

## Instructions for Online Enrollment

- ✚ Go to [www.maksin.com](http://www.maksin.com)
- ✚ At the top of the webpage, scroll over 'Maksin Services' and click on 'K-12 Voluntary Enrollment'.
- ✚ A map of the United States will appear. Find and click on your state.
- ✚ A drop down list of schools will appear. Find and click on your school/school district.
- ✚ You now have the option to enroll online or to print the form. To print the form, simply click on the plan(s) listed under 'Printable Enrollment Forms'.
- ✚ Print, complete and mail (with payment) to the address listed at the bottom of the first page.
- ✚ To enroll online, simply click on the plan(s) listed under 'Online Enrollment Forms'.
- ✚ Choose the applicable coverage(s) and complete the student information, then click 'Submit'.
- ✚ Choose the payment method. (Credit card is currently the only available payment method.) Then click 'Continue'.
- ✚ Enter your credit card information and click 'Continue'.
- ✚ A verification page will appear. Verify all of the information then click 'Submit'.
- ✚ You will then be notified whether your credit card was approved or rejected. Once approved, click 'Complete Enrollment'.
- ✚ A printable confirmation page will appear with your confirmation #. Click 'Print'. (If an email address was entered, the confirmation number will also be sent to that address automatically.)

\*\*\*\*Please note, once enrolled, an option to print an I.D. \*\*\*\*  
card is available on the home page, under 'Maksin Services'.