



A leading distributor of  
Annuities, Life Insurance &  
Long Term Care Insurance.

## Aspida Agent Registration Procedures

### ACCEPT YOUR INVITE

You will receive an email from Rawlings Insurance Services LLC inviting you to join the agency's roster.

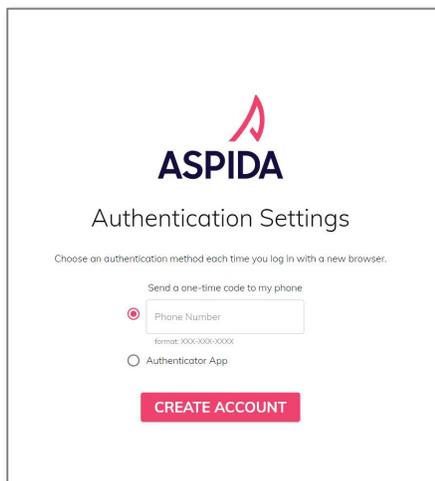
Click **Let's Get Started** to continue.

You will be taken to the account creation screen. Enter your Social Security Number and Date of Birth, and then create your password.

The screenshot shows an email invitation from ASPIDA. At the top is the ASPIDA logo. Below it is a pink box with the text "Hey Li!" and "You've been invited by Test Agency to create an Aspida account. Signing up gets you access to all the cool tools and features we offer to help you run your book of business like a boss." A pink button labeled "LET'S GET STARTED" is below the text. Below the pink box, there is explanatory text: "You're receiving this invitation because you've been identified by an agency administrator for Test Agency as a producer they'd like to onboard. Click the button above to create your account and get started." and "If you have any questions, please contact Test Agency at 1-222-238-5598." At the bottom, there is a pink bar with "VISIT ASPIDA.COM" and a small note: "Note: This email was sent from an auto-generated email address and is not monitored. Please do not reply to this message."

The screenshot shows the ASPIDA account creation form. At the top is the ASPIDA logo. Below it is the text "Hi Li! Let's create your account." and "Your User ID will be your email address: li.fan@mailinator.com". Below that is the instruction "Please confirm some details about yourself". There are four input fields: "Social Security" (with format XXX-XX-XXXX), "Date of Birth" (with format MM/DD/YYYY), "Create a Password", and "Confirm Password". Below the password fields is the instruction "Must contain one uppercase, one lowercase, one number, one special character, and a minimum of 8 characters." At the bottom is a pink button labeled "PROCEED".

Enter your cell phone number to set up multi-factor authentication. A code will be sent to your cellphone to complete verification and proceed to the Aspida Portal.



**ASPIDA**  
Authentication Settings

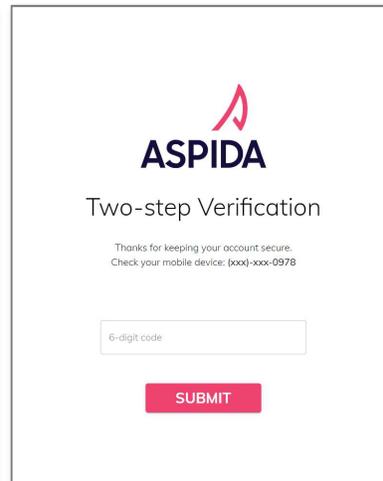
Choose an authentication method each time you log in with a new browser.

Send a one-time code to my phone

Phone Number  
format: XXX-XXX-XXXX

Authenticator App

**CREATE ACCOUNT**



**ASPIDA**  
Two-step Verification

Thanks for keeping your account secure.  
Check your mobile device: (xxx) xxx-0978

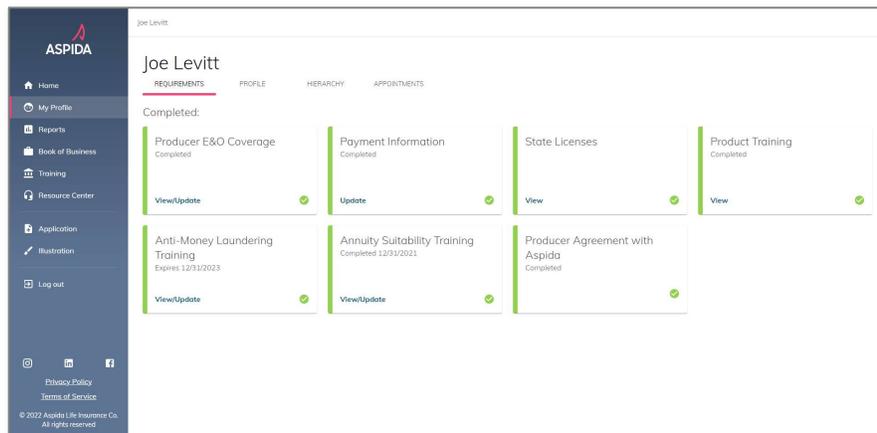
6-digit code

**SUBMIT**

## COMPLETE REQUIREMENTS

Agents only need to complete the following steps.

- Complete banking information (only routing & account number needed)
- Complete product training by watching video (8 minutes, no test)
- Sign Producer Agreement electronically. Select “Sign Everywhere” option to sign entire document.



Joe Levitt

REQUIREMENTS PROFILE HIERARCHY APPOINTMENTS

Completed:

<b>Producer E&amp;O Coverage</b> Completed View/Update ✓	<b>Payment Information</b> Completed Update ✓	<b>State Licenses</b> Completed View ✓	<b>Product Training</b> Completed View ✓
<b>Anti-Money Laundering Training</b> Expires 12/31/2023 View/Update ✓	<b>Annuity Suitability Training</b> Completed 1/23/2021 View/Update ✓	<b>Producer Agreement with Aspida</b> Completed ✓	

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To complete product training, simply watch the training video (8 minutes, no test). There is no certificate, training is automatically sent to Aspida.

Training is complete when the **entire** video has been watched.

