



Exciting changes ahead!

This is the third of a series of monthly communications regarding exciting changes coming to our Compliance Education Platform (CEP). The previous communications described how the changes will benefit your organization. This communication specifies what is being changed, as well as what we need from your organization to use the new platform.

Administrative Changes:

1. Broader course offerings – For companies that participate in multiple CEP programs (Anti-Money Laundering (AML), Fiduciary Education (FESS), Recognizing Financial Exploitation (RFE)), your company must submit a separate data file for each program. LIMRA can configure the new system to enroll a student in multiple program courses automatically
Please contact us if you would like to implement this service.
2. Streamlined customer service – Rather than emailing or calling LIMRA to enroll or determine a completion status on a producer or employee, requestors will be able to log into the LIMRA CEP site, submit the request, and retrieve the status later that same day (as opposed to the current 48 hour guarantee).
Please submit the name and email address of any individual that should have access to submit enrollments or request statuses.
3. Faster turnaround/response time – Students will have access the same day; Administrators will be able to determine statuses to same day.
4. Improved data integrity and security – With the integrated system, there is no longer any need for delayed validation due to potential name differences. The automated processing verifies the name associated with the username and updates the name as it already exists for that username. Finally, the new system utilizes current-state security and change management technology.

Technical Changes:

1. **PGP-encryption** – PGP-encryption is no longer necessary. All files are transmitted via SFTP making PGP-encryption redundant. LIMRA will work with you to terminate using PGP-encryption immediately. The new process will not support the exchange of PGP-encrypted files (to and from).
2. **Enrollment-request layout** – Attached to this email is the layout for requesting new enrollments.
 - a. For companies transmitting the files as text, a CR/LF character is required at the end of each line.
 - b. For companies transmitting Excel files, any row with partial information causes the file to error-out. Files will be returned for correction before processing. To ensure timely

processing, please remove any data from the file where it is missing the name, course type, and at least one identifier (NPN, CRD, IARP or Individual Identifier).

3. **Comma-delimited files** –The comma (“,”) will be replaced with the pipe (“|”) as the delimiter in data files (enrollment requests, new IDs, and course status files).
4. **Reporting change** – The daily status report will have several changes. While the basic layout and information is the same, please note the following changes:
 - a. All files will be in .txt format. The .txt (text) files can easily be opened with Excel (for those companies that previously received Excel files)
 - b. In addition to the delimiter change from comma (“,”) to pipe (“|”), the files will contain a column-header record
 - c. Not-started refresher courses will be included in the reporting. Statuses returned are:
 - i. Enrolled, not Started
 - ii. Started
 - iii. Completed
 - d. The company page completion status will appear as a separate course and completion rather than incorporated with the course completion
 - e. We will add two additional columns of data to the report: Percent complete and Integration Key.

If you have any questions regarding this information, please contact Bob Wilhelm at BWilhelm@limra.com or call (860) 285-7839.

Previous communications may be viewed by accessing: <https://www.limra.com/CEPCOMM/>