

211 Human Services Indexing System Registration Walkthrough

Last Update: 01/13/24

Section 1: Sign up for a New Account

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

The screenshot shows the 211HSIS website. The header is blue with the 211HSIS logo on the left and navigation links (ABOUT, TAXONOMY, PRICING, CONTACT US) and a LOGIN button on the right. The main content area has a light blue background with the heading "Introducing the 211 Human Services Indexing System". Below the heading is a paragraph: "The 211 Human Services Indexing System (211HSIS) is also known as the 211LA Taxonomy. 211HSIS provides a standardized set of terms that are used to index and retrieve information about the wide variety of human services available in communities across North America." Below this is a dark blue section with two columns. The left column is titled "New to 211HSIS?" and contains two buttons: "WHAT IS 211HSIS?" and "REGISTER*". Below these buttons is a note: "* Free registration to access basic features. Paid subscription levels are available." The right column is titled "Already have an account?" and contains a "LOGIN" button. Below the button is a note: "Don't forget to subscribe if you haven't yet!"

- 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.

* I have read and agree to the [Terms of Use](#) set forth by 211LA Taxonomy.

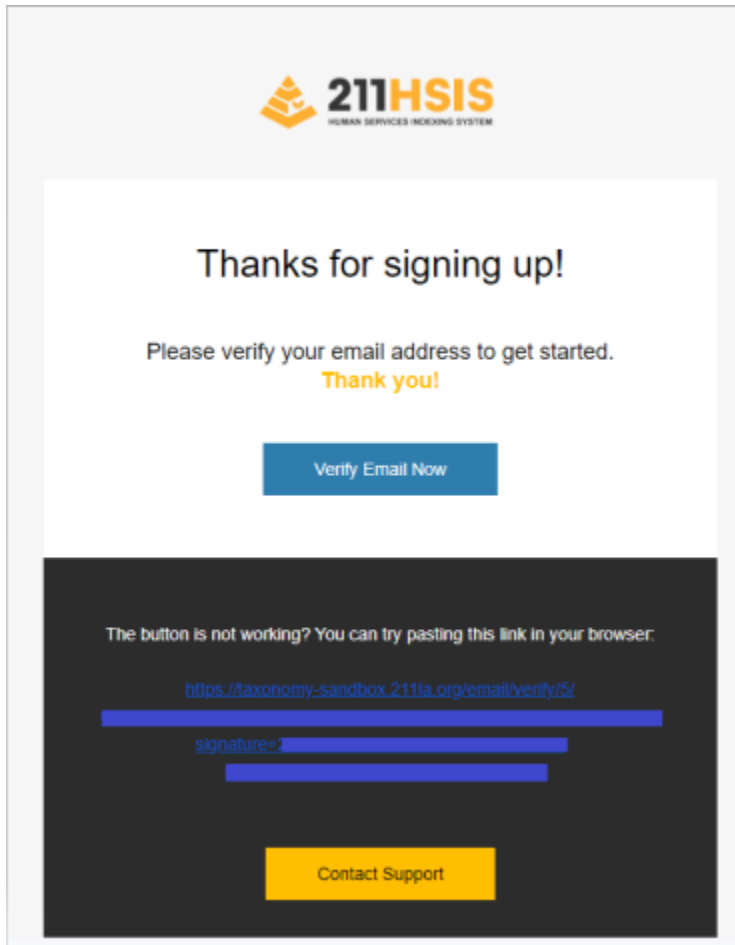
CREATE MY ACCOUNT

5. You will see the following message. Check your inbox for the verification email

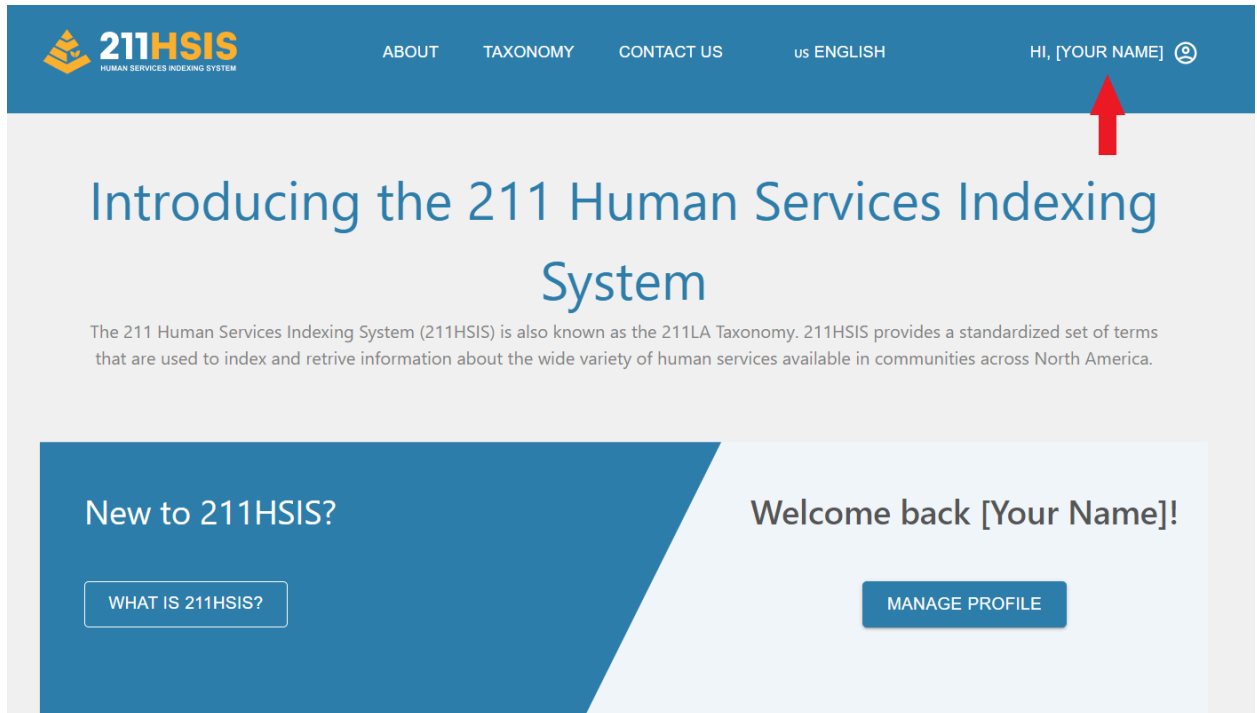
 Please check your inbox to verify your account!

[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

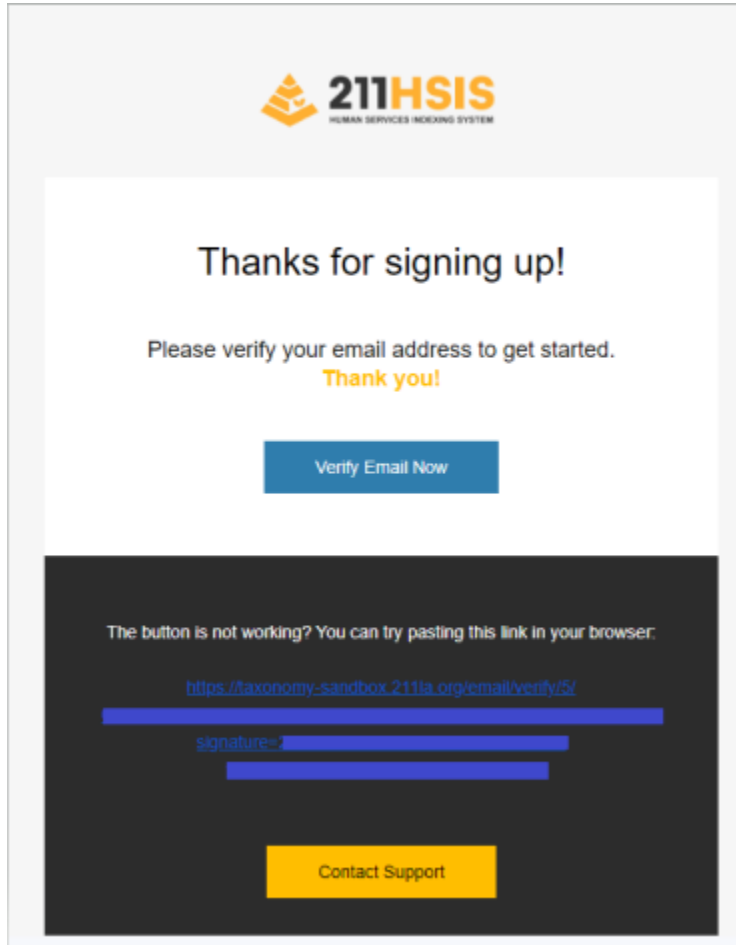


7. Click the “Verify Email Now” button. It will bring you back to the 211hsis.org website. Confirm you are logged in by checking if your name is in the top right hand corner.



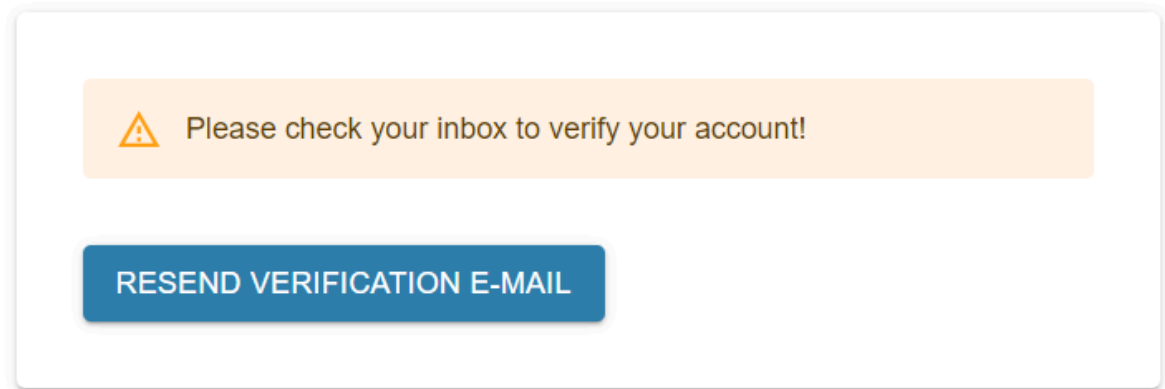
8. *If you see your name in the top right hand corner, please proceed to the next section!* Otherwise, please go back to the verification email, and follow the steps in the bottom half – Copy and Paste the given link in your browser. Then please proceed back to Step

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”

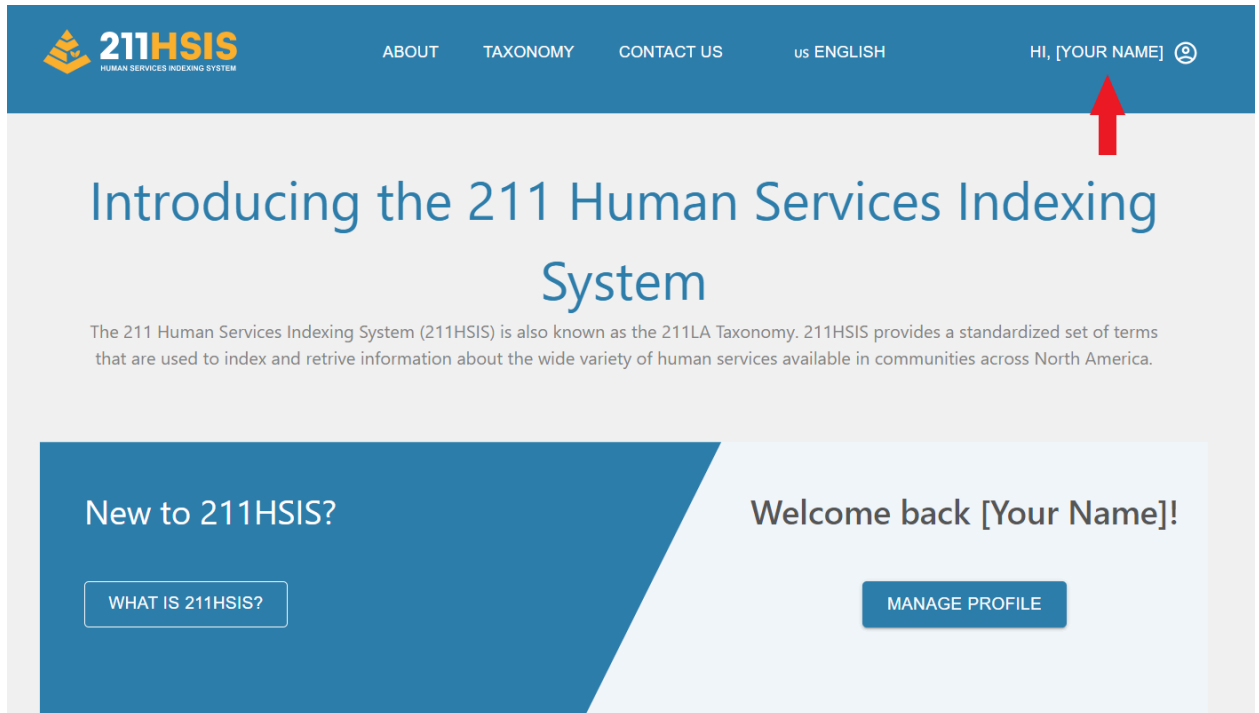
button, and proceed back to Step 6.



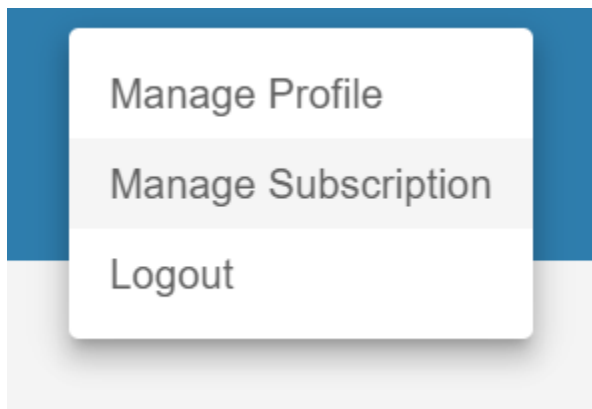
Section 2: Configure your Subscription

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".

Subscription Agreement

Before you proceed, please confirm that you read and agree to the [211HSIS Subscriber Agreement](#)

I have read and agree to the above 211HSIS Subscriber Agreement.

CANCEL **CONTINUE**

6. Next, review the Payment section.

Payment

Subscription Price	Non Profit / Gov't Entities \$200 / year
<input type="text"/> Card number	MM / YY CVC

START SUBSCRIPTION

[Apply coupon code](#)

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

Payment

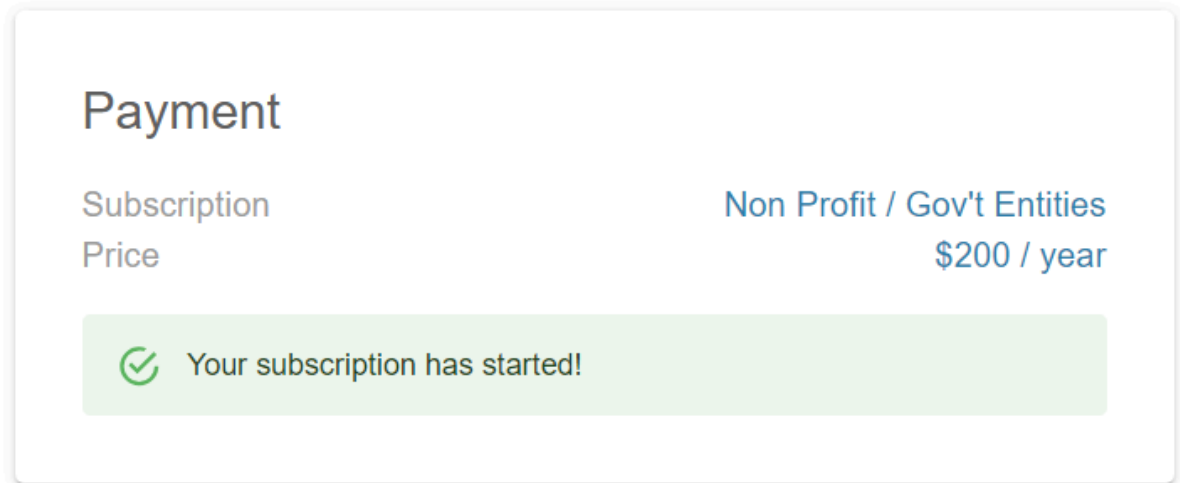
Subscription Price	Non Profit / Gov't Entities \$200 / year
<input type="text"/> Card number	MM / YY CVC

[START SUBSCRIPTION](#)

Coupon Code
TEST123 [APPLY](#)

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.



10. Done!