

Introduction

This document will guide you through the 2-part process to register and pay for a NaLA Agent Registered account, then sign the Agent Code of Conduct. **Please note both parts below must be completed successfully in order for an Agent to be considered “Registered” with NaLA.**

Part 1: Register & Pay for a **NaLA Agent Registration Account** at:
<https://arp.nalalifeline.org>

Part 2: Complete the **NaLA Agent Code of Conduct** at:
<https://training.nalalifeline.org>



Step 1

Go to <https://www.nalalifeline.org/arp/> and click **Register** to begin.

NaLA Agent Registration Program (ARP)

Verify Your Lifeline Compliance Today!

REGISTER

LEARN MORE



National Lifeline
Association

How to Register for the
NaLA Agent Registration Program

Step 2

Choose from our *Monthly*, *Quarterly*, *Semi-Annual*, or *Annual* billing plans.

Monthly Plan	Quarterly Plan	Semi-Annual Plan	BEST VALUE Annual Plan
Select this product for a monthly subscription to the NaLA Agent Registration Program.	Select this product for a quarterly subscription to the NaLA Agent Registration Program.	Select this product for a semi-annual subscription to the NaLA Agent Registration Program.	Select this product for an annual subscription to the NaLA Agent Registration Program.
Billed \$1.55, Renewed Every Month	Billed \$4.66, Renewed Every 3 Months	Billed \$9.32, Renewed Every 6 Months	Billed \$18.63, Renewed Yearly
\$1.55/ Month *	\$4.66/ Quarter *	\$9.32/ 6-Months *	\$18.63/ Year *
Register Now	Register Now	Register Now	Register Now

*Taxes may apply.



Step 3

Complete the fields for the required registration information, including:

- First & Last Name (Second Last Name only if the Last Name is hyphenated)
- Email Address (*Please note: this should be a personal email address as this account is for life.*)
- Supervisor Email Address
- Social Security Number
- Phone Number
- Home Address, City, State, Zip Code, & Country
- All Companies You Distribute For
- Your States of Distribution
- Date of Birth MM/DD/YYYY
- Training Program Language

Then, click **Continue** to go to the order summary and payment information.

50%

AGENT INFORMATION > PAYMENT INFORMATION > REVIEW ORDER

National Lifeline Association Agent Registration | Monthly Plan

FIRST NAME * LAST NAME *

SECOND LAST NAME

EMAIL ADDRESS * SUPERVISOR EMAIL ADDRESS *

SSN * PHONE NUMBER *

HOME ADDRESS *

CITY * STATE *

ZIP CODE * COUNTRY *

COMPANIES YOU DISTRIBUTE FOR * STATES DISTRIBUTING IN *

DATE OF BIRTH (MM/DD/YYYY) * TRAINING PROGRAM LANGUAGE SELECTION *

* The name entered should exactly match the name on your ID.

CONTINUE >

CERTIFICATE
OF REGISTRATION
NaLA ID # _____
This certifies registration into the National Lifeline Association Agent Registration Program on _____
David B. Dorrsset
DAVID B. DORRSET
OWNER



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How to Register for the
NaLA Agent Registration Program

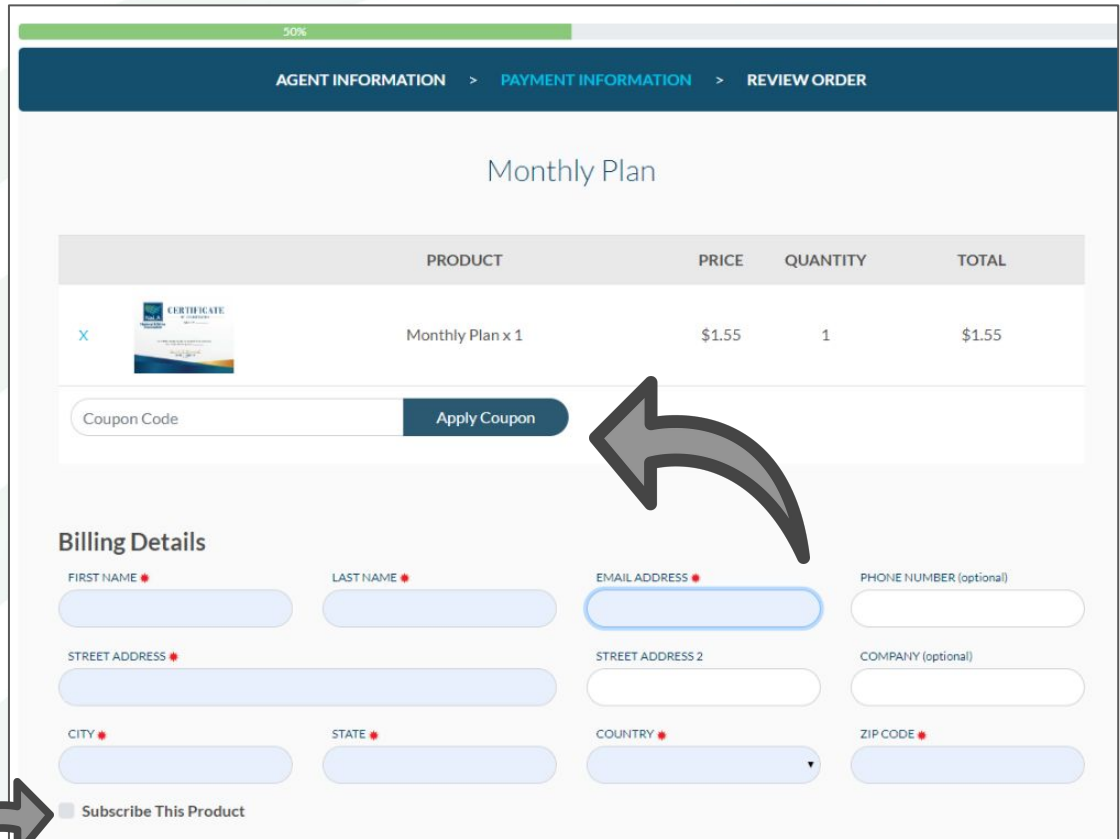
Step 4

You will then be directed to a **Checkout** page. If a coupon was distributed from a Master Agent or ETC, copy and paste the coupon code in the **Coupon Code** field and hit the **Apply Coupon** button.


Credit card information is not required if you do not opt in for the subscription (as long as the coupon is applied successfully).*

All Agents are required to renew their agreement to the Agent Code of Conduct every 180 days regardless of the payment plan chosen.

NaLA offers Agents the convenience of having recurring payments automatically drafted from the credit card on file. To set up automatic payments, the Agent should choose **Subscribe This Product**.



The screenshot shows a checkout page for a 'Monthly Plan'. At the top, there is a progress bar at 50% and a breadcrumb trail: AGENT INFORMATION > PAYMENT INFORMATION > REVIEW ORDER. Below this, the product is listed as 'Monthly Plan x 1' with a price of \$1.55 and a quantity of 1, totaling \$1.55. A coupon code field and an 'Apply Coupon' button are visible. A large grey arrow points from the 'Apply Coupon' button towards the left. Below the coupon section is the 'Billing Details' section, which includes input fields for FIRST NAME, LAST NAME, EMAIL ADDRESS, PHONE NUMBER (optional), STREET ADDRESS, STREET ADDRESS 2, COMPANY (optional), CITY, STATE, COUNTRY, and ZIP CODE. A checkbox labeled 'Subscribe This Product' is located at the bottom left of the form. A large grey arrow points from the 'Subscribe This Product' checkbox towards the left.

PRODUCT	PRICE	QUANTITY	TOTAL
 Monthly Plan x 1	\$1.55	1	\$1.55

Coupon Code

Billing Details

FIRST NAME LAST NAME EMAIL ADDRESS PHONE NUMBER (optional)

STREET ADDRESS STREET ADDRESS 2 COMPANY (optional)

CITY STATE COUNTRY ZIP CODE

Subscribe This Product



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How to Register for the
NaLA Agent Registration Program

Step 5

Read through the **Terms & Conditions**, then click on the box to accept them.
Enter your credit card information, then click the **Place Order** button.
Please note that taxes may apply to your order as required by law.

PRODUCT	TOTAL
Monthly Plan x 1	\$1.55
Subtotal	\$1.55
Tax	\$0.00
Total	\$1.55

Payment Details

Pay with your credit card via Stripe.

Card Number *

Expiry Month *

Expiry Year *

Card Code (cvv) *

I've read and accept the [terms & conditions](#)

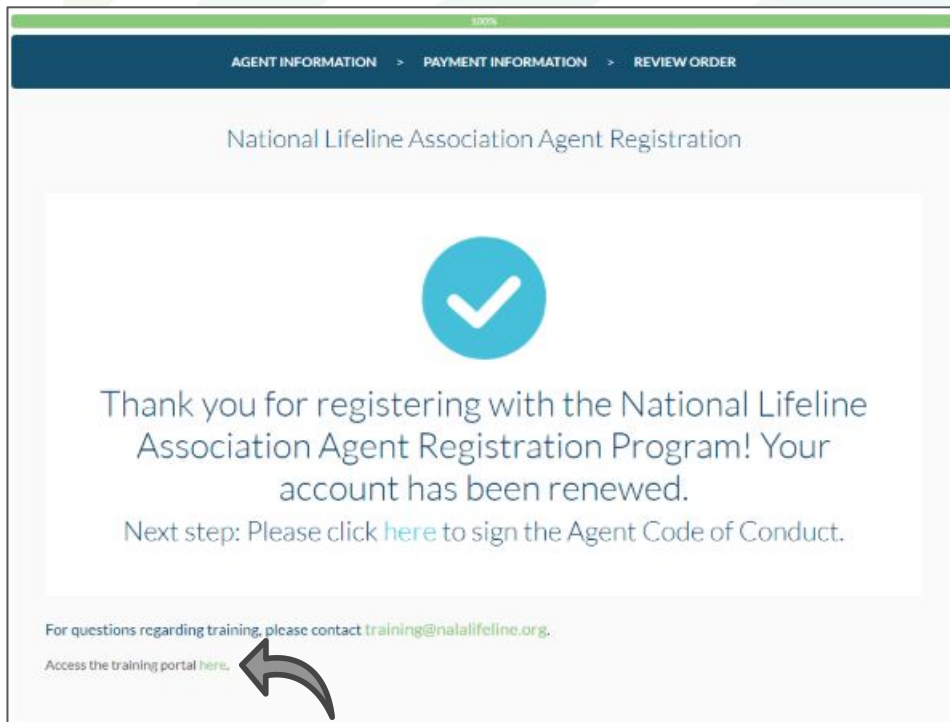


Step 6

You have successfully completed your order when you see the screen below.

You're Almost Finished!

To complete the final step, click the link to the NaLA Training site to sign the NaLA Agent Code of Conduct.



*Upon completion of registration and payment **you will receive two sets of login credentials via email. The email containing your logins for the Code of Conduct training portal has a subject of NaLA Agent Code of Conduct Login Information.**

Please check your spam or junk folder if you do not receive the email within 10 minutes of payment completion.

Use those credentials to log in and sign the NaLA Code of Conduct.

A Registration Confirmation Certificate containing your unique NaLA ID is provided when the entire process is completed successfully.

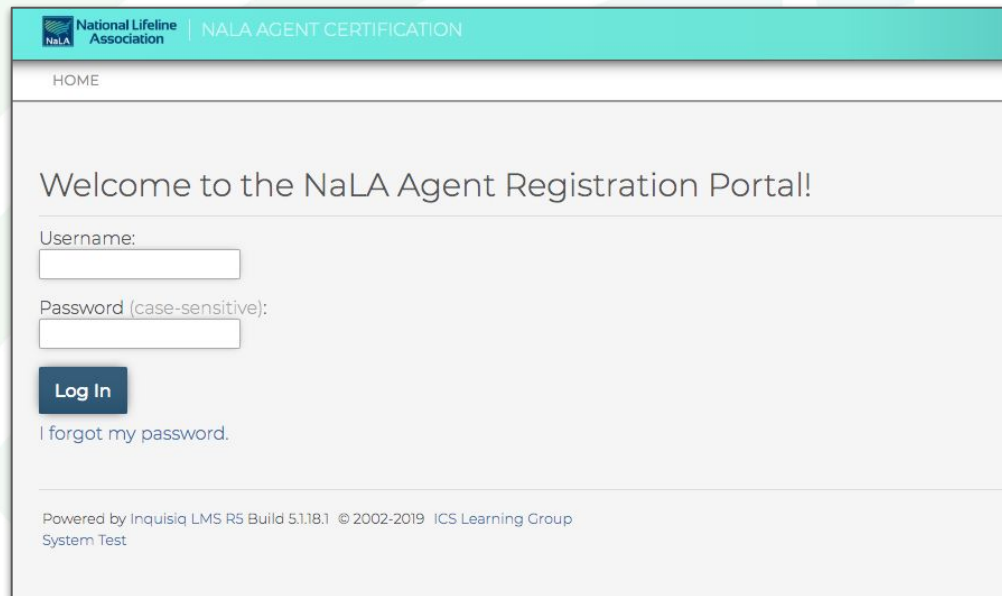


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Step 7

Login to the NaLA Training site - <https://training.nalalifeline.org> - using your username and password*, then **read the Agent Code of Conduct -- and sign your agreement.**



The screenshot shows the NaLA Agent Certification portal. At the top, there is a teal header with the NaLA logo and the text "National Lifeline Association | NALA AGENT CERTIFICATION". Below the header, the word "HOME" is displayed. The main content area features a welcome message: "Welcome to the NaLA Agent Registration Portal!". Underneath, there are two input fields: "Username:" followed by a text box, and "Password (case-sensitive):" followed by a text box. A dark blue "Log In" button is positioned below the password field. A link "I forgot my password." is located below the "Log In" button. At the bottom of the page, there is a footer with the text: "Powered by Inquisiq LMS R5 Build 5.1.18.1 © 2002-2019 ICS Learning Group System Test".



Finished!

Once you've completed and signed the NaLA Code of Conduct, a Registration Confirmation link will appear in the **My Certificates** section of the training portal. **This Certificate of Registration confirms that you've fully completed the process and you're now a NaLA Registered Agent.**



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