

### COMPLIANCE GUIDELINES:

If you have already completed LIMRA's Anti-Money Laundering Training Base Course and need to get back into LIMRA's AML website to take the refresher course and/or check on the completion of the company pages, here are the instructions to do so:

### HOW TO LOG BACK INTO LIMRA's AML WEBSITE

From the PXL website select the "get your AML training free" tab

Enter as an existing user

Username = first four characters of your last name followed by the last six digits of your social security number (i.e, abcd456789)

Password = prior to Jan. 2007, minimum of 8 characters long with at least one numeric  
Feb. 1 – present, minimum of 6 characters long with at least one numeric

### FORGOT PASSWORD

If you have forgotten your password, enter your username and please click on "forgot my password" next to the password box and you will be prompted to answer the security question you answered when you first completed the base course on this site. Once you answer that security question correctly you will be required to set up new password. Passwords are case sensitive.

### REFRESHER COURSE AML TRAINING FOR INSURANCE

Available courses will be listed in the top section of the Status page. If you have completed a course it will have the date of completion listed.

On the top of the status page are listed the 2006 base course and each of the subsequent year courses.

LIMRA suggests that Agents take every course offered since the year they first took the course.

EXAMPLES:

- Agent who took the 2006 course and has done nothing since should now take the 2007, 2008 and 2009 courses.
- Agent who first took it in 2007 does not need to take the 2006 but needs the 2008 and 2009.
- Agent completing the AML for the very first time in 2009 would only take the 2009 course.

### COMPANY PAGES

As the producer, it is your responsibility to check LIMRA's AML website periodically for course and company specific compliance. When a new company submits your name to LIMRA's AML database to see whether or not you have completed the base course and/or completed the refresher course, each company is given the option of posting a company page. A company page is a customized one page fact sheet. It contains either names and telephone numbers/email addresses of key staff and/or procedures or links to procedures for you to follow for their company should you run into a money laundering issue selling one of their company products.

Also when first logging into the LIMRA site, you will see a list of Carriers that can be check off. Doing this automatically makes that carrier show up on the bottom of the Agents status page and that Carrier's company specific page is immediately available for viewing.

To view a company page, click the Carriers names that have "Not Started" in the status area. Once you have reviewed the content of the fact sheet, click on the "next" button in the lower right hand corner of the screen. This will bring you back into the main page to continue to view the next company page that has not been viewed.

### ADDITIONAL QUESTIONS/PROBLEMS

If you have any questions, please do not hesitate to contact Producers XL at our toll free number - 800-541-6705 or LIMRA AT (888) 577-5522 (toll free number), (860) 298-3949 (phone), (860) 298-4051 (fax).