

HOW TO ENROLL A NEW PREFERRED CUSTOMER

STAGE 1

- 1 Log into your Max Back office
<https://max.com/login/> or www.max.com (click login on the top right-hand)
- 2 Enter username and password

STAGE 2

- 1 On the right-hand side of your screen, select “Enroll Customer”.
- 2 Add an item to your cart

STAGE 3

- 1 Skip to Step 3 (Shipping info)
- 2 Enter necessary enrollee’s information. Click on proceed to move to the next page.

STAGE 4

- 1 Complete step 4 (payment info),
- 2 click proceed to generate Customers Max ID.

Ensure to note the generated Max ID number, username and password entered at completion for future transactions

NOTE: Payment confirmation and order placement can be to ngsupport@max.com (Lagos), abjsupport@max.com (Abuja) or phcsupport@max.com (Port Harcourt).

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