

## **INSTRUCTIONS FOR ONLINE PRELICENSING (UCANPASS) (Ver 2.14.24 Other Baseshops)**

### **How to Register for online UCanPass system:**

- Go to [www.ucanpass.com](http://www.ucanpass.com)
- On left side, click “New Users”
- Using the drop down boxes answer these questions:
  - In which state will you earn your license?
  - Where does your RVP live? – Ask Trainer / RVP
  - What is your RVP’s Name? – Ask Trainer / RVP
  - What is your RVP’s Rep ID? – Ask Trainer / RVP
- Step 2: Mississippi Life-Life Online Pre-Licensing – Click “continue”
- Enroll – click “Continue”
- Select “Create an Account” and complete the registration process.
  - It will ask you to fill out a “Billing address” – do not let that worry you, class is paid for. Just put in your regular mailing address.
- Once complete, click “Register”, then review terms & conditions, click “Accept”
  - (future logins you will use your email and password to access ucanpass)
- Back on the Ucanpass home page, Click the “returning users link”
- You will be asked for your REP ID, DOB, answer security questions, & confirm your SSN.
- Click “Continue” – Now you are registered!
- Click “Launch course”
- Click “Click Here to Launch Your Course”
- You have now arrived at the **Main Menu** of the UCanPass system.
- PAUSE on this website, Start a new tab & go to this website: [www.rvptraining.com/life-videos](http://www.rvptraining.com/life-videos)
- Watch the 10 min intro video first on how to master & pass the online class quickly!
- IMPORTANT: Have BOTH the UCanPass website pulled up and logged in + the RVPTraining Life Videos pulled up as well...you will go back and forth between the two as you learn and take practice exams!!

### **The online class schedule is in six 2-3 hour Study Sessions**

#### **Study Session 1**

- Do chapter 1 quiz quickly WITHOUT studying – trust me! (10-15 mins)
- Watch “Chapter 1” video (52 min) at [www.rvptraining.com/life-videos](http://www.rvptraining.com/life-videos)
- Do Ch. 1 quiz at least 2-3 more times & study what you missed 30-45 mins) at [www.ucanpass.com](http://www.ucanpass.com)
- Use Chapter 1 Recap as an outline/reference
- IMPORTANT: Text or call your field trainer to let them know you have finished this SESSION 1!!**

#### **Study Session 2**

- Do chapter 2 quiz quickly WITHOUT studying – trust me! (10-15 mins)
- Watch “Chapter 2” video (52 min) at [www.rvptraining.com/life-videos](http://www.rvptraining.com/life-videos)
- Do Ch. 2 quiz at least 2-3 more times & study what you miss (30-45 mins) at [www.ucanpass.com](http://www.ucanpass.com)
- Use Chapter 2 Recap as an outline/reference
- IMPORTANT: Text or call your field trainer to let them know you have finished this SESSION 2!!**

#### **Study Session 3**

- Do chapter 3 quiz quickly WITHOUT studying – trust me! (10-15 mins)
- Watch “Chapter 3” video (52 min) at [www.rvptraining.com/life-videos](http://www.rvptraining.com/life-videos)
- Do Ch. 3 quiz at least 2-3 more times & study what you miss (30-45 mins) at [www.ucanpass.com](http://www.ucanpass.com)
- Use Chapter 3 Recap as an outline/reference
- IMPORTANT: Text or call your field trainer to let them know you have finished this SESSION 3!!**

#### **Study Session 4**

- Do chapter 4 quiz quickly WITHOUT studying – trust me! (10-15 mins)
- Watch “Chapter 4” video (52 min) at [www.rvptraining.com/life-videos](http://www.rvptraining.com/life-videos)
- Do Ch. 4 quiz at least 2-3 more times & study what you miss (30-45 mins) at [www.ucanpass.com](http://www.ucanpass.com)
- Use Chapter 4 Recap as an outline/reference
- IMPORTANT: Text or call your field trainer to let them know you have finished this SESSION 4!!**

### Study Session 5

- A. Do chapter 5 quiz quickly WITHOUT studying – trust me! (10-15 mins)
- B. Watch “Chapter 5” video (52 min) at [www.rvptraining.com/life-videos](http://www.rvptraining.com/life-videos)
- C. Do Ch. 5 quiz at least 2-3 more times & study what you miss (30-45 mins) at [www.ucanpass.com](http://www.ucanpass.com)
- D. Use Chapter 5 Recap as an outline/reference
- E. **IMPORTANT: Text or call your field trainer to let them know you have finished this SESSION 5!!**

### Study Session 6

- A. Pass the Simulator Exam (60-90 mins) on [www.ucanpass.com](http://www.ucanpass.com)
- B. **IMPORTANT: Text or call your field trainer to let them know you have finished this SESSION 6!!**  
*Ask your field trainer about using the Socratic app for assistance.*

### Receive Course Credit:

- You must pass the Certificate Exam with 70%+ to receive course completion credit.
- Once you click “Certificate exam” on main menu, read the instructions carefully, then click “Next”
- The next page is the Proctor Affidavit where you fill in their information.
- Your proctor cannot be a minor, relative, or someone in your direct line of supervision in Primerica (your trainer or RVP)
- Click “Next” & begin exam (60-90 mins)
- *Ask your trainer about using the Socratic app for assistance.*

### Request test voucher:

- Call RLC to request voucher: 850-562-4726. They need your name & REP ID.  
Will take 2 mins to do!

### Register Pearsonvue account & Schedule exam:

- Get exam voucher from RLC
  - Call/email RLC requesting voucher to pay for your exam  
850-562-4726 OR [FL.RLC@primerica.com](mailto:FL.RLC@primerica.com)  
\*include rep name + rep ID when emailing  
\*\*Nelson Base Shop – if you are having trouble getting voucher, send rep name + rep ID to Katie to see if she can get code faster
- Go to [www.pearsonvue.com/ms/insurance](http://www.pearsonvue.com/ms/insurance)
- Click “Create Account”
- A privacy policy box will pop up, scroll down to the bottom of the box and check the box, then click “I Agree”
- Select “No, I do not know my MSINS ID”
- Scroll down and enter in your personal information (name, DOB, etc.) EXACTLY as it appears on your ID that you will take to the testing center
- Click Next
- Enter your home address information & phone number, then click Next
- Create your user name, password, & security questions
- Once logged in, click “View Exams”
- Search for exam name “MS Life Producer” and click Go
- Click the link “MS Life Producer” (**InsMS-Life01: MS Life Producer**)
- Click Next
- Select from the drop down menu “**Class Room Training**”
- Two new questions will generate:
  - Select from the drop down menu “**Primerica Life Insurance Company**”
  - Then enter the month/year of pre-licensing course completion
- Click Next, then click Next again
- Testing centers close to your home address will pop up and you can select which testing site you’d like to go to

- Check the box out beside the address of which site you want to use then click next
- The available dates will be shown on the calendar – click the date you’d like to take your test, then select from the times they have available then click Next
- Confirm all of the information then scroll to the bottom of the page and click Proceed to Checkout
- Review the Terms & Conditions and click Agree
- Under the total amount due, click the little arrow next to **Add Voucher or Promo Code** – a box will pop up to enter your voucher code, then click Apply
- Scroll to the bottom of the page and click Next

**How to study until your exam date:**

- **Attend a Life Review class in person or via zoom – ask your trainer/RVP for link to register!**
- Continue reviewing for your exam by using the chapter quizzes, Chapter Recaps, & videos
- Make sure to bring 2 forms of ID to the exam location (driver’s license & credit/debit card is easiest)
- When you pass - **Turn in your pass notice ASAP to get your license appointed!**

**Turn in completed NAIC application– ask trainer/RVP for this form.**

- After completing, either you or your trainer can email to [fl.rlc@primerica.com](mailto:fl.rlc@primerica.com) or fax to: 800.381.7102

## Plan Your Study Schedule

**Scheduling your study time is KEY and holds you accountable.**

**Study Session 1 – 6**

**Pick a time, date, location. Need schedule about 2 hours per session.**

Sun	Mon	Tue	Wed	Thu	Fri	Sat