

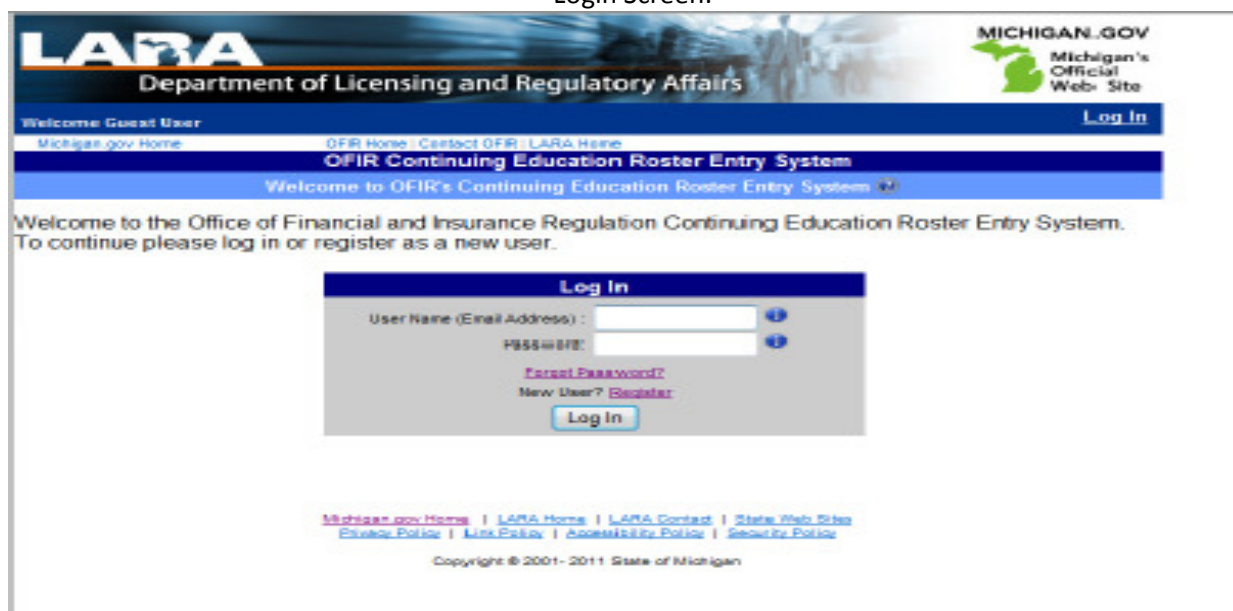
# CE Roster Entry System End-User Manual

Welcome to the Continuing Education (CE) Roster Application. The following manual will provide instructions on:

- Establishing your Provider access to the application;
- How to upload or manually enter your roster information;
- Processing payments for your education credits; and
- Printing your roster listing and certificates of completion.

In order to access the CE Roster Entry System, navigate to [https://www6.dleg.state.mi.us/ce\\_roster](https://www6.dleg.state.mi.us/ce_roster), the following Login screen appears:

Login Screen:



Click on the “New User? [Register](#)” hyperlink located above the Log In button.

# CE Roster Entry System End-User Manual

Registration Screen:



**LARA**  
 Department of Licensing and Regulatory Affairs

MICHIGAN.GOV  
 Michigan's Official Web Site

Welcome Guest User Log In

[Michigan.gov Home](#) | [OFIR Home](#) | [Contact OFIR](#) | [LARA Home](#)

**OFIR Continuing Education Roster Entry System**

**User Registration**

Company Name:

First Name:

Last Name:

Email:

Confirm Email:

Phone Number:    Ext.

**Please answer at least 4 of the security questions.**

Name of your favorite childhood friend?

What school did you attend for sixth grade?

What is your paternal grandmother's last name?

What city were you born in?

What is your father's middle name?

What is your mother's maiden name?

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Enter the following information to register:

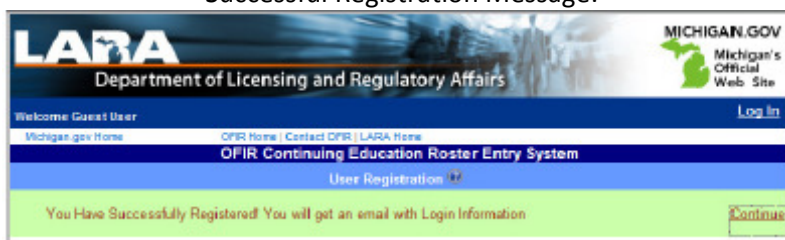
- Company Name
- First Name
- Last Name
- Email Address
- Email Address again to confirm (this will be your User Name to log into the application)
- Phone Number

For the Security Questions, you must provide at least four (4) answers to successfully register.

Upon entry of the four (4) answers, click on the Save button and you will receive a successful registration message.

# CE Roster Entry System End-User Manual

Successful Registration Message:



Click on the Continue hyperlink within the successful registration message to continue the Log In process.

An email will be sent from [webnoreply@michigan.gov](mailto:webnoreply@michigan.gov) confirming your registration and providing you a temporary password for your initial access of the application.

*If you do not receive your email containing the temporary password, be sure to check your Junk or Spam mail folder in case your email system placed it there. Make sure to mark [webnoreply@michigan.gov](mailto:webnoreply@michigan.gov) as a trusted email contact.*

Sample Confirmation Email:

**From:** webnoreply@michigan.gov [mailto:webnoreply@michigan.gov]  
**Sent:** Saturday, December 31, 2011 11:00 AM  
**To:** sample@sample.com  
**Subject:** Welcome to the Continuing Education Online Roster system

Hi John Doe,

Welcome to the Office of Financial and Insurance Regulation Continuing Education Roster Entry System.

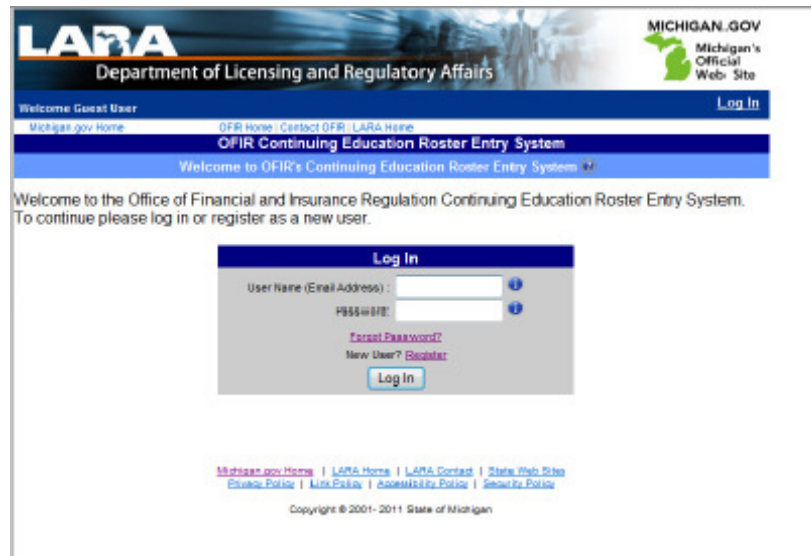
Company you represent: Sample

Your User ID is: [sample@sample.com](mailto:sample@sample.com)

Your Temporary Password is: Nn0#Qf3\$

Thank you for joining.

# CE Roster Entry System End-User Manual



After clicking the Continue hyperlink within the Successful Registration Message, you will be navigated back to the Log In screen. Enter your User Name (Email Address) and the temporary password that was sent to your email and click on the Log In button.

## Change Password Prompt:



As a new user of the CE Roster Entry System, you will be prompted to change your password once you have initially logged into the system. Click on the Change Password hyperlink to create your permanent password to replace the system assigned temporary password.

# CE Roster Entry System End-User Manual

## Change Password Screen:



When choosing a new password it must meet the following complexity requirements: [Hide](#)

The password must contain at least 8 characters.  
 The password must contain no more than 20 characters.  
 Must contain 1 or more upper case characters, 1 or more lower case characters and either a numeric value or a special character such as: ! \$ # % \_

Examples: David2, MaryAnn3, Thomas45 etc.

Change Password 

**Change Your Password**

Current Password:

New Password:

Retype New Password:

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In order to meet the complexity requirements of the State of Michigan, the following guidelines must be followed:

- The password must contain at least eight (8) characters
- The password must contain no more than twenty (20) characters
- The password must contain one (1) or more upper case character(s), one (1) or more lower case character(s) and either a numeric value or a special character such as !, \$, #, % and \_

Enter your temporary password in the Current Password field, your new password in the New Password field, and the new password again in the Retype New Password field.

Click on the Save button and you will receive a message indicating that you've successfully changed your password.

## Successfully Changed Password Message:



The password was successfully changed. [Return to Login Page](#)

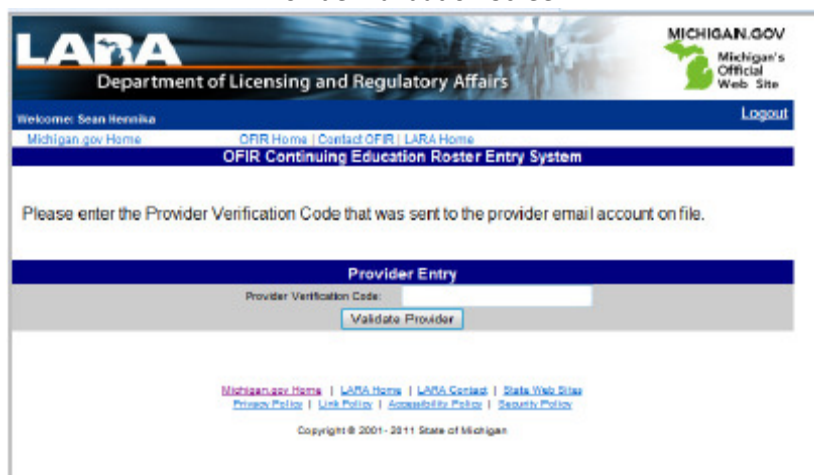
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# CE Roster Entry System End-User Manual

After clicking the Return to Login Page hyperlink within the Successfully Changed Password message, you will be navigated back to the Log In screen. Enter your User Name (Email Address) and your password and click on the Log In button.

Upon successful login, the application will prompt you for the Provider Verification Code that was previously issued by OFIR for your individual Provider Number. Enter the Provider Verification Code and click the Validate Provider button.

Provider validation Screen:



Upon validation, you will receive a Successfully Added Provider message. Click on the Go to the Home Page hyperlink to start entering CE Roster attendees.

Successfully Added Provider Message:



# CE Roster Entry System End-User Manual

If you have been sent more than one Provider Verification Code, click on the Providers hyperlink and a menu to Add Provider appears.

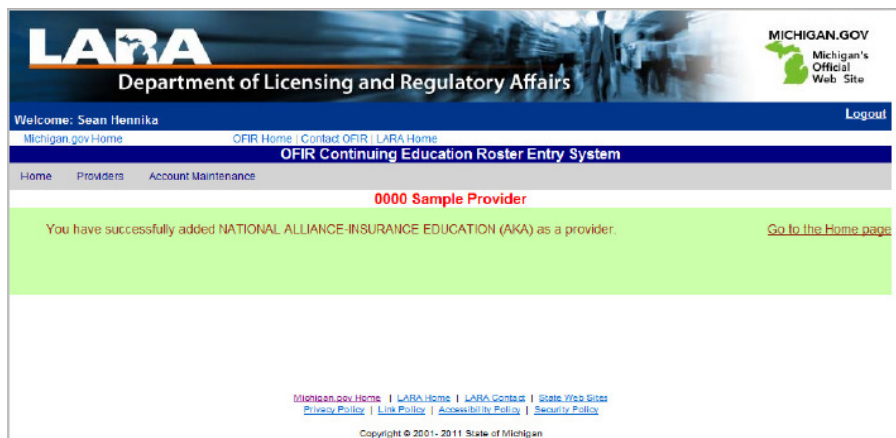


Click on Add Provider, enter another Provider Verification Code and click on the Validate Provider button.



# CE Roster Entry System End-User Manual

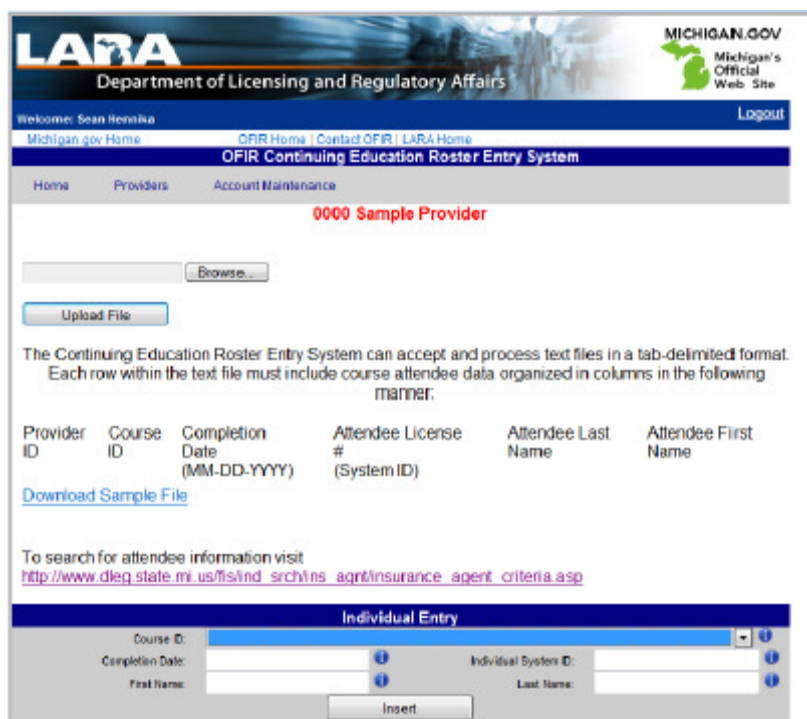
Upon validation, you will receive a Successfully Added Provider message. Click on the Go to the Home Page hyperlink to start entering CE Roster attendees.



If you have entered more than one Provider Verification Code, the default Provider is indicated in Red at the top of the Roster Entry Screen. If you need to select another Provider to enter a roster, click on Provider and click on Choose Provider to select the Provider you need to roster for. If you no longer need to enter a roster for an assigned Provider, you can click on Remove Provider to remove them from your list of available Providers.



# CE Roster Entry System End-User Manual



This is the Roster Entry screen of the CE Roster Entry System. Here you can either upload a tab delimited attendee file or manually perform individual entry of attendees.

## CE Roster Attendee Entry: Upload File

*In order to upload a CE Roster Attendee file, the file must follow the tab delimited format noted on the CE Roster application's Roster Entry screen.*

On the Roster Entry screen, click on the Browse button to select the tab delimited file that you wish to upload. A dialogue box opens showing the files that have been saved on the computer. Select the file and click the Open button. The path and filename will be populated in the box next to the Browse Button. Click the Upload File button to upload the file to the CE Roster Entry System.

# CE Roster Entry System End-User Manual

Roster Entry Screen with no attendee entries:

**0000 Sample Provider**

Browse...  
Upload File

The Continuing Education Roster Entry System can accept and process text files in a tab-delimited format. Each row within the text file must include course attendee data organized in columns in the following manner:

Provider ID	Course ID	Completion Date (MM-DD-YYYY)	Attendee License # (System ID)	Attendee Last Name	Attendee First Name
-------------	-----------	------------------------------	--------------------------------	--------------------	---------------------

[Download Sample File](#)

To search for attendee information visit  
[http://www.dleg.state.mi.us/fis/ind\\_arch/ins\\_agnt/insurance\\_agent\\_criteria.asp](http://www.dleg.state.mi.us/fis/ind_arch/ins_agnt/insurance_agent_criteria.asp)

**Individual Entry**

Course ID:   
 Completion Date:  Individual System ID:   
 First Name:  Last Name:

Insert

Line #	Provider ID	Course ID	Course Name	Course Credits	Completion Date	Individual ID	First Name	Last Name	Edit	Delete
1	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
2	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
3	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
4	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		

The screen will populate with the information contained in the file (you may have to scroll down to see all of the data). Once uploaded, the data can be Edited or Deleted by using the control icons on the columns to the far right of the entry.

Populated Roster Entry Screen:

17	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
18	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
19	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
20	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
21	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
22	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
23	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
24	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
25	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
26	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
27	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
28	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
29	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
30	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		

**Course Totals**

Courses: 30  
 Credit Hours: 120  
 Total Cost: \$120.00

Submit Roster | Clear

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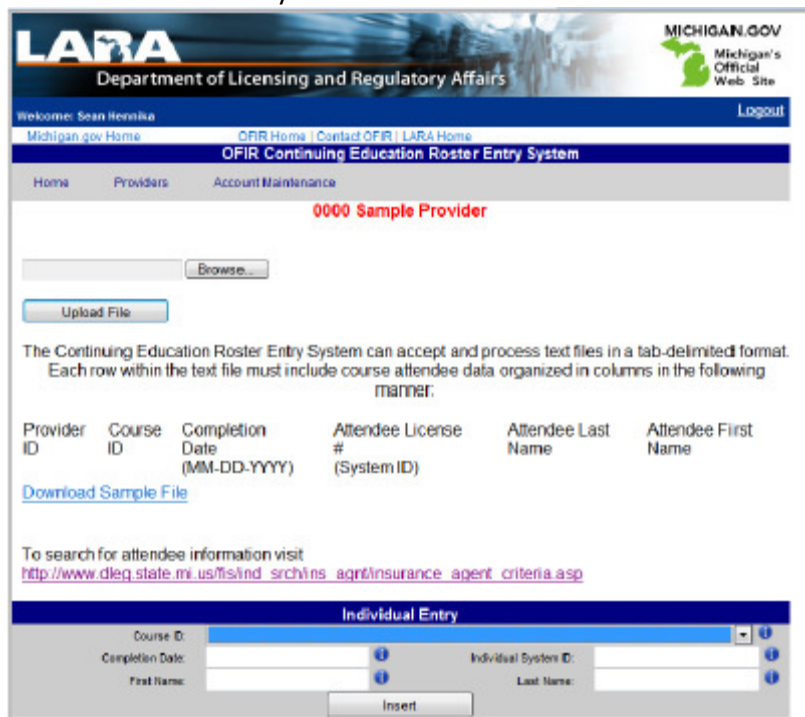
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A Course Total box appears at the bottom of the screen indicating the number of courses, total number of credit hours and the total cost for the uploaded data.

# CE Roster Entry System End-User Manual

## CE Roster Attendee Entry: Manual Entry

Roster Entry Screen with no attendee entries:



The screenshot shows the 'OFIR Continuing Education Roster Entry System' interface. At the top, it displays 'LARA Department of Licensing and Regulatory Affairs' and 'MICHIGAN.GOV Michigan's Official Web Site'. A navigation bar includes 'Home', 'Providers', and 'Account Maintenance'. The main content area shows '0000 Sample Provider' in red text. Below this is a 'Browse...' button and an 'Upload File' button. A text block explains that the system accepts tab-delimited text files and provides a sample format table:

Provider ID	Course ID	Completion Date (MM-DD-YYYY)	Attendee License # (System ID)	Attendee Last Name	Attendee First Name
-------------	-----------	------------------------------	--------------------------------	--------------------	---------------------

Below the table is a 'Download Sample File' link. Further down, there is a link to search for attendee information: [http://www.dleg.state.mi.us/fis/ind\\_srch/ins\\_agnt/insurance\\_agnt\\_criteria.asp](http://www.dleg.state.mi.us/fis/ind_srch/ins_agnt/insurance_agnt_criteria.asp). The bottom section, titled 'Individual Entry', contains a 'Course ID' dropdown menu, 'Completion Date', 'First Name', 'Individual System ID', and 'Last Name' input fields, along with an 'Insert' button.

On the Roster Entry screen, click on the Course ID drop down arrow and select the course that you wish to add attendees to. (*Courses will be listed alphabetically for the selected Provider Number.*) Once selected, enter the following information in the Individual Entry section:

- Course Completion Date
- Individual System ID (*license ID assigned by OFIR*) which can be searched using the link identified above the Individual Entry fields
- Attendee's First Name
- Attendee's Last Name

Once entered, click on the Insert button to insert the attendee information into the roster.

# CE Roster Entry System End-User Manual

## Populated Roster Entry Screen:

**0000 Sample Provider**

The Continuing Education Roster Entry System can accept and process text files in a tab-delimited format. Each row within the text file must include course attendee data organized in columns in the following manner:

Provider ID	Course ID	Completion Date (MM-DD-YYYY)	Attendee License # (System ID)	Attendee Last Name	Attendee First Name
-------------	-----------	------------------------------	--------------------------------	--------------------	---------------------

[Download Sample File](#)

To search for attendee information visit  
[http://www.dleg.state.mi.us/finv/nd\\_srch/vns\\_agnt/insurance\\_agent\\_criteria.asp](http://www.dleg.state.mi.us/finv/nd_srch/vns_agnt/insurance_agent_criteria.asp)

**Individual Entry**

Course ID:

Completion Date:  Individual System ID:

First Name:  Last Name:

Line #	Provider ID	Course ID	Course Name	Course Credits	Completion Date	Individual ID	First Name	Last Name	Edit	Delete
1	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
2	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
3	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
4	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		

The page will populate with the information that has been entered (you may have to scroll down to see all of the data). Once entered, the data can be Edited or Deleted by using the control icons on the columns to the far right of the entry.

## Populated Roster Entry Screen Continued:

17	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
18	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
19	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
20	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
21	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
22	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
23	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
24	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
25	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
26	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
27	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
28	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
29	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		
30	0000	12345	Sample Course 2011	4	12-1-2011	1234567	John	Dee		

**Course Totals**

Courses: 30  
 Credit Hours: 120  
 Total Cost: \$120.00

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A Course Total box appears at the bottom of the screen indicating the number of courses, total number of credit hours and the total cost for the entered data.

# CE Roster Entry System End-User Manual

When all attendee information has been entered, click on the Submit Roster button to submit the information to OFIR. A total summary of the attendees entered will be displayed indicating the number of courses, credits and the total cost.

Fee Screen:



0000 Sample Provider

The total roster fee is \$240.00. To complete the roster process, please select Pay Now at the bottom of this page. To view or edit the roster, select Edit.

Course ID	Course Name	Course Credits	Attendees	Cost
12345	Sample Course 2011	4	60	\$240.00

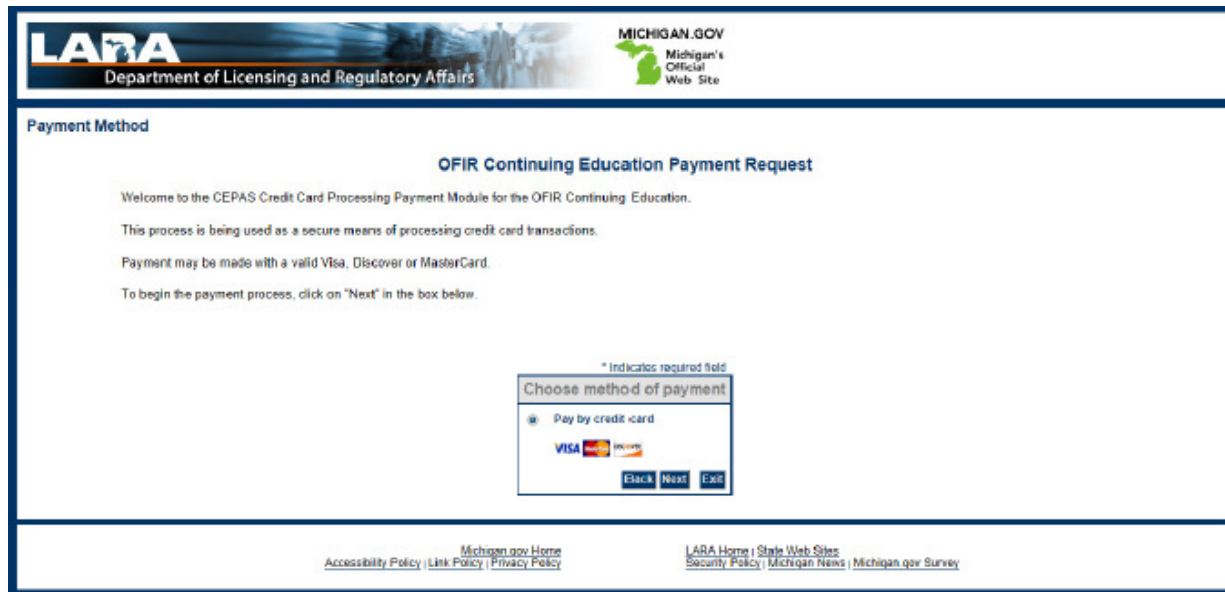
Roster Total Information

- Courses: 05
- Credit Hours: 240
- Total Cost: \$240.00

Buttons: Pay Now, Edit, Cancel

Once verified, click on the Pay Now button, which will navigate to the CEPAS Credit Card Processing Payment Module to provide payment for the course credits.

CEPAS Screen:



OFIR Continuing Education Payment Request

Welcome to the CEPAS Credit Card Processing Payment Module for the OFIR Continuing Education.

This process is being used as a secure means of processing credit card transactions.

Payment may be made with a valid Visa, Discover or MasterCard.

To begin the payment process, click on "Next" in the box below.

\* Indicates required field

Choose method of payment

Pay by credit card

VISA MasterCard Discover

Buttons: Back, Next, Exit

Click on the Next button to proceed with payment processing. (Payments may be made with valid Visa, MasterCard or Discover credit cards only.)

# CE Roster Entry System End-User Manual

## CEPAS Screen:

### OFIR Continuing Education Payment Request

Billing Address information is not required; please scroll down to the Payment Method Section to enter your credit card information.

To continue the payment process, click on "Next" in the box below.

\* indicates required field

Billing Address	
*First Name:	<input type="text"/>
M.I.:	<input type="text"/>
*Last Name:	<input type="text"/>
Street Line 1:	<input type="text"/>
Street Line 2:	<input type="text"/>
City:	<input type="text"/>
State:	SELECT STATE <input type="text"/>
Zip:	<input type="text"/>
Country:	UNITED STATES <input type="text"/>
Phone:	<input type="text"/>
*E-Mail:	<input type="text"/>
Payment Details	
*Payment Amount:	240.00
Payment Method	
*Name as it Appears on Card:	<input type="text"/>
*Card Number:	<input type="text"/>
*Expiration Date:	* Month <input type="text"/> * Year <input type="text"/>
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Exit"/>	

Enter the following into the Billing Address section:

- First Name
- Last Name
- Street – Line 1
- Street – Line 2, if applicable
- City
- State
- Zip
- County (United States, defaults)
- Phone Number
- Email Address

Confirm the payment amount in the Payment Details section.


Enter the following information in the Payment Method section:

- Name as it appears on the credit card
- Card Number
- Expiration Date – Month
- Expiration Date – Year

Upon entry, click on the Next button and confirm the details of the transaction on the Payment Review page.

# CE Roster Entry System End-User Manual

CEPAS Screen:

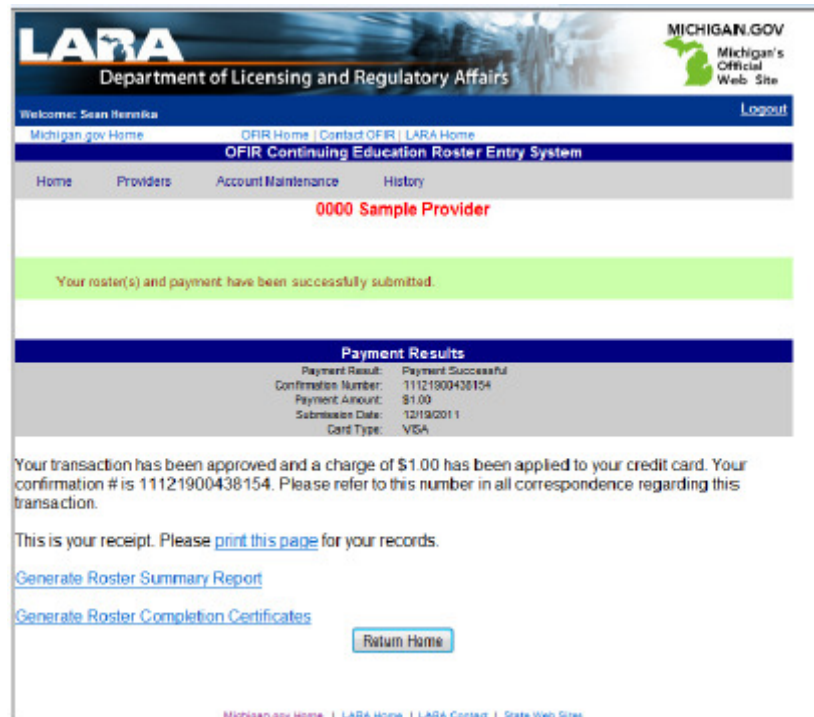
								
<p><b>Payment Review</b></p> <p><b>OFIR Continuing Education Payment Request</b></p> <p>To confirm your payment information, click on "Pay Now" in the box below.</p>								
<table border="1" style="width: 100%;"> <tr> <td style="background-color: #e0e0e0;">Address</td> </tr> <tr> <td>Billing Address: John Doe sample@sample.com</td> </tr> <tr> <td style="background-color: #e0e0e0;">Payment Method</td> </tr> <tr> <td>Credit Card <b>VISA</b> John Doe x1111 01/12</td> </tr> <tr> <td style="background-color: #e0e0e0;">Payment Amount</td> </tr> <tr> <td style="text-align: center;">Amount: \$240.00 Total: \$240.00</td> </tr> <tr> <td style="text-align: right;"> <input type="button" value="Back"/> <input type="button" value="Pay Now"/> <input type="button" value="Exit"/> </td> </tr> </table>		Address	Billing Address: John Doe sample@sample.com	Payment Method	Credit Card <b>VISA</b> John Doe x1111 01/12	Payment Amount	Amount: \$240.00 Total: \$240.00	<input type="button" value="Back"/> <input type="button" value="Pay Now"/> <input type="button" value="Exit"/>
Address								
Billing Address: John Doe sample@sample.com								
Payment Method								
Credit Card <b>VISA</b> John Doe x1111 01/12								
Payment Amount								
Amount: \$240.00 Total: \$240.00								
<input type="button" value="Back"/> <input type="button" value="Pay Now"/> <input type="button" value="Exit"/>								
<a href="#">Michigan.gov Home</a> <small>Accessibility: <a href="#">Web</a>   <a href="#">Mobile</a>   <a href="#">Business</a>   <a href="#">Media</a></small>	<a href="#">LARA Home</a>   <a href="#">State Web Sites</a> <small>Accessibility: <a href="#">Web</a>   <a href="#">Mobile</a>   <a href="#">Business</a>   <a href="#">Media</a>   <a href="#">Education</a>   <a href="#">News</a></small>							

If satisfied with the information entered and verified, click on the Pay Now button to submit the payment.

Upon successful payment, the payment results page will display providing you the option to Generate the Roster Summary Report and or Generate Roster Completion Certificates.

# CE Roster Entry System End-User Manual

Confirmation Screen:



The screenshot shows the confirmation screen of the OFIR Continuing Education Roster Entry System. At the top, there is a header with the LARA logo and the text 'Department of Licensing and Regulatory Affairs'. To the right, it says 'MICHIGAN.GOV Michigan's Official Web Site'. Below the header, a blue bar contains the text 'Welcome: Sean Hennika' and a 'Logout!' link. A navigation bar includes links for 'Michigan.gov Home', 'OFIR Home', 'Contact OFIR', and 'LARA Home'. The main title is 'OFIR Continuing Education Roster Entry System'. Below this, there are links for 'Home', 'Providers', 'Account Maintenance', and 'History'. The main content area displays '0000 Sample Provider' in red text. A green bar contains the message 'Your roster(s) and payment have been successfully submitted.' Below this is a 'Payment Results' section with a table:

Payment Results	
Payment Result:	Payment Successful
Confirmation Number:	11121900438154
Payment Amount:	\$1.00
Submission Date:	12/19/2011
Card Type:	VISA

Below the table, the text reads: 'Your transaction has been approved and a charge of \$1.00 has been applied to your credit card. Your confirmation # is 11121900438154. Please refer to this number in all correspondence regarding this transaction.' This is followed by the instruction: 'This is your receipt. Please [print this page](#) for your records.' There are two hyperlinks: 'Generate Roster Summary Report' and 'Generate Roster Completion Certificates'. A 'Return Home' button is also present. At the bottom, there are links for 'Michigan.gov Home', 'LARA Home', 'LARA Contact', and 'State Web Sites'.

## Generate the Roster Summary Report

On the payment results page, click the Generate Roster Summary Report hyperlink to generate the report.

# CE Roster Entry System End-User Manual

## Roster Summary Report:



0000 Sample Provider

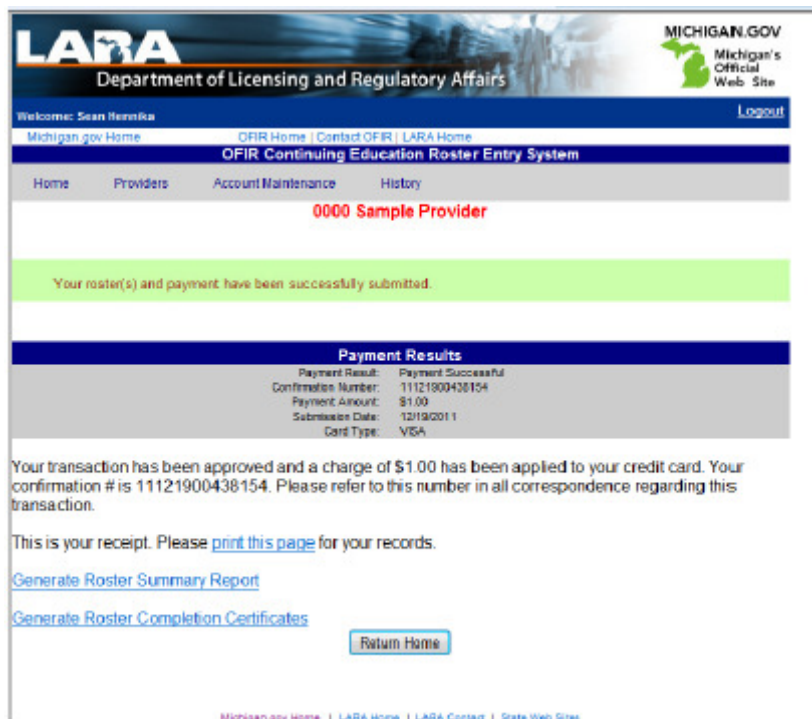
Run Date: 12/19/2011

Provider #	Course #	Completion Date	License # (System ID)	Attendee Last Name	Attendee First Name
0000	12345	12-1-2011	1234567	Doe	John
0000	12345	12-1-2011	1234567	Doe	John
0000	12345	12-1-2011	1234567	Doe	John
0000	12345	12-1-2011	1234567	Doe	John
0000	12345	12-1-2011	1234567	Doe	John
0000	12345	12-1-2011	1234567	Doe	John
0000	12345	12-1-2011	1234567	Doe	John
0000	12345	12-1-2011	1234567	Doe	John
0000	12345	12-1-2011	1234567	Doe	John
0000	12345	12-1-2011	1234567	Doe	John

A new window will open displaying the Summary Roster Report. This report can be saved in various formats including Word, PDF or Excel. Select the format by clicking on the down arrow next to the Save icon on the report navigation toolbar. The report will be exported to that format where you can print or save the report.

# CE Roster Entry System End-User Manual

Confirmation Screen:



The screenshot shows the confirmation screen of the CE Roster Entry System. At the top, there is a header for LARA (Department of Licensing and Regulatory Affairs) and MICHIGAN.GOV (Michigan's Official Web Site). Below the header, a navigation bar includes links for Michigan.gov Home, OFIR Home, Contact OFIR, and LARA Home. The main content area displays '0000 Sample Provider' and a green message box stating 'Your roster(s) and payment have been successfully submitted.' A 'Payment Results' table is shown below, with the following data:

Payment Results	
Payment Result:	Payment Successful
Confirmation Number:	11121900438154
Payment Amount:	\$1.00
Submission Date:	12/19/2011
Card Type:	VISA

Below the table, a message states: 'Your transaction has been approved and a charge of \$1.00 has been applied to your credit card. Your confirmation # is 11121900438154. Please refer to this number in all correspondence regarding this transaction.' A link to 'print this page' is provided. At the bottom, there are links for 'Generate Roster Summary Report' and 'Generate Roster Completion Certificates', along with a 'Return Home' button. The footer contains links for Michigan.gov Home, LARA Home, LARA Contact, and State Web Sites.

## Generate Roster Completion Certificates

On the payment results page, click the Generate Roster Completion Certificates hyperlink to print the certificates.

# CE Roster Entry System End-User Manual

## Roster Completion Certificate:



The screenshot displays the OFIR Continuing Education Roster Entry System interface. At the top, there is a navigation bar with the LARA logo and the text 'Department of Licensing and Regulatory Affairs'. To the right, it says 'MICHIGAN.GOV Michigan's Official Web Site'. Below this, a blue bar contains 'Welcome: Matt Torok' and a 'Logout' link. A secondary navigation bar includes links for 'Michigan.gov Home', 'OFIR Home', 'Contact OFIR', and 'LARA Home'. The main navigation bar features 'OFIR Continuing Education Roster Entry System' and sub-links for 'Home', 'Providers', 'Account Maintenance', and 'History'. A black redaction box is present below the navigation bar.

The main content area shows a browser window displaying a certificate from the 'STATE OF MICHIGAN Office of Financial & Insurance Regulation'. The certificate title is 'CE Course Completion Certificate'. The text reads: 'This certifies that [redacted] has successfully completed the course requirements for: ETHICS FOR AGENTS - 2010'. Below the certificate text, there are two columns of information:

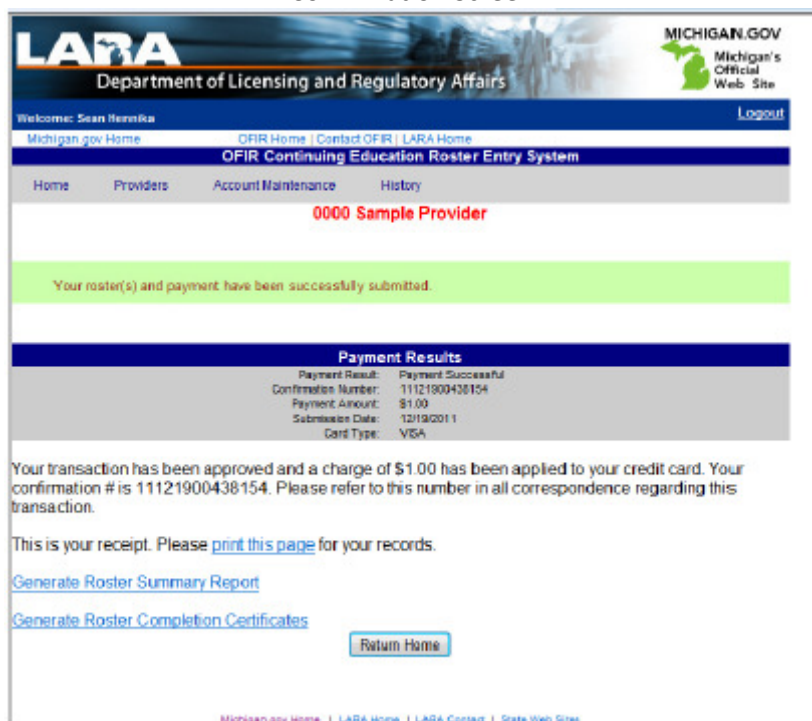
System ID: [redacted]	Provider Name: [redacted]
Course Number: [redacted]	Provider Number: [redacted]
Number of Credits: 3	Address: [redacted]
Date of Course Completion: 12/15/2011	Phone Number: [redacted]

At the bottom left, there are fields for 'Authorized Provider Official:' and 'Date:'. At the bottom right, there is a field for 'Authorized Training Representative'.

A new window will open displaying the Roster Completion Certificates. These Certificates can be saved in various formats including Word, PDF or Excel. Select the format by clicking on the down arrow next to the Save icon on the report navigation toolbar. The certificates will be exported to that format where you can print or save the certificates.

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Confirmation Screen:



The screenshot shows the confirmation screen of the CE Roster Entry System. At the top, there is a header for LARA (Department of Licensing and Regulatory Affairs) and MICHIGAN.GOV (Michigan's Official Web Site). Below the header, a navigation bar includes links for Michigan.gov Home, OFIR Home, Contact OFIR, and LARA Home. The main content area displays '0000 Sample Provider' in red text. A green message box states: 'Your roster(s) and payment have been successfully submitted.' Below this, a 'Payment Results' section shows a table with the following details:

Payment Results	
Payment Result:	Payment Successful
Confirmation Number:	11121900438154
Payment Amount:	\$1.00
Submission Date:	12/19/2011
Card Type:	VISA

Below the table, a message states: 'Your transaction has been approved and a charge of \$1.00 has been applied to your credit card. Your confirmation # is 11121900438154. Please refer to this number in all correspondence regarding this transaction.' This is followed by a receipt instruction: 'This is your receipt. Please [print this page](#) for your records.' There are two links: 'Generate Roster Summary Report' and 'Generate Roster Completion Certificates'. A 'Return Home' button is located at the bottom center. At the very bottom, there are links for Michigan.gov Home, LARA Home, LARA Contact, and State Web Sites.

When finished printing the report or the certificates, click on the Return Home button to start CE Roster entry again or click the Logout hyperlink to end your session.