



Advisor Enrollment List Submission

In addition to online enrollment, LewerMark also offers a convenient list option for advisors. This process allows schools to enroll multiple students at one time, making coverage management simple and efficient.

Step 1: Complete enrollment template

LewerMark will provide a ready-to-use Excel enrollment template. Using this template, enter the required information for each student you wish to enroll.

The template is designed to ensure data is submitted in a clear, organized format, helping minimize processing delays and enrollment errors.

Step 2: Submit your enrollment list

Once the template is complete, submit it in the way that works best for your institution:

Option 1: Email submission

Send the completed enrollment file directly to our dedicated Enrollments Team at enrollments@lewer.com.

Option 2: Advisor portal upload

Upload the completed file through the Advisor Portal for quick and secure processing.

Step 3: Enrollment processing

After your list is received, the LewerMark Enrollments Team will promptly review and process the file.

Once processing is complete, you will receive a confirmation notification indicating that the enrollments have been successfully completed.

This streamlined process helps ensure accurate student enrollment and provides a reliable experience for both advisors and students.

Need assistance? If you have questions about the enrollment template, submission process, or enrollment status, please contact the LewerMark Enrollments Team:

1 (800) 821-7710 | enrollments@lewermark.com | lewermark.com