



Accessing the LIMRA Anti-Money Laundering Course

The USA Patriot Act requires insurance companies to develop and implement Anti-Money Laundering (AML) programs that are reasonably designed to prevent companies from being used to facilitate money laundering or finance terrorist activities.

To access the Training Module, follow these steps:

- Log in to the course at the following website address: <https://aml.limra.com>
- The first screen you see when you enter the AML training site will be the log in screen. The first time you log in to the training site, you must enter your user name and password as follows:
 - ◆ Username – Your username is the first four letters of your last name (lowercase) combined with the last six digits of your Social Security number.
 - ◆ Password – Your pre-assigned password is your complete last name (lowercase).
- When you enter your username and password as explained above, you will be prompted to create a new password. The new password must be different from the pre-assigned password in order to gain access to the training site and proceed with taking the course.

Thereafter, you may use the new password each time you log onto the AML training site.

- Please note that you will not receive a paper certificate of your completion of the course. Instead, you will see a message stating what percentage of the course you have completed. If the message shows less than 100%, you did not complete the entire course. When you see a message stating you have completed 100%, you have completed the entire course. LIMRA will provide carriers periodic status reports of producers whose AML training is either successfully completed or still pending.
- If you have technical issues accessing the training site or navigating within the website, please contact LIMRA/CFM's customer support help line at (866) 364-2380 or support@cfmpartners.com.

System Requirements

- The CFM Network supports Microsoft Internet Explorer (IE) 5.5 or higher and Firefox browsers.
- 1024x768 resolution is recommended



Accessing the Training Site Questions & Answers

Q: How do I access the CFM Network training site?

A: Open Internet Explorer and go to <https://aml.limra.com>.

Q: How do I login to the CFM Network?

A: To login to the CFM Network, you must be a registered user. Please note that if you are a new hire, it may take up to one month for you to be registered. If you are already registered, please follow the steps listed below.

- On the Login Page (<https://aml.limra.com>), enter your username and password in lowercase in the spaces provided. Please note that the login function is case sensitive.
- Click on the Login button.

Q: I followed the steps to login to the CFM Network, but I received a message that says "You have entered an invalid Username or Password. Please try again." What does this mean?

A: This message indicates that the login information entered does not match our list of active accounts. Please note that if you are a new hire, it may take up to one month for you to be registered. If you are registered and receive this message, it could be for several reasons:

- Your username and/or password were typed incorrectly. Make sure your Caps Lock is off, that you are typing each character in lowercase, and that you are not transposing any of the characters.
- If the information you entered is correct and you continue to receive this message, please contact our support staff at support@cfmpartners.com or (866) 364-2380.

Q: I forgot my username. How do I login?

A: If you have forgotten your username, we can help you recreate it by applying the formula your company is using. Click on the ***Forgot your username?*** link and follow the instructions.

Please note that usernames are all lowercase and include any special characters, e.g. spaces, hyphens, apostrophes, etc. If your last name is fewer than four characters, your full last name will be used to create the first part of your username.

Q: I have logged into the CFM Network previously but have forgotten my password. How do I reset it?

A: Click on the ***Forgot your password?*** link and follow the instructions.

If you are unable to reset your password online, contact our support staff at support@cfmpartners.com or (866) 364-2380.

Q: My ISP is America Online® or CompuServe. When I login to the CFM Network from the Web browser within my ISP program, I am unable to take the course. How do I resolve this problem?

A: Once you are connected to the Internet, open Internet Explorer independently from the America Online® or CompuServe software, i.e., do not try to access the CFM Network from within AOL or CompuServe. This should prevent the problem.