Access myNAIC

Go to www.naic.org

1. Click myNAIC
2. Click the Professional Designation icon
Designation Access – New Users

Do you have an account

YES
I have an account and would like to sign in

NO
I would like to create a new account in Certemy

3. Select **No I would like to create a new account in Certemy**
   
   *(Certemy – vendor for Designation program)*

4. Complete required fields

5. Click **CREATE ACCOUNT**

Check your email account for confirmation email to proceed with enrollment application
Welcome Email - Received

1. Open email
   *(Certemy – vendor for Designation program)*

2. Click **COMPLETE REGISTRATION**

3. Complete all fields
   - **Organization**
   - **Email**
   - **Password**
     - Minimum eight characters
     - Upper case letters
     - Lower case letters
     - Numbers
     - Special characters
   - **Confirm Password**
   - **Industry** – select from drop-down list

4. Click to Accept Terms & Conditions

5. Click **CONTINUE**
Designation Candidate - Phase: Application

My Credentials: Left Panel: Phase and progress

Right Panel: Steps to complete

Key: □ Incomplete
     ○ In progress
     ✓ Completed

Phase: Application

Complete All Steps:
- Enrollment Application
- Enrollment Fee
- Terms and Conditions
- Final Review for APIR Candidacy

Updated 02/2021
Designation Candidate - Phase: Application

Enrollment Application

1. Click Enrollment Application
2. Click COMPLETE NOW
3. Complete Enrollment Application required fields
   - First Name *
   - Employer Phone *
   - Last Name *
   - Job Title *
   - Preferred Name on Award *
   - Employment Start Date *
   - Department of Insurance *

4. Confirm information is accurate, click Agree
5. Click CONTINUE
6. Use mouse or touchpad to Sign in box
7. Click SUBMIT
8. Click CONFIRM

*Note:* Green dot with check confirms first step (*Enrollment Application*) Completed
Designation Candidate - Phase: Application

**Enrollment Fee** *(required to complete enrollment application)*

1. Click on **Enrollment Fee**

2. Determine payment type
   - Credit Card: **PAY FEE**
   - Invoice: **3RD PARTY PAYMENT**
   - Zone/Grant Funds: **UPLOAD EVIDENCE OF PAYMENT**

   **Note:** Invoice and Zone/Grant Funds option will show “Pending verification” until process completed by NAIC.

   - Incomplete
   - In progress
   - Completed

Updated 02/2021
Designation Candidate - Phase: Application

Credit Card: (enrollment fees are non-refundable)

1. Select **PAY FEE**

![Enrollment Fee](image1)

2. Enter credit card information
   - **Name on Card** *
   - **Card** * (Number and expiration MM/YY)

3. Click **PAY $250.00**

![Enrollment Fee](image2)
Designation Candidate - Phase: Application

Invoice: *(enrollment fees are non-refundable)*

1. Select **3rd PARTY PAYMENT**

2. Type **Invoice** in **Comment** box *(required)*

3. Click **Confirm**

*Note:* Invoice will be sent to Candidate’s email. Must use NAIC’s Account Manager and pay via Account Manager. If you do not have access, check with your State Mentor to help identify who has access for your State.
Designation Candidate - Phase: Application

Zone / Grant: *(enrollment fees are non-refundable)*

1. Select **UPLOAD EVIDENCE OF PAYMENT**

2. Click **Zone/Grant Form link**
   Download and complete form

3. Drop file or use **Browse** link to attach completed form

4. Click **UPLOAD**
Designation Candidate - Phase: Application

Terms and Conditions

1. Click on Terms and Conditions
2. Click COMPLETE NOW
3. Review, click on  ● I agree to accept terms and conditions *
4. Click CONTINUE
5. Use mouse or touchpad to Sign in box
6. Click **SUBMIT**

7. Click **CONFIRM** to complete form submission
Designation Candidate - Phase: Application

Final Review for APIR Candidacy

APIR Candidacy will display ‘Pending verification’ until processed by NAIC staff.
**Designation Candidate - Phase: Acknowledgement**

**My Credentials:**  Left Panel: **Phase** and progress  
Right Panel: **Steps** to complete

**Key:**
- Incomplete
- In progress
- Completed

**Phase: Acknowledgement**

1. Click **Show more** and Read **Acknowledgement**
2. Click **Accept** (phase or steps panel)
3. Click **PROCEED IN CERTEMY**

**Updated 02/2021**
4. Click Integrity Oath (1 step)
5. Read, then click **COMPLETE NOW**
6. Read and check boxes to Agree:
   - Designation Program Policy & Procedures
   - Integrity Oath
7. Today’s Date
   - Enter yyyy-mm-dd or use Calendar icon
8. Click **CONTINUE**
9. Use mouse or touchpad to Sign in box
10. Click **SUBMIT**

11. Click **CONFIRM** to complete form submission
Designation Candidate - Phase: Candidacy

My Credentials: Left Panel: Phase and progress

Right Panel: Steps to complete

Key:
- Incomplete
- In progress
- Completed

Phase: Candidacy

Satisfactorily complete required NAIC courses and achieve a score of 70% or better on each exam.

1. Click on Designee Requirements

2. Click COMPLETE NOW

Updated 02/2021
3. Read and accept Designee requirements
   ● Yes
4. Click **CONTINUE**

**Note:** Designee Requirements for Candidacy will show completed only after satisfactorily completing the required NAIC courses and exams.

EXAM SCORES WILL POPULATE AUTOMATICALLY

5. Click **CONFIRM**

UPON SUCCESSFULLY COMPLETING ALL REQUIRED EXAMS, AN ELECTRONIC AWARD WILL BE ISSUED. YOU MUST ACCEPT YOUR AWARD TO BE AWARDED THE DESIGNATION. YOUR DESIGNATION WILL BE VALID FOR THREE YEARS FROM THE DATE AWARDED.
Designation Designee - Phase: Renewal

My Credentials:  Left Panel: **Phase** and progress  Right Panel: **Steps** to complete

Key: 
- Incomplete
- In progress
- Completed

**Phase: Renewal (Designees can enroll in a subsequent designation level noted below)**

Designees seeking to renew their designations must earn the minimum required DRCs within the specified reporting period. 65 DRC’s are required per three (3) year reporting period, with a minimum of 16 DRCs earned in NAIC Education & Training Department Courses.

1. To record, click on Designation Renewal Credits

**Note:** Click link to enroll in a subsequent designation level
To Submit Credits for NAIC Education & Training Department Courses

1. Click NAIC Education & Training Department Courses

(Left side)
2. Complete all required * fields
   (right side)
   - Activity type *
   - Credits *
   - Activity title *
   - Activity sponsor / Provider *
   - Date when the activity was completed

3. Upload credential files(s) (up to 5 MB) *
   Drag/drop file(s) or use Browse to upload

4. Click **CONTINUE**
To Submit Credits for Continuous Education

1. Click Continuous Education
   (left side)
2. Complete all required * fields
(right side)
   o Activity type *
     ▪ Special Projects
     ▪ NAIC Course DevelopmentInstructor
     ▪ Task Force or Working Group
     ▪ NAIC Meeting Participation
   o Credits *
   o Activity title *
   o Activity sponsor / Provider *
   o Date when the activity was completed

3. Upload credential files(s) (up to 5 MB) *
   Drag/drop file(s) or use Browse to upload

4. Click CONTINUE