

Quest CE's FE Express 2.0 allows program administrators to launch and manage their entire Firm Element training program from start to finish without administrative fees or vendor intervention. Simply create a company profile, select desired services, and assign training and tracking.

The following is a Quick Start Guide for Quest CE's self-service training and tracking solution, Firm Element Express.

If you've downloaded this document from the FE Express Platform, please skip to page two. 2

2		Setting up your Account
		d. Select the primary and additional services desired.
	Primary and Additional Services	c. Choose the number of users in your program
	Number of Users	b. Select Click here to get started.
	STEP 1: Service Options	a. Go to https://learn.questce.com/firmelement
1		Getting Started

- b. Complete the on-screen profile.
- c. Click Submit then complete the on-screen profile.
- d. Click Submit Payment.

Welcome to the FE Express Platform
DOWNLOAD QUICK STAR
3.1 Add Users
3.2 Assign Training and Tracking
3.3 Launch Program

Company Name

Primary Contact Information

Administrative Login

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#### \*Download the Quick Start Guide

a. **Download the FE Express Quick Start Guide** (*Yes, this one*).

**Note:** This document contains the final steps to setting up your program, as well as a link to the Quest CE Reporting User Guide which offers an extensive breakdown of the system's training, tracking and reporting features.

GUIDE

# QUEST CE

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	CREATE NEW STUDENT
	First Name*
	Last Name*
	Email
	Username <sup>*</sup>

Insurance Continuing Education

Anti-Money Laundering Training

NAIC State Specific Training

Firm Element Training
Add New

Account Name

Email Phone

## **Adding Users**

- a. Click Add Users.
- b. Complete the on-screen profile.

**Note:** You must provide basic user information with a unique username (i.e. Email Address) and password.

c. Click Create Student.

## **Assigning Training**

- a. Scroll down on the user page to view available training.
- b. Click Add New.
- c. Select a title and click Assign Course. Repeat b-c.
- d. To add a new user, click Create New, Repeat 4 5.

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## \*Download Reporting User Guide

- a. Click Account Details tab in the left menu.
- b. Click **Reporting User Guide** from the top menu.
- c. Find **Page 18** for launch tips and an email template.

Note: Bookmark or Download the Reporting User Guide.

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Email Blast Navigation		
Email Name		
Pick target receiver		
Sender Name		

Reporting User Guide

#### Launch Program

- a. Click on the Email Blast tab in the left menu. @
- b. ,Select Send an Email and Compose your email.
- c. Click Send Email.
- d. You will now be able to track your students' progress.