MIKE RUSS
FINANCIAL TRAINING CENTERS, INC.

Step 1: CREATE AN ACCOUNT
- ➢ Visit www.psiexams.com and create your account by clicking "Create an account" (under "new users" section on the right-hand side of the screen)

Step 2: REGISTER FOR AN EXAM
- ➢ Click "Register for an exam" (under "new users" section on the right-hand side of the screen)
  - o Under "Select Organization" click **"GOVERNMENT/STATE LICENSING AGENCIES"**
  - o Under "Select Jurisdiction" click **"CALIFORNIA"**
  - o Under "Select Account" click **"ALL CA DEPARTMENT OF INSURANCE EXAMS"** (the 1st dropdown option)
  - o Click RED link below (For All CA Insurance Candidates. Click Here to schedule for a CA INS examination.)
- ➢ Under "Select Organization" (2nd Box below) select **"CA Department of Insurance"** (4th option down)

***IMPORTANT: For each test, there are two options, "CA PSI Site" or "CDI Site". If you select the "CA PSI Site" option, you will be able to take the exam at one of PSI's Testing Centers, located throughout California. If you select "CDI Site" option, you may take your exam ONLY at the CDI testing center located in downtown Los Angeles.

- ➢ Under "Select Test" choose your exam
  - o Property & Casualty Students (52 or 40 Hours) – select **"Property Broker-Agent and Casualty Broker-Agent Examination"**
  - o Personal Lines Students (32 or 20 Hours) – select **"Personal Lines Broker-Agent Examination"**
  - o Life, Accident & Health Students (52 or 40 Hours) – select **"Life, Accident and Health Agent Examination (Life Agent)"**
  - o Life Only Students (32 or 20 Hours) – select **"Life-Only Agent Examination"**
  - o Accident & Health Students (32 or 20 Hours) – select **"Accident and Health Agent Examination"**
- ➢ Click "Login to Continue" at the bottom of the page
  - o This will take you the Login screen

Step 3: Login with PSI Exams
- ➢ Type in your **Username**
  - o Your username will be e-mail you provided when you created your PSI account in Step 1
- ➢ Type in your **Password**
- ➢ Click "Login"

Step 4: Complete Eligibility Record
- ➢ Complete ALL required information on the Eligibility Record Page
- ➢ Click "Continue"

Step 5: Payment (Payment is required PRIOR TO scheduling your exam)
- ➢ Enter Payment Information

Step 6: Schedule your exam

If you have any questions regarding exam scheduling, please contact PSI directly at 833-518-7456,
or emailing examschedule@psionline.com