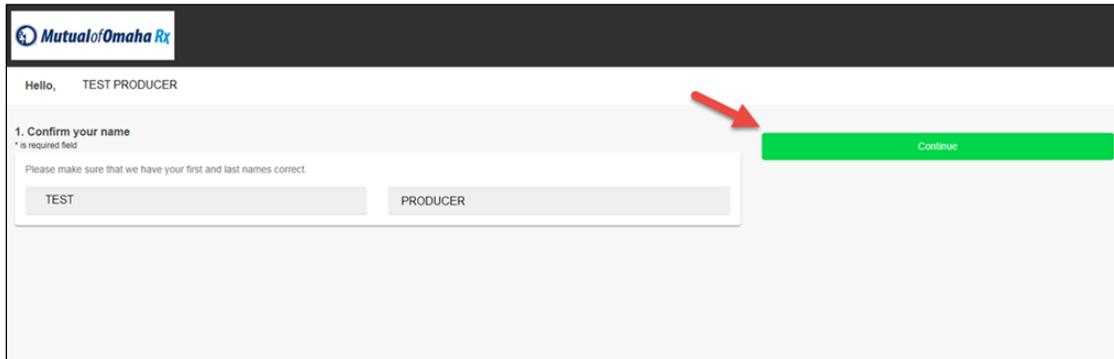


## Navigating the PDP Product Training Site

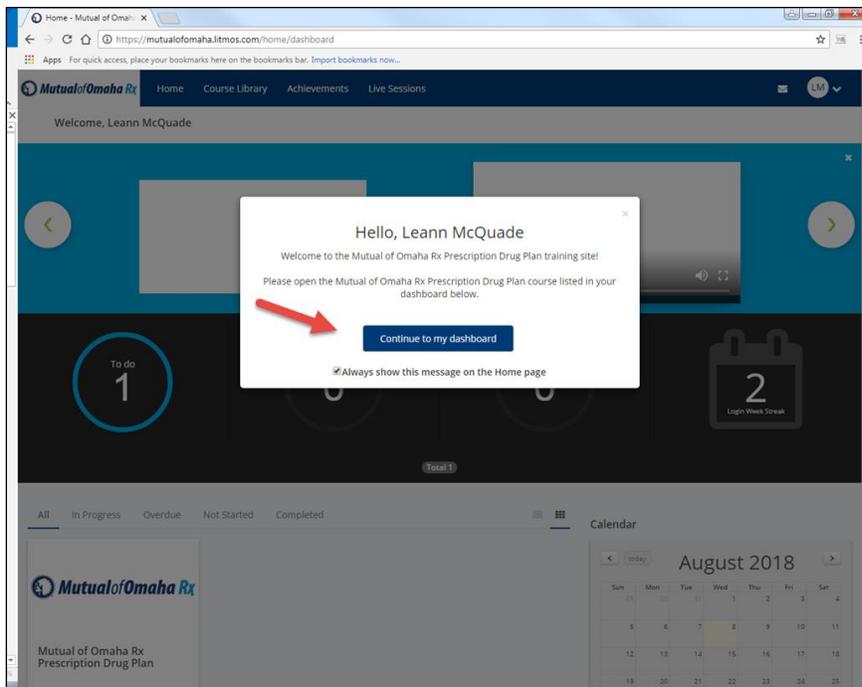
Clicking the 2019 Product Training link on the Sales Professional Access (SPA) producer portal will refresh the page and the User will now see the Product Training site for Prescription Drug Plan Product Training.

User will be asked to confirm their name and then click Continue.



A screenshot of the Mutual of Omaha Rx website showing a confirmation step. The header includes the Mutual of Omaha Rx logo and the text "Hello, TEST PRODUCER". Below this, a section titled "1. Confirm your name" contains a form with two input fields: "TEST" and "PRODUCER". A red arrow points to a green "Continue" button on the right side of the form.

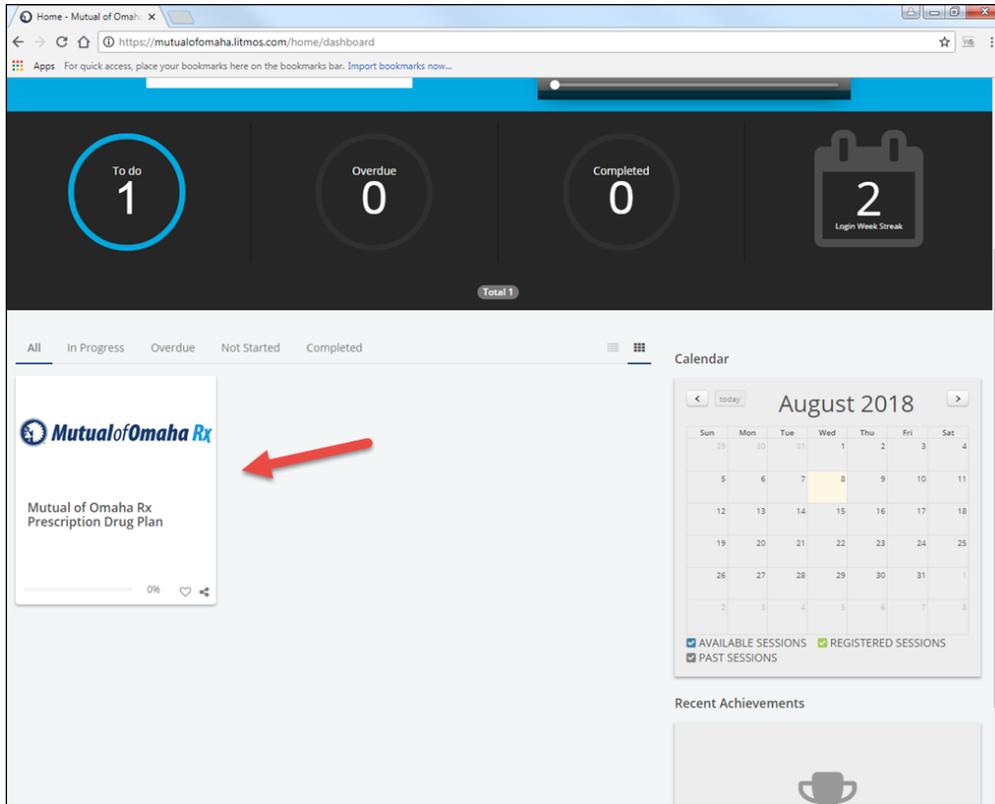
A Hello popup message box will display. The User can click on the Continue to my dashboard button or simply close the message by clicking the 'x' in the upper righthand corner of the message box.



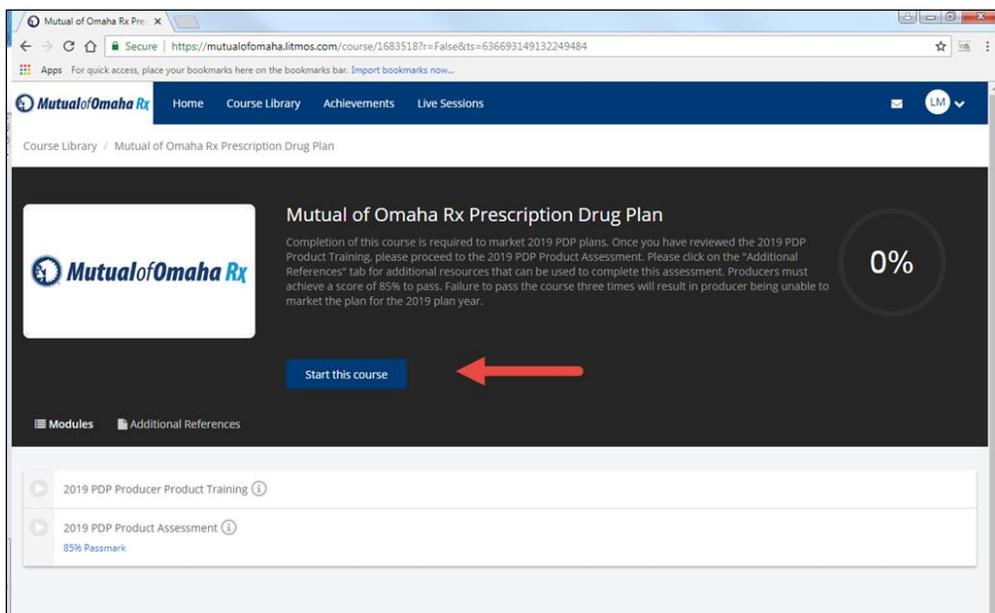
A screenshot of the Mutual of Omaha Rx dashboard. A white popup message box is centered on the screen, displaying "Hello, Leann McQuade" and "Welcome to the Mutual of Omaha Rx Prescription Drug Plan training site!". Below the text is a blue button labeled "Continue to my dashboard" and a checkbox for "Always show this message on the Home page". A red arrow points to the "Continue to my dashboard" button. The background shows the dashboard layout with a navigation bar, a "Welcome, Leann McQuade" message, a "To do" list with a "1" in a circle, a "Login Week Screen" with a "2" in a circle, and a calendar for August 2018.

The screen will refresh and display the User's Training Dashboard.

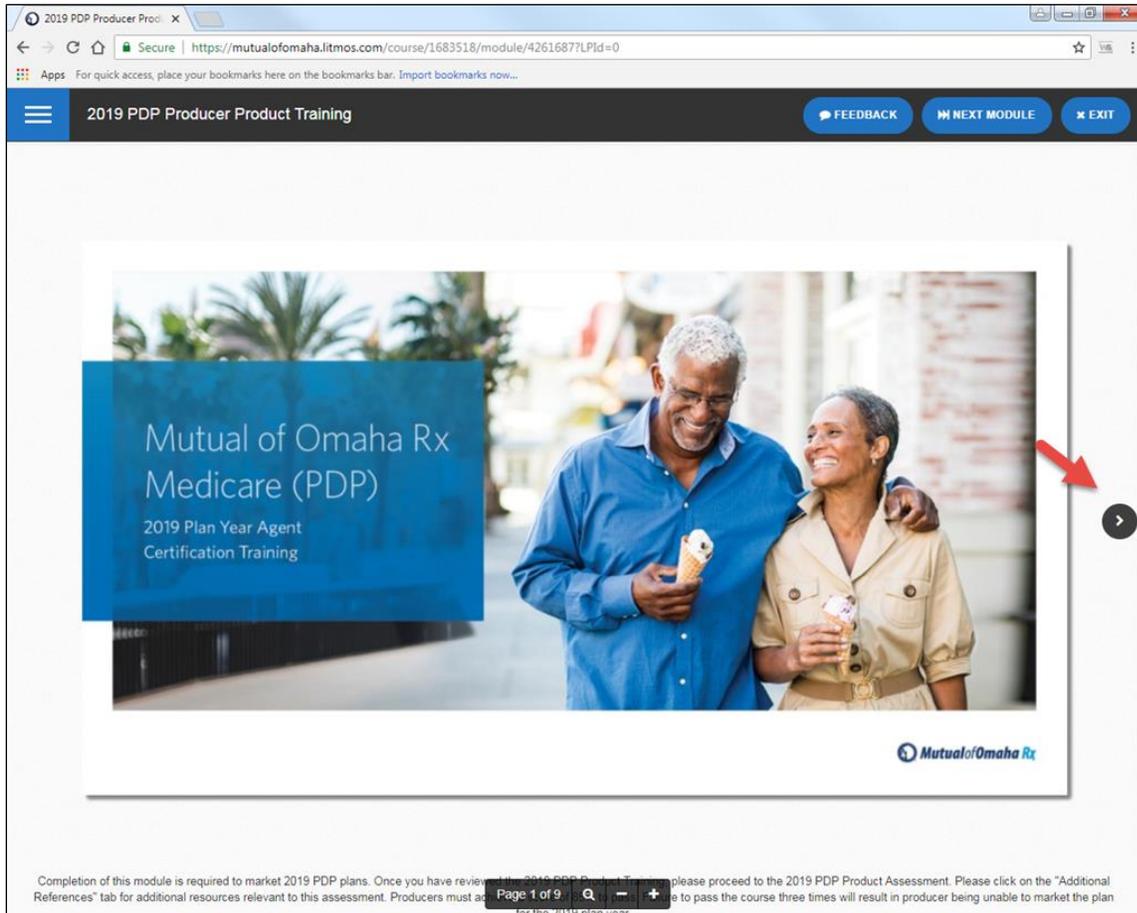
To launch the PDP Product Training Course the User will need to select the Mutual of Omaha Rx Prescription Drug Plan course under the status bar.



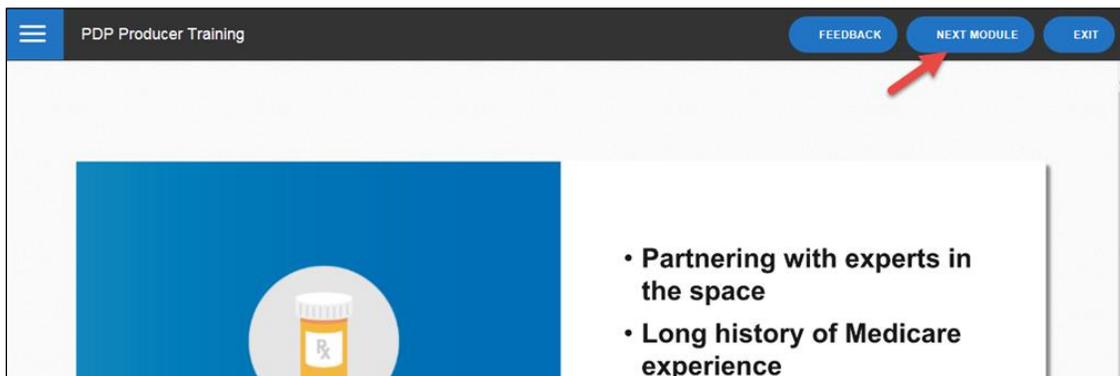
The page will refresh and the selected Training Course displays, The User can begin the Product Training by Clicking on the 'Start this Course' button.



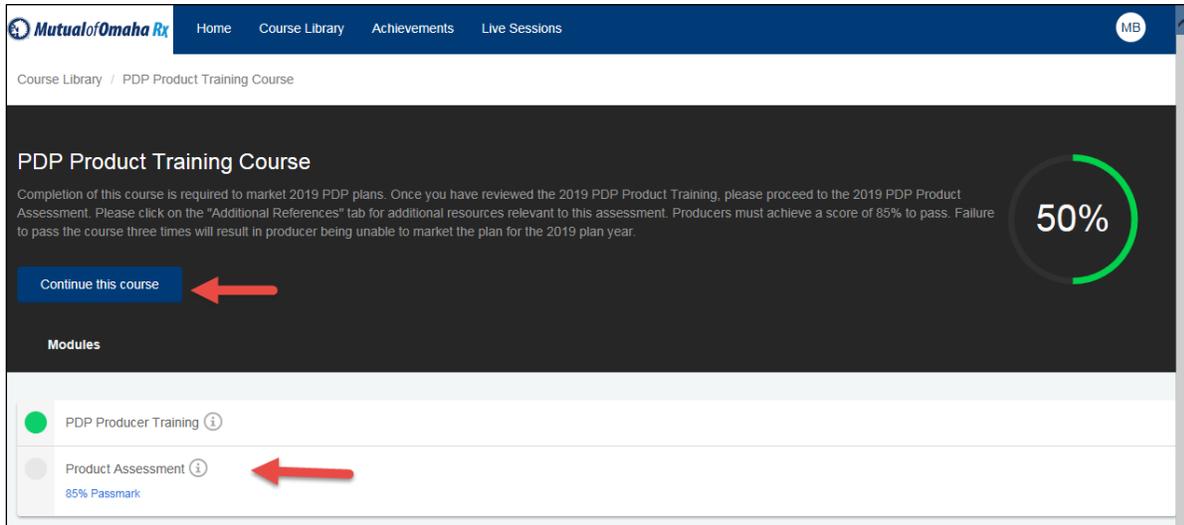
Once the 'Start this course' button has been selected, the 2019 PDP Producer Product Training module will display. The User can maneuver through the Product Training deck by clicking on the Left/Right arrows.



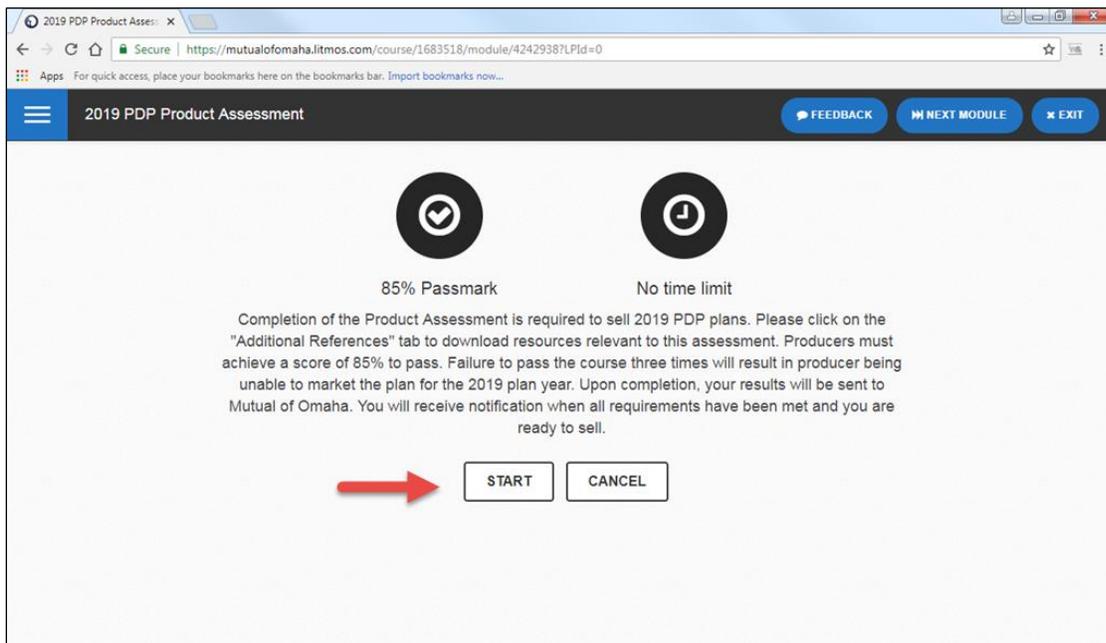
When the User gets to the end of the training, they can then click on the 'Next Module' button in the righthand corner of the training to return to the Product Training Course page.



The page will refresh and the User is returned to the Product Training Course to begin the Product Test, they can then click on the 'Continue this Course' button or click on 'Product Assessment'.

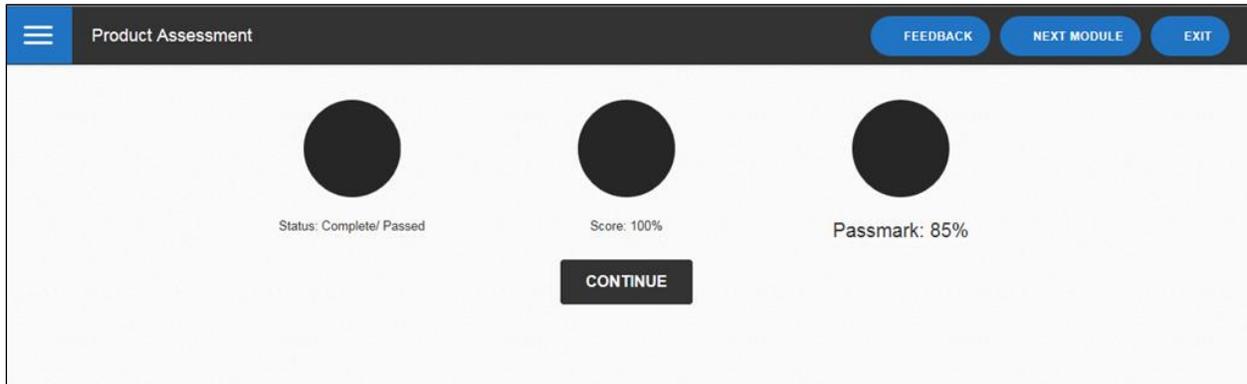


The page will refresh and the User can then click on the 'Start' button to begin the Assessment (test).



**NOTE:** If the page times out or the User accidentally closes the tab, the next time they return to the Product Training site, they should be able to begin from where they left off in the Test.

Once the User has completed the Test, they will receive a page that tells them if they passed or failed and their score.



The User should click the 'Continue' button on the Results page and they will be brought to the Training Course Page, which displays their results.

