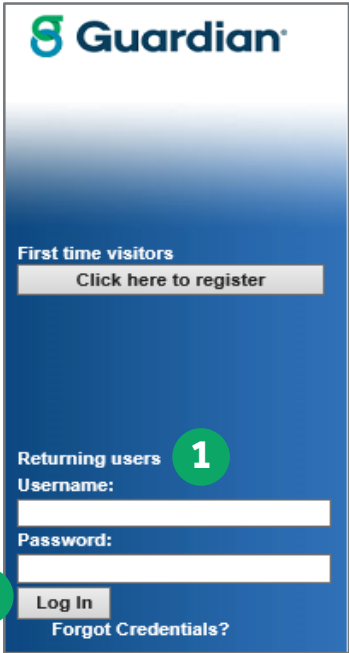
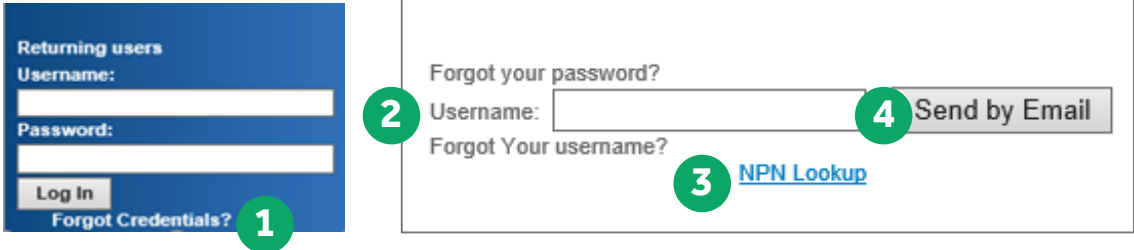


# How To: Access Pinpoint and Complete Life Product Training

**Summary:** Use this guide to navigate to the mandatory Regulation 187 Life Product Training offered via Pinpoint. Instructions are provided for new and returning users, as well as how to retrieve forgotten credentials. The training must be completed by February 1, 2020.

<b>Navigating to the Website</b>	Click <a href="https://naic.pinpointglobal.com/GuardianReg187Life/Apps/Default.aspx">here</a> or copy the following url: <a href="https://naic.pinpointglobal.com/GuardianReg187Life/Apps/Default.aspx">https://naic.pinpointglobal.com/GuardianReg187Life/Apps/Default.aspx</a>
<b>Logging in For Returning Users</b>	<p>Returning users:</p> <ol style="list-style-type: none"><li>1. Enter <b>username and password</b></li><li>2. Click the <b>Log In</b> button</li></ol> <p><b>Note:</b> A valid login will consist of an existing username and a password. These would have been created at the time of registration (covered later in this document).</p> 
<b>Recovering Username or Password</b>	<p>Users who have already registered for the Annuity Product Training can use those existing credentials to login. The username is the NPN number.</p> <p>To recover forgotten NPN numbers or passwords:</p> <ol style="list-style-type: none"><li>1. Click the <b>Forgot Credentials?</b> link</li><li>2. Enter <b>username to recover password</b> by email</li><li>3. Click the <b>NPN Lookup</b> link to find NPN number</li><li>4. Click <b>Send by Email</b></li></ol> 

# How To: Access Pinpoint and Complete Life Product Training

## Registering as a New User

From the landing page:

1. Select the **Click Here to Register** button located on the left side navigation bar on the initial landing page.
2. Complete **User Information**
3. If NPN number does not auto-populate, select the **Lookup NPN using NIPR** button
4. Enter **social security number and last name**
5. Select the **Submit Query** button

**Note:** When NIPR retrieves the NPN number, it will populate and cannot be modified.

The screenshot shows the 'Guardian Product Training & Certification' registration page. On the left, a sidebar contains a 'Click here to register' button (callout 1) and a login section. The main form area is titled 'Personal Information' and includes fields for First Name, Middle Initial, Last Name, Suffix, E-mail, Confirm E-mail, Phone, and State of Residence. Below these fields is a note about the National Producer Number (NPN) and a 'Lookup NPN using NIPR' button (callout 3). The form also has fields for 'National Producer Number' and 'Confirm National Producer Number'. At the bottom, there is a section for searching for an NPN by SSN and Last Name (callout 4) or by License. The 'Search by SSN & Last Name' section includes input fields for SSN and Last Name, a 'Reset' button, and a 'Submit Query' button (callout 5). At the very bottom of this section are 'Cancel' and 'Use this NPN' buttons.

# How To: Access Pinpoint and Complete Life Product Training

## Registering as a New User continued

6. Select either a **single or multiple states** to which you are appointed to sell life products
7. Create a **password to login**
8. Select **Register**

6

Select all state(s) in which you are appointed to sell.  
\* indicates which states are currently approved and available for training.

<input type="checkbox"/> Alabama	<input type="checkbox"/> Alaska	<input type="checkbox"/> Arizona	<input type="checkbox"/> Arkansas	<input type="checkbox"/> California
<input type="checkbox"/> Colorado	<input type="checkbox"/> Connecticut	<input type="checkbox"/> Delaware	<input type="checkbox"/> District of Columbia	<input type="checkbox"/> Florida
<input type="checkbox"/> Georgia	<input type="checkbox"/> Hawaii	<input type="checkbox"/> Idaho	<input type="checkbox"/> Illinois	<input type="checkbox"/> Indiana
<input type="checkbox"/> Iowa	<input type="checkbox"/> Kansas	<input type="checkbox"/> Kentucky	<input type="checkbox"/> Louisiana	<input type="checkbox"/> Maine
<input type="checkbox"/> Maryland	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> Michigan	<input type="checkbox"/> Minnesota	<input type="checkbox"/> Mississippi
<input type="checkbox"/> Missouri	<input type="checkbox"/> Montana	<input type="checkbox"/> Nebraska	<input type="checkbox"/> Nevada	<input type="checkbox"/> New Hampshire
<input type="checkbox"/> New Jersey	<input type="checkbox"/> New Mexico	<input type="checkbox"/> <b>New York *</b>	<input type="checkbox"/> North Carolina	<input type="checkbox"/> North Dakota
<input type="checkbox"/> Ohio	<input type="checkbox"/> Oklahoma	<input type="checkbox"/> Oregon	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Puerto Rico
<input type="checkbox"/> Rhode Island	<input type="checkbox"/> South Carolina	<input type="checkbox"/> South Dakota	<input type="checkbox"/> Tennessee	<input type="checkbox"/> Texas
<input type="checkbox"/> Utah	<input type="checkbox"/> Vermont	<input type="checkbox"/> Virginia	<input type="checkbox"/> Washington	<input type="checkbox"/> West Virginia
<input type="checkbox"/> Wisconsin	<input type="checkbox"/> Wyoming			

7

### Create Your Password

Must be 8 characters and include 1 number (e.g. abcdefg4). Please make note of this password. You will need it the next time you access this site.

Password: \*

Confirm Password: \*

8

Register

## Navigating The Portal

Once logged in:

1. Select **My Product Training**
2. The **required trainings display** and select **link to begin** the training
3. Select **Request Support** link for technical support

1

3

2