Section 1: Sign up for a New Account

1. Visit the 211HSIS website at 211hsis.org

   a. If you see the following message, please clear your browser cache or open the website in a private window

   Registration is currently closed until January 2024.

   211taxonomy.org
2. If you would like to look at the pricing options, click “Pricing” in the header. If you would like to jump straight to subscribing, click “Register” and skip to Step 4.

3. On the pricing page, click the “Sign Up” button under “Why Subscribe?”

4. Fill in the registration form, and click “Create My Account” when ready.
5. You will see the following message. Check your inbox for the verification email

⚠️ Please check your inbox to verify your account!

RESEND VERIFICATION E-MAIL
6. Locate the Verification Email in your inbox. It will have a subject line of “211 HSIS Email verification” and will have been sent from 211 HSIS at 211hsis@211la.org
7. Click the “Verify Email Now” button. It will bring you back to the 211hsis.org website. Confirm you are logged in by checking if your name is in the top right hand corner.

8. If you see your name in the top right hand corner, please proceed to the next section! Otherwise, please go back to the verification email, and follow the steps in the bottom half – Copy and Paste the given link in your browser. Then please proceed back to Step
7.

9. If you are still having difficulties, you can login to the 211hsis.org website with your new credentials. You will see this notification. Please click the “Resend Verification Email”
button, and proceed back to Step 6.

Section 2: Configure your Subscription

1. To get started with configuring your subscription, make sure you are logged in with the account you created in Section 1. If you do not have a 211HSIS account, please proceed back to Section 1.
2. On the top right hand side of the home screen, please find “HI, [YOUR NAME]”. It is indicated in the screenshot below with a red arrow. Click this section.

3. Once pressed, please click the "Manage Subscription" option.

4. You will be brought to the subscription page. Please review the plans, and select which one best suits your needs.

5. Once you select one, please read the notification and the 211HSIS Subscriber Agreement. Once you have read and agree to it, please check the box with this
acknowledgement then click “Continue”.

6. Next, review the Payment section.
7. **IMPORTANT!!!** If you have a coupon (discount) code, please click “Apply coupon code”. This step must be completed **before** clicking “Start Subscription”, or you will be charged the whole subscription amount.
   a. Type your coupon (discount) code, for example “TEST123”, on the line. Then click “Apply”.
   b. Confirm the discount is applied before continuing to Step 8

8. Enter your credit card information under “Card number”, “MM/YY”, “CVC”, and if prompted your zipcode “ZIP”. Note: your “CVC” is the 3 digit number on the back of your card.
   a. Review the payment information, including your payment information, the subscription, and the price.
   b. When all looks good to you, click the blue “Start Subscription” button.
9. Give the website some time to process your payment. Once the payment has been processed, you will see the following screen.

![Payment Screen]

10. Done!