



Below are instructions for your student's **ONLINE ENROLLMENT** process.

1. The link for online enrollment is: <https://secure.visit-aci.com/enrollment/home/ism.htm>
2. This first page will provide you with all information regarding the Policy. On this page there will be a button "Purchase Medical Insurance". Once this button is clicked you will be in the online enrollment program.
3. Once in the enrollment program, the first page asks for a Social Security number. If you do not have SS #, you should click "next page".
4. On this page there are terms and conditions for enrollment. In order to move forward you must agree to the terms.
5. The next page is your personal information. As the enrolling student, you should enter your permanent address. The email address given should always be kept current as all communications with you will be done in this media. This can be done by contacting Administrative Concepts Inc. via email at claims@visit-aci.com. In your email communication to Administrative Concepts, please include your name, ID number (from your ID card) and any new updated personal information.
6. All dates should be entered in the format provided in the online enrollment program.
7. The next page is where you will select your coverage. **You will need to agree to the terms and conditions.**
8. On the next page you will enter the date for which your coverage should begin.
9. You will need to enter any other insurance information (if you hold any other coverage) on the next page. If you do not have any other insurance, click in the box "I have no Other Insurance". If you have other insurance, you should have this information available when enrolling online.
10. The next page is your confirming information page. Here you can view the information entered and make any necessary changes.
11. On the next page you will enter your credit card information. Once the information is entered click "Complete enrollment and charge my credit card \$****. ** USD".
12. You will then receive your confirmation which you should print for your records. Also on this page you will need to click on "Print ID Card". This will bring up your ID card for you to print.
13. Enrollment is completed.

Below are the instructions for student's online **CLAIM STATUS** enrollment process. These instructions would also be used to **PRINT** or **REPRINT** an ID card.

1. The link for Claim Status is www.visit-aci.com
2. The first page will be the Administrative Concepts home page. On this page there will be a button "Claim Status". Once this button is clicked you will be in the online Claim Status program.
3. Once in the program, the student should click on "insured".
4. The next page is where your information from your ID card should be entered. All fields are required. The email address given should always be kept current as all communications with you will be done in this media. This can be done by contacting Administrative Concepts Inc. via email at claims@visit-aci.com. In your email communication to Administrative Concepts, please include your name, ID number (from your ID card) and any new updated personal information. Once the information has been completed, click on "Register". Please note that any passwords used are case sensitive.
5. Enrollment is completed.
6. In order to move forward you will need to enter your username and password on left side under "Return Visitor".
7. On the next page there are terms and conditions. In order to move forward you must agree to the terms.

If the student encounters any type of problem they can call 1-610-293-9229.