

# How to earn CE credit on *Financial Advisor IQ's* ThinkTank

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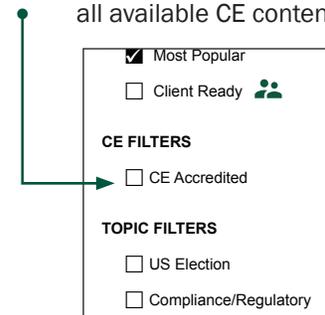
CFP® professionals can now earn continuing education credits by reading select content on *FA-IQ's* ThinkTank. Follow the steps below to start earning.

## 1. Locate CE accredited content.

Look for the CFP® mark next to accredited content.

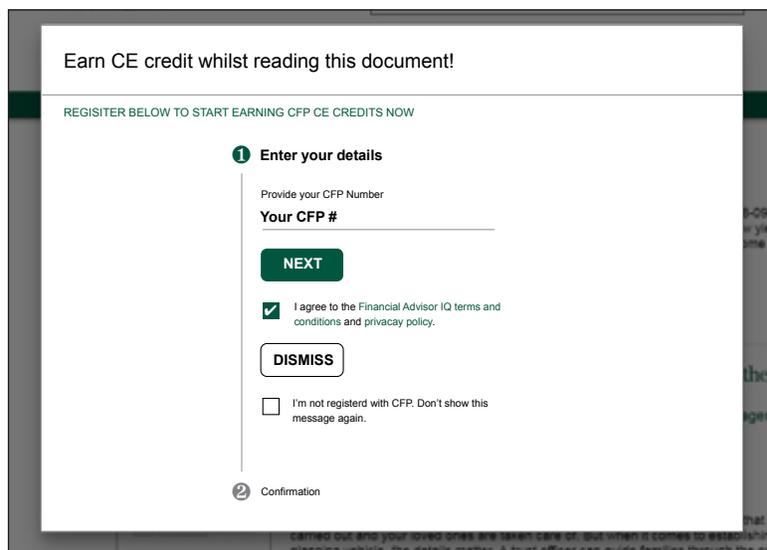


Select 'CE Accredited' filter to show all available CE content.



## 2. Register your CE status

When you open an accredited document a registration box will display. Simply enter your CFP® professional number to start earning credit.



## 3. Read the full document in 'CE Mode'

See 'CE Mode Explained' on next page for more detail.

## ‘CE Mode’ Explained

You will notice a status bar at the top of all accredited documents indicating whether or not you are earning continuing education credit.

### Orange: Unregistered

You have not provided your CFP® professional number. To register, click the link in the status bar.



### Blue: ‘CE Mode’ Active

You are earning credit towards your next CE credit hour. Note that credit will not be applied until you complete the full document.



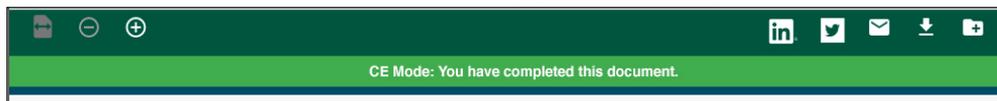
### Grey: ‘CE Mode’ Paused

You have either turned off CE Mode or your screen has become idle. CE Mode pauses after 1 minute of inactivity.



### Green: CE Complete

You have finished the document and earned the CE credit available for that document.



## Advancing through the document

To ensure that we can verify your engagement in-line with CFP Board’s standards, each page is assigned a minimum time threshold. Once this time threshold has passed, you will be able to advance to the next page. Timing is based on each page’s word count and so it is best to read through the full page before attempting to progress.

## Completing the document

On the final page, you will notice a check mark button to the right of the document. Once you have completed the time required for that final page, simply click the check mark to complete the document and submit your CE. A message will appear to indicate the amount of credit time earned from the document.