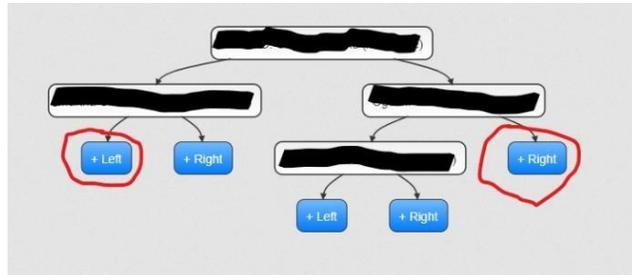


HOW TO REGISTER A NEW ASSOCIATE

STAGE 1

- ✦ Log into your back office through <https://www.mymaxoffice.com/www/en/us/login/> or www.max.com (click login on the top right-hand corner) using your username and password. **STAGE 2**
- ✦ On the right-hand side of your screen, select “Enroll Associate”.
- ✦ Select “Enroll new associate (place)”
- ✦ Click on the empty blue box in the binary tree where you want to place your new Associate

NOTE: It is advisable to select the outermost bottom right or outermost bottom left side when placing a new Associate. See below circled in RED.



A "Max enrollment" page will open showing the sponsors name at the top.

STAGE 3

- ✦ Skip steps 1 -3 on the enrollment page and click on Step 4 (Shipping Information)
- ✦ Enter the prospective associates' information as required on the form

If Married, you may include your spouses name here (if you both intend to be part of the business)

- ✦ Click “Proceed” to move to step 5

STAGE 4

- ✦ Complete form in step 5,
- ✦ Review all columns
- ✦ Click “Proceed” once completed to generate prospects MAX ID number

ADDITIONAL INFORMATION

1. Ensure to note the generated Max ID number, username and password entered at completion for future transactions with max.
2. A new associate is active after payment for any of our enrolment packs is received and a mail is sent to either ngsupport@max.com (Lagos), abjsupport@max.com (Abuj) or phcsupport@max.com (Port Harcourt) for confirmation and order placement or walk-in through any of our Lagos, Abuja and Port Harcourt offices.

WE ARE MAX!!!