



IMPERIAL
HEALTH

2020 AGENT CERTIFICATION INSTRUCTIONS

1. Imperial sends email invite to Agent for Imperial certification.
Note - FMO is linked to the agent based on our current records (2020 contracting).
2. Agent clicks on link, registers on-line and completes all agent registration information.
 - a. Agent uploads required documents (AHIP, DOI, and E&O).
 - b. Agent signs Agent/Agency compensation agreement.
 - i. Agent is now in pending status = pending review of documents uploaded.
 - ii. Imperial approves all documents (AHIP, DOI and E&O).
3. Agent selects "Training" to start certification.
 - a. NOTE - Imperial training slides can be downloaded at the bottom of the screen to help with exam.
Agent must click on each individual slide (Total = 58) to launch exam.
4. Exam is 25 Questions.
 - a. Agent must pass with an 85% (AZ, CA, TX).
5. Agent can add multiple states for Certification by uploading non-resident DOI License.