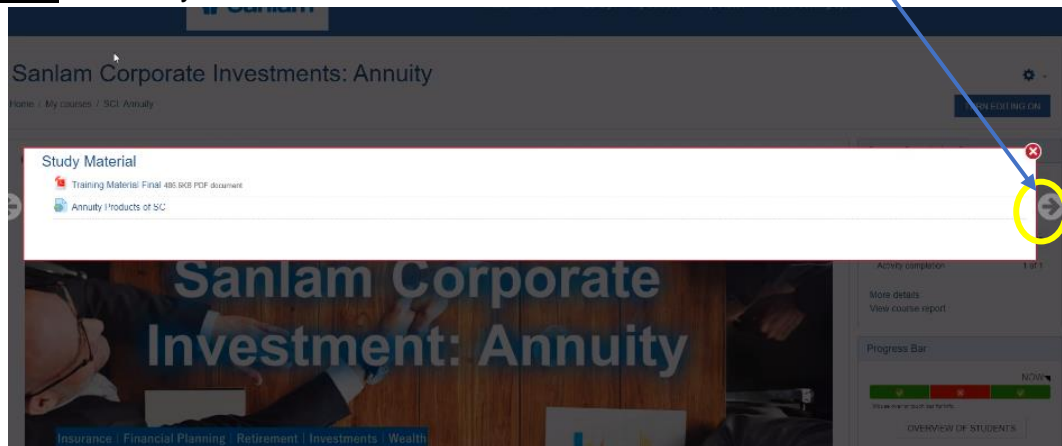
12. Make your selection and click “**Continue**” option to confirm that this is the assessment you wish to complete.



13. The next screen will reveal the following options: “Information, Study Material and Assessments”. Click on “**Study Material**”



14. The screen will reveal the **Study Material** available for download. The **arrow on the side** will lead you to the assessment menu.



15. On the assessment menu, follow the on-screen prompts to begin the assessment

16. Once you complete the test, you will be redirected to the page that shows you all your answers saved. You can either “Return to attempt” to go back to answers you might want to change, or you can click on “Submit all and finish”

30	Answer saved
31	Answer saved
32	Answer saved
33	Answer saved

RETURN TO ATTEMPT

Time left **0:53:46**

This attempt must be submitted by Monday, 16 September 2019, 2:50 PM.

SUBMIT ALL AND FINISH

You will then be redirected to a page where your answers are marked and you are able to review it, once done, scroll to the bottom of the screen and click on

**Finish review**

17. Should you obtain a percentage of 80% or higher you then click on “Get your Certificate” to download your certificate.