

In order to enroll in the Mentoring Program an aspirant will need to create a User Profile. Aspirants will fall into one of two scenarios when creating their Profile:

- 1) The aspirant has an existing MDRT ID number. In this case he/she will use the ID number and with their Date of Birth begin the process of completing their profile. Aspirants with existing ID numbers will use their ID number as their login name and their Date of Birth (EX: 01012018). Reference the screenshot below for additional information.
- 2) The aspirant is new and does not have an ID number. In this case he/she will need to create a user profile. An ID number will be created when they sign up as a New User.

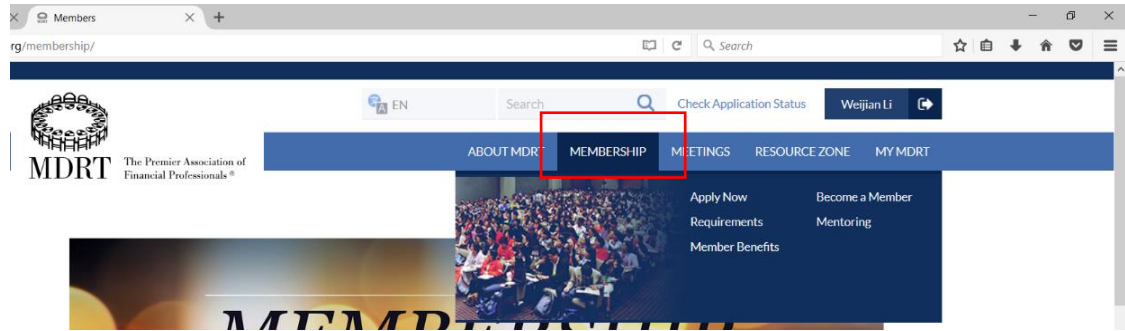
The screenshot shows the MDRT website's login page. At the top left is the MDRT logo with the tagline 'The Premier Association of Financial Professionals'. The top right has a search bar, a shopping cart icon, and a 'LOGIN' button. Below the navigation bar, the page title is 'Login'. A message states: 'In order to serve you better, the MDRT website has been updated and all users should create new accounts. If you have already created an account on this MDRT website, please enter your username and password to continue.' A red box labeled '1' highlights the text: 'If you have not been on the MDRT site recently, your default User name is your MDRT ID, and your default password is your 8-digit birthday (Example: March 5, 1990 = 03051990)'. Below this is a form with a username field containing 'shenn' and a password field with masked characters. There is a 'Keep me signed in' checkbox and a 'SIGN IN' button. A red box labeled '2' highlights the text: 'If you have never had an MDRT ID number and are new user, please click on "New User Signup!" to create your account.' with a link 'New User Signup!' and a plus icon.

For New Users: Please complete the profile form as thoroughly as possible. Click on each section to fill in information. Following is information that is required in order to enroll in the mentoring program:

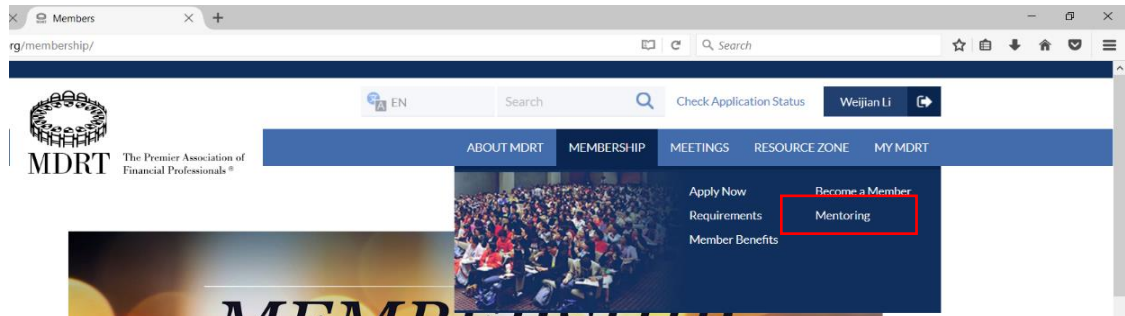
1. Date of Birth **MUST** be included
2. Email address **MUST** be included
3. Helpful, though not required, Nickname
4. Address **MUST** be included
5. Phone number **MUST** be entered
6. Insurance License date **MUST** be filled in

Once the profile has been saved return to <https://www.mdr.org/membership/mentoring/> and again click on **Enroll in Program**. Your MDRT ID# will appear at top of form. See following pages for step-by-step instructions.

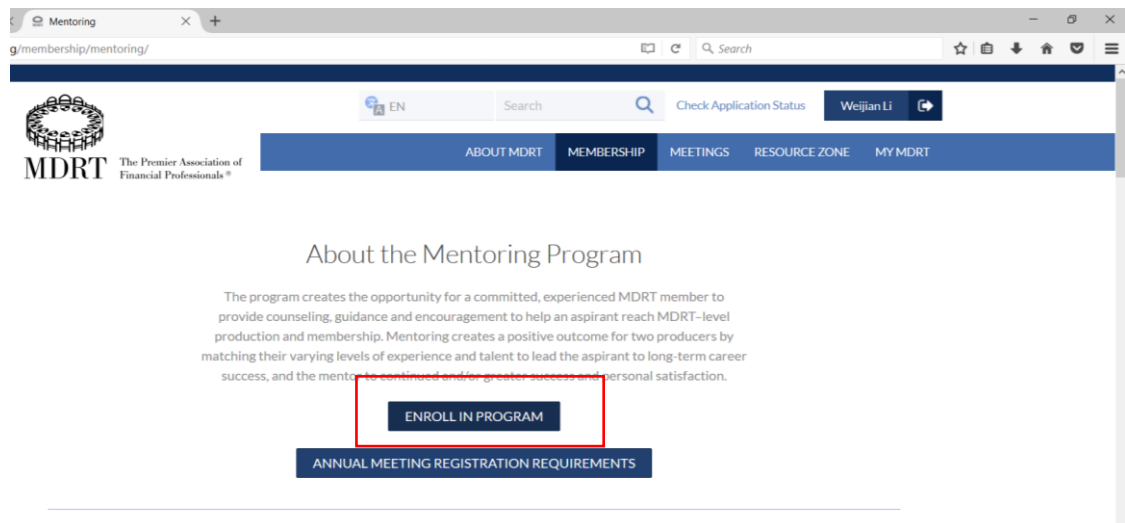
1. Click on Membership



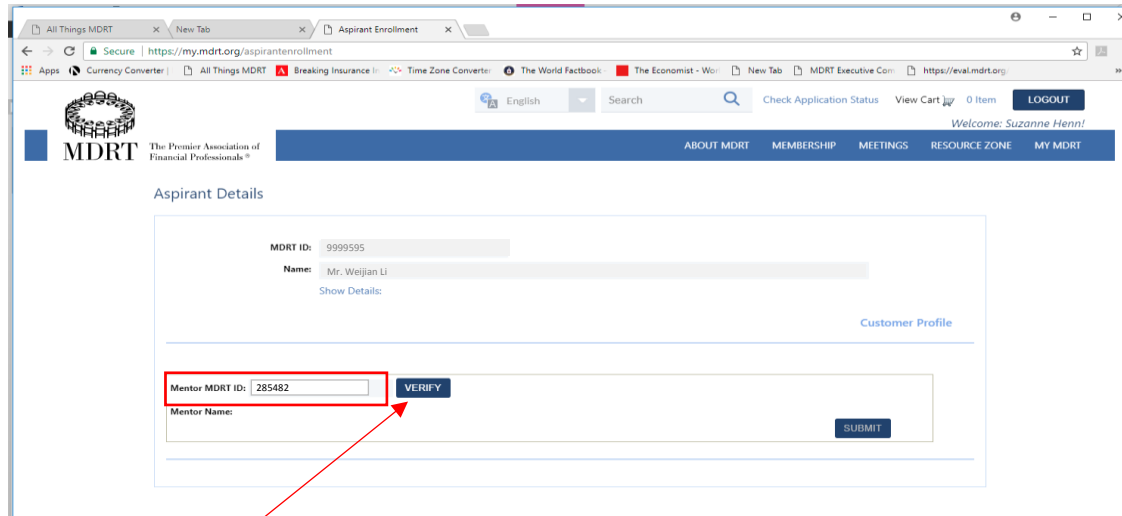
i. Click on Mentoring



ii. Click on Enroll in Program



2. Enter the Mentor's ID number



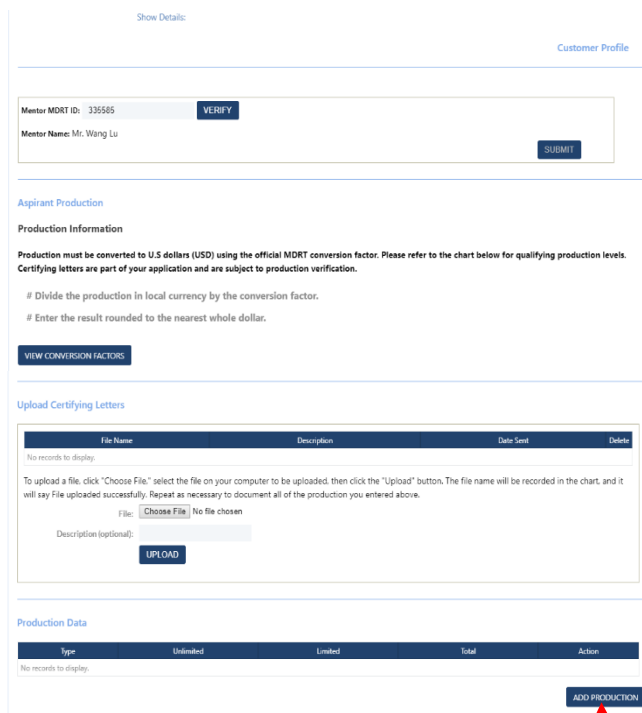
The screenshot shows the MDRT Aspirant Enrollment page. The MDRT ID is 9999595 and the Name is Mr. Weijian Li. The Mentor MDRT ID field is highlighted with a red box and contains the value 285482. A red arrow points from the bottom of the page to the VERIFY button next to the Mentor MDRT ID field.

3. Click on Verify

- You should receive notification that Verification was Successful.

NOTE: Mentors must be current MDRT members. If not current members, aspirants will not be able to complete their enrollment into the Mentoring Program.

4. If entering production scroll down below the Mentor name box and, following instructions as provided, upload Certifying Letters and Add Production.



The screenshot shows the MDRT Aspirant Enrollment page with the Aspirant Production section. The Mentor MDRT ID is 335585 and the Name is Mr. Wang Lu. The Aspirant Production section includes instructions on how to enter production data and a table for Production Data. The ADD PRODUCTION button is highlighted with a red arrow.

Production Information

Production must be converted to U.S dollars (USD) using the official MDRT conversion factor. Please refer to the chart below for qualifying production levels. Certifying letters are part of your application and are subject to production verification.

Divide the production in local currency by the conversion factor.
Enter the result rounded to the nearest whole dollar.

[VIEW CONVERSION FACTORS](#)

Upload Certifying Letters

File Name	Description	Date Sent	Details
No records to display.			

To upload a file, click "Choose File," select the file on your computer to be uploaded, then click the "Upload" button. The file name will be recorded in the chart, and it will say File uploaded successfully. Repeat as necessary to document all of the production you entered above.

File: [Choose File](#) | No file chosen

Description (optional):

[UPLOAD](#)

Production Data

Type	Unlimited	Limited	Total	Action
No records to display.				

[ADD PRODUCTION](#)

5. If aspirant has production* available to enter click on Add Production.

***PRODUCTION IS REQUIRED FOR ASPIRANTS WHO WISH TO ATTEND THE MDRT ANNUAL MEETING.**