



LIFE PHARM GLOBAL NETWORK



# LPGN Pro Virtual Office **USER GUIDE**



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LIFE PHARM GLOBAL NETWORK

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# HOW TO LOG IN TO YOUR VIRTUAL OFFICE

To access your Virtual Office, please follow the instructions below.

## Member Login

**Username**

**Password**

Login

[Forgot your password? Click here.](#)

## 1. VISIT AND LOG IN

Visit the LPGN Virtual Office and log in.

<https://mylifepharm.com/>

LIFEPHARM GLOBAL NETWORK

Logout



Place an order



Enroll New IBO



View my commissions

Enter my Virtual Office

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## 2. GATEWAY PAGE TO YOUR VIRTUAL OFFICE

From this gateway page, you can easily access the Order, Enrollment, Commissions or Dashboard pages of your Virtual Office.

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Home My Profile My Business Reports eWallet Tools Training Settings Place Order Logout

Store Menu

• Products

• Marketing Tools

• Subscriptions

### Products



Director Auto-Delivery Pack

\$132.00

104.00 CV

More Info

0 0

Add to Cart



Laminine (30-count) Box

\$33.00

26.00 CV

More Info

0 0

Add to Cart



Laminine (120-count) Eco-Bottle

\$132.00

104.00 CV

More Info

0 0

Add to Cart



Laminine (30 count) Box - 2



Laminine OMEGA+++ (30-count)



Laminine (30 count) 3 Pack

Your Order Total

Order Items: 0

CV Total: 0

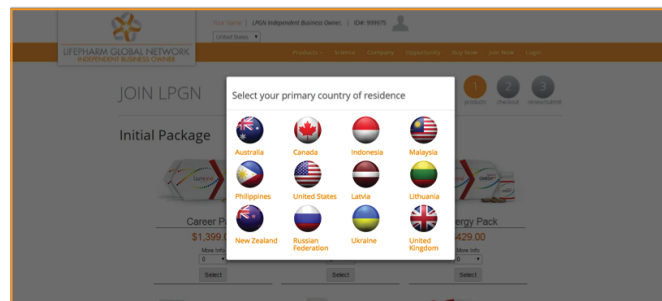
Order Total: \$0.00

Check Out Now

Click here to view the items in your shopping cart.

## 3. VIRTUAL OFFICE ORDER PAGE

Whether through networking, marketing efforts, or sharing LPGN Products throughout your daily life, you will be placing orders for product in your Virtual Office.



## 4. VIRTUAL OFFICE ENROLLMENT PAGE

As a result of your efforts sharing LPGN Products and the Opportunity with those you know and meet, you will have new IBOs enroll to begin their own LPGN businesses.

LIFEPHARM GLOBAL NETWORK

Home My Profile My Business Reports eWallet Tools Training Settings Place Order Logout

Monthly Bonus

Select Period: Select ...

Weekly Bonus

Select Period: Select ...

Continue

[Click here for archived commissions.](#) Please use the username and password from your previous Virtual Office to log in.

## 5. VIRTUAL OFFICE COMMISSIONS PAGE

From the options available on the My Commissions page, you can view your earned current and past commissions.

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Home My Profile My Business Reports eWallet Tools Training Settings Place Order Logout

Info Test Results Payment

Paid Status Report (Based On Last Month's Qualification)

Associate Builder Leader

Your Next Paid as Status: Associate

Requirements for Current Month:

PV rate

GV rate

Requirements

Status Benefits

Next Step

Progress Report

Click to expand for more options

## 6. VIRTUAL OFFICE DASHBOARD

Your Virtual Office Dashboard provides everything you need to run your LPGN Business right at your fingertips.



# HOW TO SET UP AUTO-DELIVERY

To set up Auto-Delivery and receive LPGN products regularly every month, please follow the instructions below.

**Member Login**

**Username**

**Password**

**Login** [Forgot your password? Click here.](#)

## 1. VISIT AND LOG IN

Visit the LPGN Virtual Office and log in.  
<https://mylifepharm.com/>



Go to "My Business">"Auto-Delivery" to view and manage your Auto-Delivery.

**Manage Auto-Delivery**

Use this section to change your next Auto-Delivery date and manage Auto-Delivery products.

**Next Auto-Delivery Date:** [3/1/2015] **Save Changes**

Select ...

- 2/10/2015
- 2/11/2015
- 2/12/2015
- 2/13/2015
- 2/14/2015
- 2/15/2015
- 2/16/2015
- 2/17/2015
- 2/18/2015
- 2/19/2015
- 2/20/2015
- 2/21/2015
- 2/22/2015
- 2/23/2015
- 2/24/2015
- 2/25/2015

| Description                     | Quantity |
|---------------------------------|----------|
| Laminine (30-count) Box         | 2        |
| Director Auto-Delivery Pack     | 0        |
| Laminine Family Pack            | 0        |
| Laminine (120-count) Eco-Bottle | 0        |
| IMMUNE+++ (30-count) Box        | 0        |

## 3. SELECT SHIPMENT DATE

For a new delivery, click on "Create Additional Autoship"  
or to modify an existing delivery, select an order.  
Select your shipment start date.

**Total: \$0.00**

| Item            | Description                      | Quantity | Volume | Price    |
|-----------------|----------------------------------|----------|--------|----------|
| <b>Products</b> |                                  |          |        |          |
| LP01300101      | Laminine OMEGA+++ (30-count) Box | 0        | 26.00  | \$33.00  |
| LP01301001      | Laminine OMEGA+++ Family Pack    | 0        | 234.00 | \$299.00 |
| LP01400401      | Director Auto-Delivery Pack      | 0        | 104.00 | \$132.00 |
| LP01100101      | Laminine (30-count) Box          | 0        | 26.00  | \$1.00   |
| LP01101001      | Laminine Family Pack             | 0        | 234.00 | \$299.00 |
| LP01200101      | Laminine (120-count) Eco-Bottle  | 0        | 104.00 | \$132.00 |

## 4. SELECT QUANTITY

Select the quantity you would like delivered monthly.



# HOW TO SET UP AUTO-DELIVERY

To set up Auto-Delivery and receive LPGN products regularly every month, please follow the instructions below.

Shipping Address

\* First Name:

\* Last Name:

\* Address 1:

Address 2:

\* City:

\* Country: United States

\* State/Province: California

\* Postal Code:

\* Ship Method: Standard Shipping

Cancel Save Changes

## 5. PROVIDE SHIPPING ADDRESS

Provide your shipping address and click "Save Changes" to confirm your order.

Home My Profile My Business Reports eMarket Tools Training Settings Logout

Auto-Delivery

To modify an existing Auto-Delivery, select an order below.

NOTE: All Auto-Delivery orders will attempt to charge your eMarket Points balance first and then bill to the Credit Card on file.

Existing Auto-Delivery Orders

| Order Number | Next Run Date | Products in Order                    | Total   | Edit |
|--------------|---------------|--------------------------------------|---------|------|
| 10000        | 3/1/2015      | Lamivudine (MG/SG)*** (30-count) Box | \$41.37 |      |
| 10000        | 2/14/2015     | Lamivudine (30-count) Box            | \$6.43  |      |
| 10000        | 2/1/2015      | Lamivudine (30-count) Box            | \$6.49  |      |

< > page 1 of 1 Go To Page #

## 6. ORDER CONFIRMATION

Your newly created Auto-Delivery order will appear in your "Existing Auto-Delivery Orders" list.

Home My Profile My Business Reports eMarket Tools Training Settings Logout

Auto-Delivery

To modify an existing Auto-Delivery, select an order below.

NOTE: All Auto-Delivery orders will attempt to charge your eMarket Points balance first and then bill to the Credit Card on file.

Existing Auto-Delivery Orders

| Order Number | Next Run Date | Products in Order                    | Total   | Edit |
|--------------|---------------|--------------------------------------|---------|------|
| 10000        | 3/1/2015      | Lamivudine (MG/SG)*** (30-count) Box | \$41.37 |      |
| 10000        | 2/14/2015     | Lamivudine (30-count) Box            | \$6.43  |      |
| 10000        | 2/1/2015      | Lamivudine (30-count) Box            | \$6.49  |      |

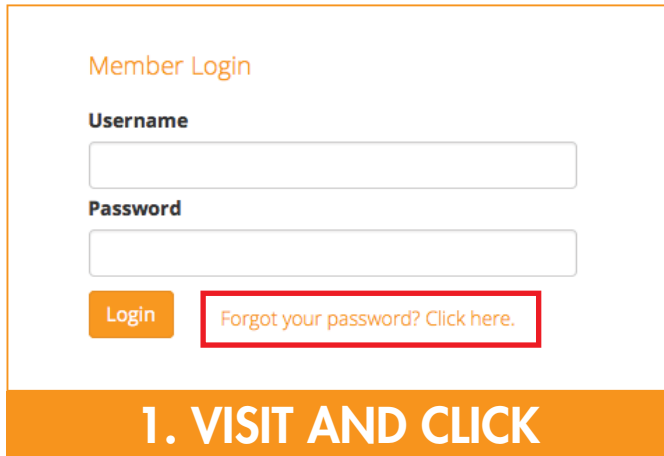
< > page 1 of 1 Go To Page #

## 7. MODIFY/DELETE EXISTING AUTO-DELIVERY ORDER

To modify or delete any existing order, click on tool icon.

# HOW TO CHANGE YOUR LPGN VIRTUAL OFFICE PASSWORD

If you forgot your current password for your Virtual Office or if you'd like to select a new one, please follow the directions below.



Member Login

Username

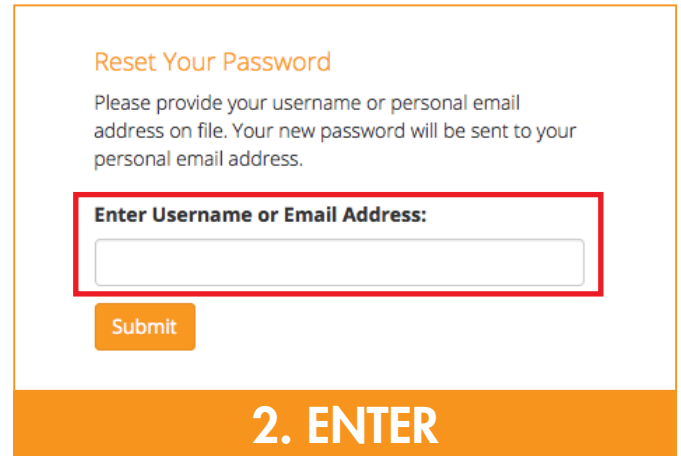
Password

Login

Forgot your password? Click here.

**1. VISIT AND CLICK**

Visit the LPGN Virtual Office and click "Forgot your password."  
<https://mylifepharm.com/>



Reset Your Password

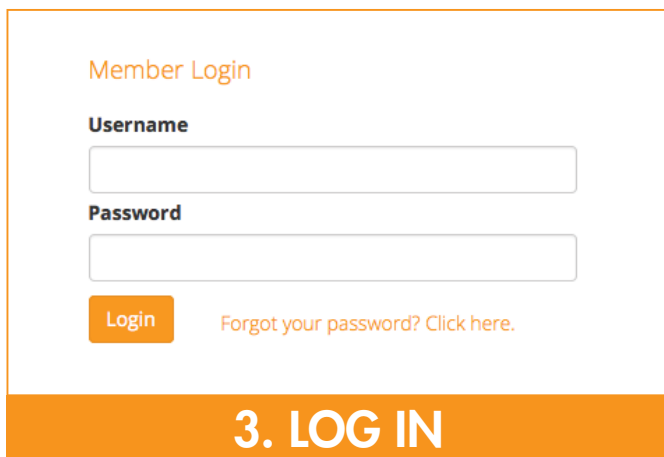
Please provide your username or personal email address on file. Your new password will be sent to your personal email address.

Enter Username or Email Address:

Submit

**2. ENTER**

Enter your username or personal email address on file.  
A new password will be sent to your personal email address.



Member Login

Username

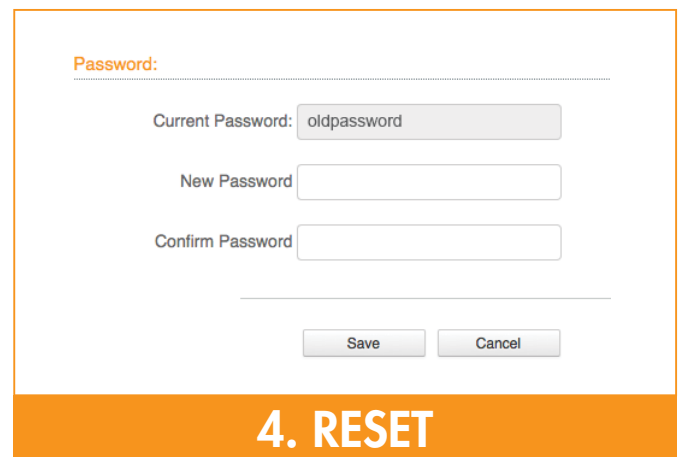
Password

Login

Forgot your password? Click here.

**3. LOG IN**

Log in to the LPGN Virtual Office with the password provided.



Password:

Current Password: oldpassword

New Password

Confirm Password

Save Cancel

**4. RESET**

To reset your password, go to "Settings" > "Account" > "Password." Enter current password, enter your new password, re-enter your new password and finally click "Save."



# HOW TO CHECK AND TRACK SHIPMENTS

To check your recent orders or to track a shipment to find out the expected delivery date, please follow the instructions below.

## Member Login

**Username**

**Password**

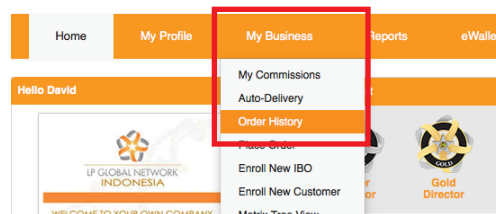
Login

[Forgot your password? Click here.](#)

## 1. VISIT AND LOG IN

Visit the LPGN Virtual Office and log in.

<https://mylifepharm.com/>



## 2. FIND ORDER

Go to "My Business">"Order History" to view your order history. To view the order information/invoice, click on the appropriate invoice number.

### Order Information:

Order No.: 704283

Order Type: CustomerService

Shipping Method: Standard Shipping

Customer ID: 999975

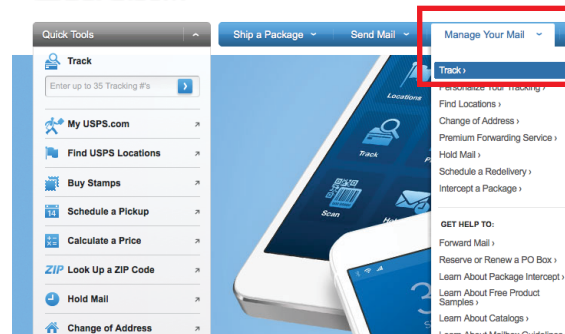
Date: 10/3/2014 7:43:24 PM

Order Status: Shipped

Tracking #: 9400 1000 0000 0000 0000

## 3. COPY TRACKING

To track your shipment, view the information/invoice and copy the tracking number.



## 4. TRACK STATUS

Visit [www.USPS.com](http://www.USPS.com) to track your shipments. Go to "Manage your Mail" > "Track," then enter/paste the tracking number in the box and click "Find" to see your status.



# HOW TO ENROLL A NEW IBO

Whether through networking, marketing efforts, or sharing LPGN Products and the Opportunity throughout your daily life, you will have new IBOs enroll to begin their own LPGN businesses. This tutorial will walk your new team member through the seamless process of enrolling an IBO with LifePharm Global Network.

## Member Login

Username

Password

Login

[Forgot your password? Click here.](#)

## 1. VISIT AND LOG IN

Visit the LPGN Virtual Office and log in.  
<https://mylifepharm.com/>



LIFEPHARM GLOBAL NETWORK  
INDEPENDENT BUSINESS OWNER

Home My Profile My Business Reports Affiliate Tools Training Settings Logout

Help Your



What are you doing now?

LIFEPHARM GLOBAL NETWORK

Action Items

New Content

Special Offer Today

Next Step

Enroll New IBO

Enroll Existing

Place Order

Auto Delivery

Enroll New IBO

Enroll Existing

Place Order

Auto Delivery

Enroll New IBO

Enroll Existing

Place Order

Auto Delivery

Enroll New IBO

Enroll Existing

Place Order

Auto Delivery

Enroll New IBO

Enroll Existing

Place Order

Auto Delivery

Enroll New IBO

Enroll Existing

Place Order

Auto Delivery

Enroll New IBO

Enroll Existing

Place Order

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Place Order

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Enroll New IBO

Enroll Existing

Place Order

Auto Delivery

Enroll New IBO

Enroll Existing

Place Order

Auto Delivery

Enroll New IBO

Enroll Existing

Place Order

Auto Delivery

Enroll New IBO

Enroll Existing

Place Order

Auto Delivery

Enroll New IBO

Enroll Existing

Place Order

Auto Delivery

Enroll New IBO

Enroll Existing

Place Order

Auto Delivery

## 2. INITIATING ENROLLMENT

- There are several locations to initiate the enrollment process:
- At the top of the page in the "My Business" dropdown menu
    - The "Enroll New IBO" button under "Quick Links"
    - The "Enroll New IBO" button located in the footer of your Virtual Office homepage

## 3. SELECT COUNTRY OF RESIDENCE

You will be redirected to the Enrollment page where you'll be prompted to select your primary country of residence.

JOIN LPGN

Initial Package

Carer Pack

The Edge Plus

Synergy Pack

The Edge

The Edge Plus Eco

Laminine OMEGA+++ Activation Pack

Carer Pack

The Edge Plus

Synergy Pack

The Edge

The Edge Plus Eco

Laminine OMEGA+++ Activation Pack

Carer Pack

The Edge Plus

Synergy Pack

The Edge

The Edge Plus Eco

Laminine OMEGA+++ Activation Pack

Carer Pack

The Edge Plus

Synergy Pack

The Edge

The Edge Plus Eco

Laminine OMEGA+++ Activation Pack

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Carer Pack

The Edge Plus

Synergy Pack

The Edge

The Edge Plus Eco

Laminine OMEGA+++ Activation Pack

Carer Pack

The Edge Plus

Synergy Pack

The Edge

The Edge Plus Eco

Laminine OMEGA+++ Activation Pack

Carer Pack

The Edge Plus

Synergy Pack

The Edge

The Edge Plus Eco

Laminine OMEGA+++ Activation Pack

## 5. ADD ADDITIONAL PRODUCTS

Before you finalize your enrollment order, you can add additional products or set up an Auto-Delivery order. Once you select your desired products and quantities, be sure to indicate if you'd like them included in your enrollment order or if you'd like to set it up as an Auto-Delivery order. Once all selections have been made, click "Next."

## 6. PERSONAL INFORMATION

On the next page, you can enter all of your order details. Please note that each IBO must have his/her own unique email address to process the enrollment. When you enter your email address in the field marked "email," the system will inform you of its availability. If the email address you entered is already in use by another IBO, you will need to enter an alternate email address.





# HOW TO ENROLL A NEW IBO

Whether through networking, marketing efforts, or sharing LPGN Products and the Opportunity throughout your daily life, you will have new IBOs enroll to begin their own LPGN businesses. This tutorial will walk your new team member through the seamless process of enrolling an IBO with LifePharm Global Network.

**My Account**

Username:

Password:

Security Question:

☐ I agree to the Terms and Conditions

**Next**

## 7. ACCOUNT INFORMATION

After you enter your billing and shipping information, you will then need to select your account username. Be mindful when selecting your username and choose a name that is easy to spell and remember as it will be used for your branded email address and your Replicated Site URL. Most IBOs elect to use their name or their business name for their username. Once all selections have been made, review all Terms and Conditions documents, click on the corresponding box that indicates the documents have been reviewed, and then click "Next."

**Today's One-Time Order**

| Item           | Description                       | Quantity | Unit Price | Total |
|----------------|-----------------------------------|----------|------------|-------|
| LPGN-000001076 | Liposomal Omega-3 Activation Pack | 1        | 99.00      | 99.00 |

**My AutoOrder**

| Item           | Description                    | Quantity | Unit Price | Total |
|----------------|--------------------------------|----------|------------|-------|
| LPGN-000001076 | Liposomal Omega-3 (2000mg) Box | 1        | 99.00      | 99.00 |

**Submit**

## 8. REVIEW ENROLLMENT ORDER

The next page will contain a review of your enrollment order. From here you can verify shipping and billing, your enrollment product order, and your future Auto-Delivery order. At this point, you can also add additional products to either Auto-Delivery or to a One-Time Order. If you set up a future Auto-Delivery order, indicate the Auto-Delivery date at this time. It will be shipped on your selected date every month thereafter. Once you've made your selections, reviewed your order, and reviewed the Auto-Delivery notice, click "Submit."

**Thank You for joining the Team!**

**Distributor Information**

First Name:

Last Name:

IBO #:

**Business Information**

Website Address:

Email Address:

Virtual Office Login:

Username:

Password:

**Order Information**

Reference Number:

Product Order:

## 9. ENROLLMENT CONFIRMATION

The confirmation page will provide you with your IBO#, website address, email address, Virtual Office login, username and password. You can also view your enrollment order. Be sure to save this information as you will likely need to access it frequently as you begin to build your business.



## HOW TO ACCESS YOUR eWALLET

How to access your eWallet to view available balance, make a withdrawal, make a transfer to another IBO, or change your eWallet password.

Member Login

Username

### Password

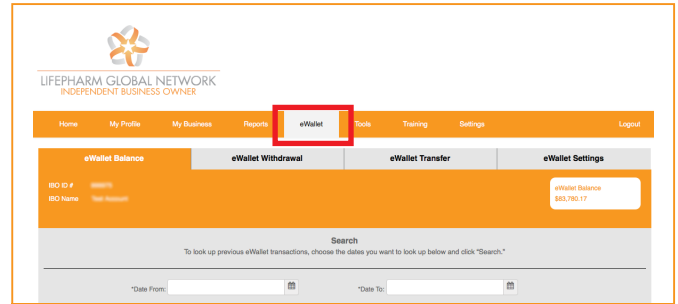
Login

Forgot your password? [Click here.](#)

## 1. VISIT AND LOG IN

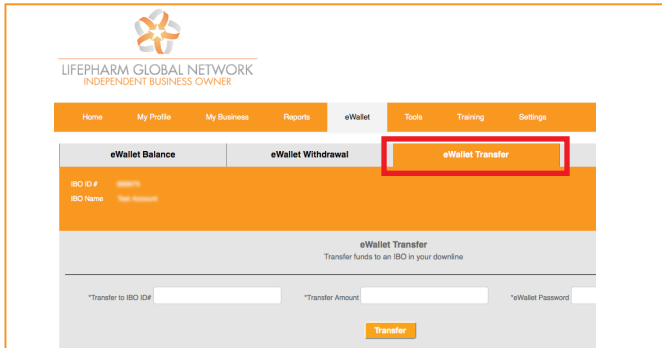
Visit the LPGN Virtual Office and log in.

<https://mylifepharm.com/>



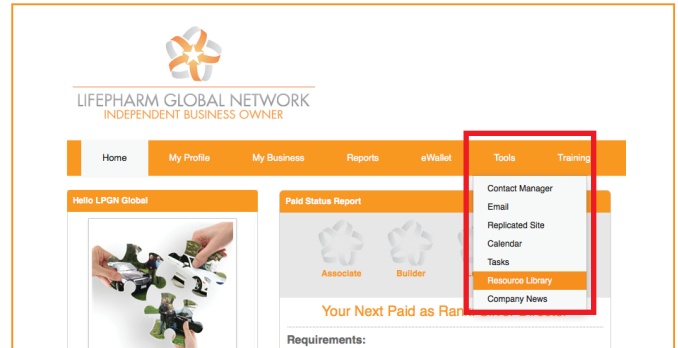
## 2. VIEW BALANCE & SEE RECENT TRANSACTIONS

Click on "eWallet" to view your balance, deposited commissions, adjustments and withdrawals. For more information, click "Details."



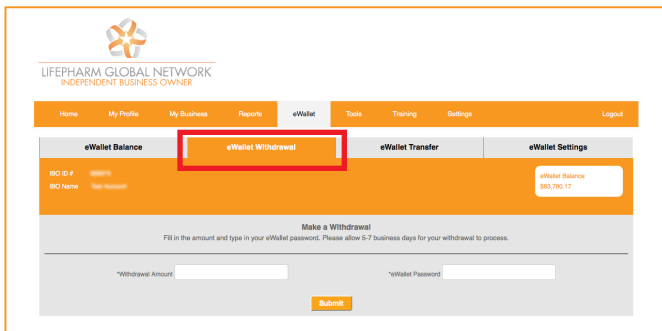
### 3. TRANSFER FUNDS

To transfer funds from your eWallet to another IBO, go to "eWaller" and click on "eWallet Transfer" tab. Then enter the IBO ID# you want to transfer to, the amount, your eWallet Password, and finally click "Submit."



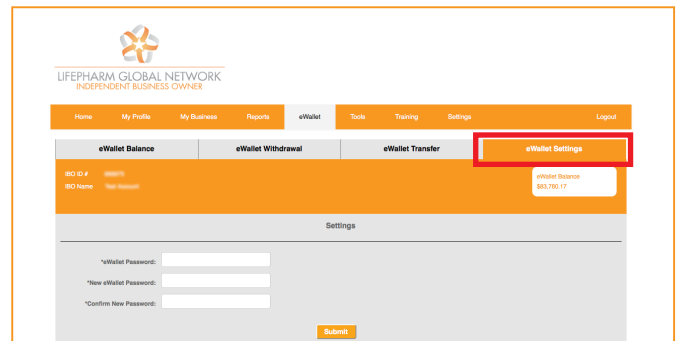
## 4. WITHDRAWAL PROCESS

Please fill out a direct deposit form or request for an LPGN Pay Card prior to going through the withdrawal process. Both forms are available to download in "Tools">"Resource Library."



## 5. WITHDRAWAL

To withdraw funds from your eWallet, go to "eWallet" > "eWallet Withdrawal." Enter your password, then the amount that is equal to or less than your eWallet balance, and finally click "Submit."



## 6. CHANGE eWALLET PASSWORD

To change your eWallet password, go to "eWallet"> and click on the "Settings" tab. You then enter your current eWallet password, your new password, confirm your new password, and click "Submit."

# HOW TO PLACE AN ORDER

Whether through networking, marketing efforts, or sharing LPGN products throughout your daily life, you will be placing orders for product in your Virtual Office. This tutorial will walk you through the seamless three-step process of placing a new order.

## Member Login

Username

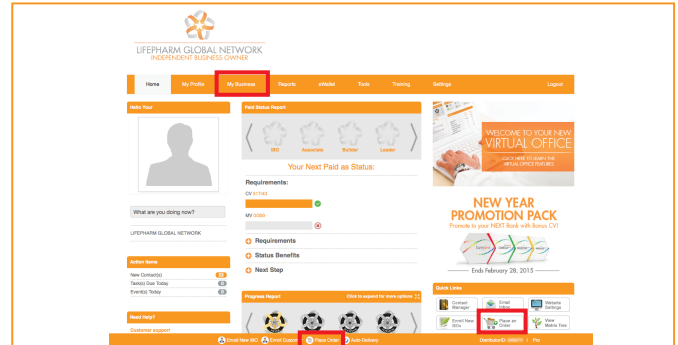
Password

Login

Forgot your password? Click here.

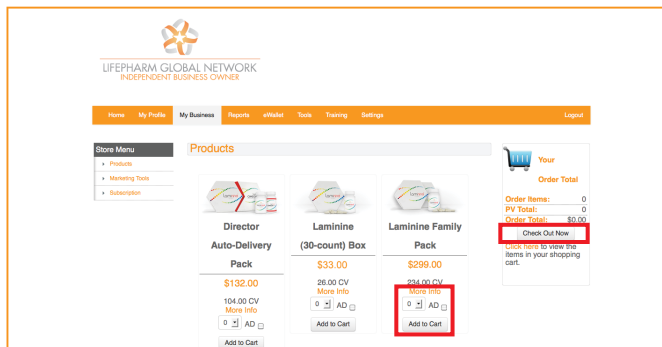
## 1. VISIT AND LOG IN

Visit the LPGN Virtual Office and log in.  
<https://mylifepharm.com/>



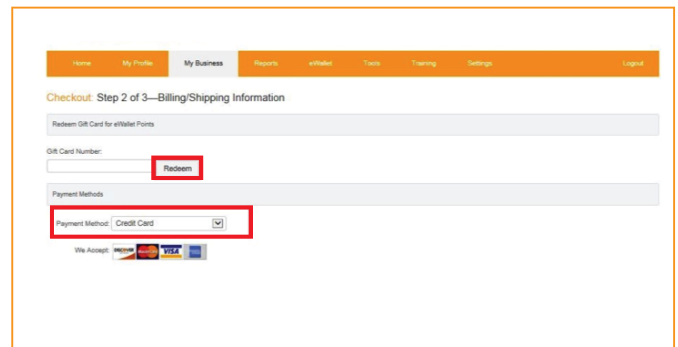
## 2. ACCESSING SHOPPING CART

- There are several locations to access your shopping cart:
- At the top of the page in the "My Business" dropdown menu
  - The "Place an Order" button under "Quick Links"
  - The "Place an Order" button located in the footer of your Virtual Office landing page.



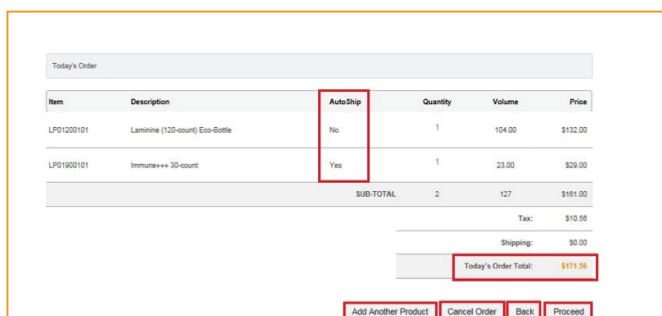
## 3. SELECT PRODUCTS

In Step 1 of the 3-Step Process, select desired quantity, check A/D box if you would like this purchase automated monthly, then click "Add to Cart."



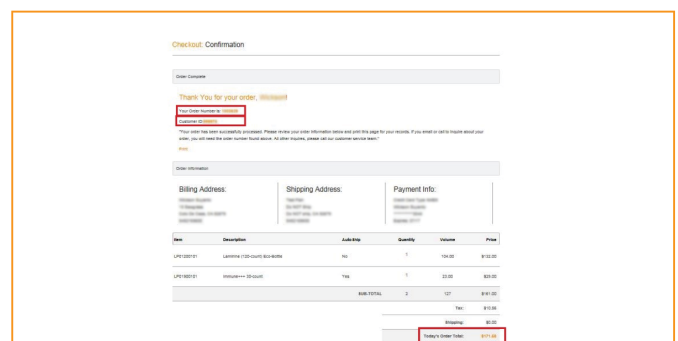
## 4. CHOOSE PAYMENT METHOD

During Step 2, you will provide your payment method. If you have a gift card, enter the number in the field provided and click "Redeem." To use eWallet points or a credit card, indicate your preference using the dropdown menu. Once your selection is made and all appropriate fields are completed, click "Proceed."



## 5. REVIEW ORDER

The final part of the 3-Step Process is to review your order. At this point, you can add additional product by clicking on "Add another product." To cancel your order or go back to your previous screen, click the corresponding buttons. Once you verify the Auto-Delivery status, quantities, and total of the products ordered, click proceed and your payment will be processed.



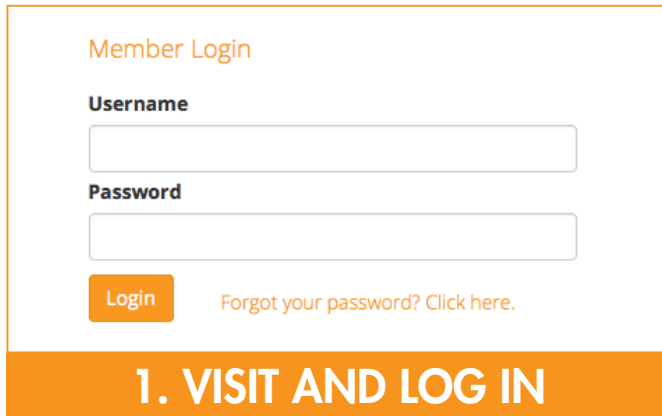
## 6. ORDER CONFIRMATION

The order confirmation page will appear, providing you with your order details. You will find your order number and your IBO# at the top left corner of the page. In the body of the page, you can view the products contained in your order along with the order total.



# HOW TO CUSTOMIZE YOUR REPLICATED WEBSITE

Your Replicated Site is your very own website or "Front Office" that you can use to direct customers to purchase product as well as those interested in becoming IBOs at LPGN. Follow the steps below to customize your Replicated Site.



Member Login

**Username**

**Password**

**Login**      [Forgot your password? Click here.](#)

## 1. VISIT AND LOG IN

Visit the LPGN Virtual Office and log in.  
<https://mylifepharm.com/>



LIFE PHARM GLOBAL NETWORK  
INDEPENDENT BUSINESS OWNER

Home My Profile My Business Reports eWallet Tools Training Settings

Hello LPGN Global

**Paid Status Report**

Associate Builder Leader

Your Next Paid as Rank: Silver Director

Requirements:  
PV \$104543

**Quick Links**

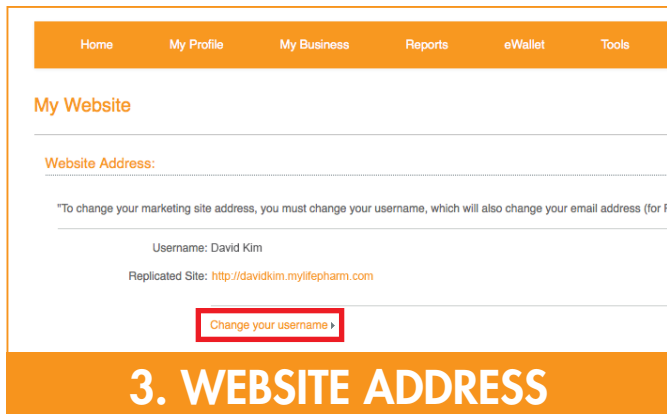
Account  
Website  
Billing  
Email  
Privacy  
Languages

**Data Panel**

Current Previous  
Title month

## 2. OVERVIEW

Click on "Settings">Website to modify your Replicated Site's address, view/modify display information, select landing page, select theme, link your social media accounts, or to upgrade your Replicated Site Subscription.



Home My Profile My Business Reports eWallet Tools

### My Website

**Website Address:**

This is the URL reserved in your name.

**Display Information:**

Which Info Should Be Displayed?

"By default, your Marketing Persona uses the info you have chosen to display in your Profile. However, you may—for business or privacy reasons—prefer to market or do business under a different name and contact information."

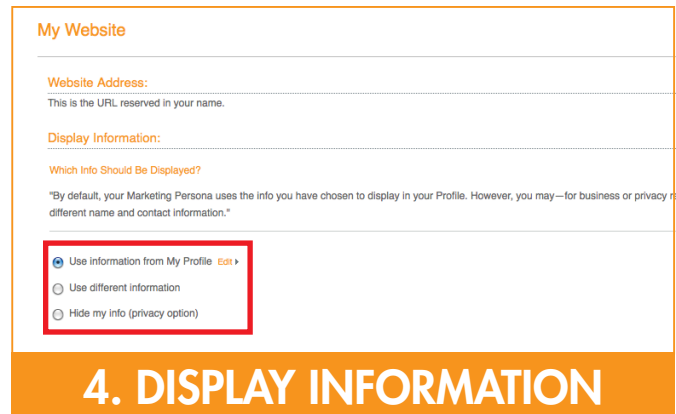
Username: David Kim

Replicated Site: <http://davidkim.mylifepharm.com>

**Change your username >**

## 3. WEBSITE ADDRESS

To change your Replicated Site address, you must change your username, which will also change your email address (for Premium users). Click on "Change Username" and after you select an available Username, click "Save" to confirm your selection.



**My Website**

**Website Address:**

This is the URL reserved in your name.

**Display Information:**

Which Info Should Be Displayed?

"By default, your Marketing Persona uses the info you have chosen to display in your Profile. However, you may—for business or privacy reasons—prefer to market or do business under a different name and contact information."

☒ Use information from My Profile **Edit >**

☐ Use different information

☐ Hide my info (privacy option)

## 4. DISPLAY INFORMATION

By default, your Marketing Persona uses the info you have chosen to display in your Profile. However, you may—for business or privacy reasons—prefer to market or do business under a different name and contact information. Select preferred information to be shown and Click "Save."



# HOW TO CUSTOMIZE YOUR REPLICATED WEBSITE

Your Replicated Site is your very own website or "Front Office" that you can use to direct customers to purchase product as well as those interested in becoming IBOs at LPGN. Follow the steps below to customize your Replicated Site.

**5. LANDING PAGE**

You can specify where your visitors are directed when they go to your website. If you DON'T select a landing page, your website visitors will land on the regular homepage of your website. Use the pull down menu to make your selection and Click "Save."

**6. THEME**

Your website theme determines both the content and marketing message of your website. Please select a theme from among the options provided and click "Save."

**7. LINK SOCIAL MEDIA ACCOUNTS**

Site visitors can connect to your accounts on external social media sites by clicking the following links on your Replicated site. You can feature up to three accounts. If you do not feature any accounts, the follow me section will not be displayed. After adding desired social media accounts, click "Save."

**8. UPGRADE VIRTUAL OFFICE SUBSCRIPTION**

Pro version users have the advantage of FULL functionality, multiple homepage options, trainings, business email, downloads, customization, contact tools, and more. To upgrade your subscription, click "Click here to view and change your subscription" where you will be directed to add billing information and upgrade subscription. When all appropriate fields are completed, click "Save."



# HOW TO MAKE A RENEWAL FEE PAYMENT

To make your annual renewal fee payment, please follow the instructions below.

## Member Login

Username

Password

Login

[Forgot your password? Click here.](#)

## 1. VISIT AND LOG IN

Visit the LPGN Virtual Office and log in.

<https://mylifepharm.com/>



LIFEPHARM GLOBAL NETWORK  
INDEPENDENT BUSINESS OWNER

Home

My Profile

My Business

Reports

Hello David

LifePharm  
Global Network

My Commissions

Auto-Delivery

Order History

Place Order

Enroll New IBO

Enroll Customer



## 2. PLACE ORDER

Go to "My Business">"Place Order."



LIFEPHARM GLOBAL NETWORK  
INDEPENDENT BUSINESS OWNER

Home

My Profile

My Business

Reports

eWallet

Tools

Store Menu

Products

Marketing Tools

Subscription

### Products



Director

Auto-Delivery



Laminine

(30-count) Box

## 3. SELECT SUBSCRIPTION

On the left side bar under "Store Menu,"  
click "Subscription."

My Profile My Business Reports eWallet Tools Training Settings Logout

### Subscription



IBO Renewal Fee

\$20.00

0.00 CV

More Info

1

Add to Cart



Your

Order Total

Order Items: 1

PV Total: 0

Order Total: \$20.00

Check Out Now

Click here to view the  
items in your shopping  
cart.

## 4. ADD TO CART

Click "Add to Cart" then click "Check Out Now"  
under the shopping cart where you'll be directed  
to a summary page of your order.



# HOW TO MAKE RENEWAL FEE PAYMENT

To make your annual renewal fee payment, please follow the instructions below.

**Checkout: Step 1 of 3—Summary**

**Today's Order**

| Description      | AutoShip | Quantity | Price   | Volume | Total   |
|------------------|----------|----------|---------|--------|---------|
| IBO Renewal Fee  |          | 1        | \$20.00 | 0.00   | \$20.00 |
| <b>SUB-TOTAL</b> |          | 1        | 0.00    |        | \$20.00 |

This total does not include shipping and taxes. **Today's Order Total: \$20.00**

[Update](#) [Continue Shopping](#) [Proceed](#)

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## 5. PROCEED

The summary page will provide your order total excluding tax and shipping. Click “Proceed” to continue to the next step.

**Checkout: Step 2 of 3—Billing/Shipping Information**

Redeem Gift Card for eWallet Points

Gift Card Number:  [Redeem](#)

Payment Method: **Credit Card**

Visa Account:

Type of Card:

Name on Card:

Credit Card Number:

Exp Date:

CVV:

[Proceed](#)

## 6. CHOOSE PAYMENT

You have 3 options to pay for your renewal: Gift card, eWallet points, or credit card. If you elect to pay with a gift card, you can redeem your gift card for eWallet points, then use the eWallet points to pay for your order. To pay for your order with a credit card or eWallet points, use the Payment Method drop down menu to make your selection. Complete all required fields, then click “Proceed.”

**Checkout: Step 3 of 3—Review**

Shipping Method:

My Order Information

Billing Address:

Shipping Address:

Payment Info:

**Today's Order**

| Item             | Description | AutoShip | Quantity | Volume | Total   |
|------------------|-------------|----------|----------|--------|---------|
| IBO Renewal Fee  |             | 1        | 0.00     |        | \$20.00 |
| <b>SUB-TOTAL</b> |             | 1        | 0.00     |        | \$20.00 |

Tax: \$0.00  
Shipping: \$0.00  
**Today's Order Total: \$20.00**

[Add Another Product](#) [Cancel Order](#) [Proceed](#)

## 7. REVIEW ORDER

Review your order. When you are ready to finalize your order, click “Proceed.”

**Checkout: Confirmation**

Order Details

Thank You for your order. [View Order](#)

Order Summary

Billing Address:

Shipping Address:

Payment Info:

**Today's Order**

| Item             | Description | AutoShip | Quantity | Volume | Total   |
|------------------|-------------|----------|----------|--------|---------|
| IBO Renewal Fee  |             | 1        | 0.00     |        | \$20.00 |
| <b>SUB-TOTAL</b> |             | 1        | 0.00     |        | \$20.00 |

Tax: \$0.00  
Shipping: \$0.00  
**Today's Order Total: \$20.00**

[Add Another Product](#) [Cancel Order](#) [Proceed](#)

## 8. ORDER CONFIRMATION

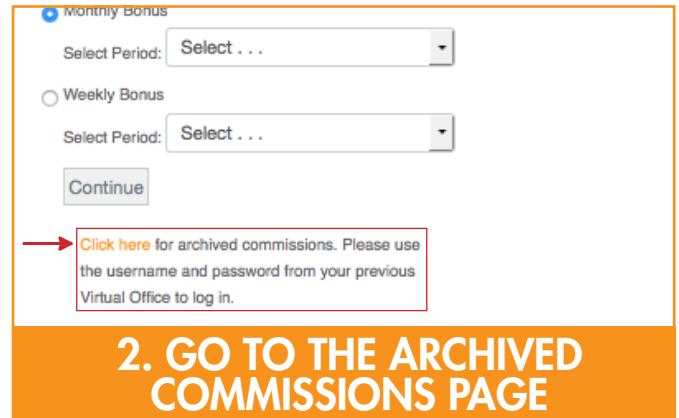
Your confirmation page will provide your order number, order total, along with your order details.

# ACCESSING YOUR ARCHIVED COMMISSIONS

To access your archived commissions, please follow the instructions below.



Go to "My Business" and click on "My Commissions."



Click the orange "Click Here" link to be redirected to the Archived Commissions Page.

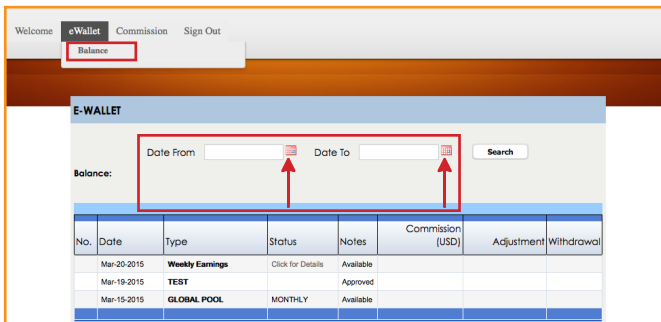


You will then be prompted to log in. Enter your IBO ID# and password, and click on "Login."  
**Remember:** your password is the same as your Virtual Office password.



# ACCESSING YOUR ARCHIVED COMMISSIONS

To access your archived commissions, please follow the instructions below.



**E-WALLET**

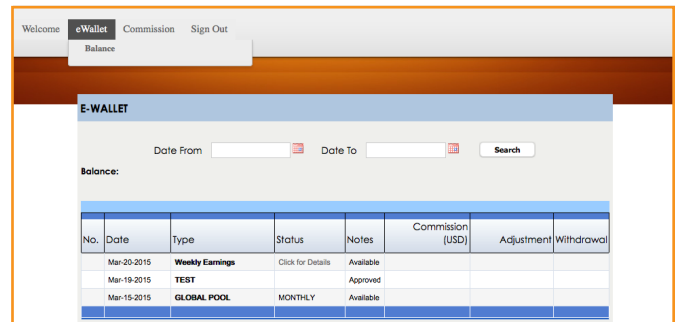
Balance:

Date From  Date To  Search

| No.         | Date | Type                   | Status            | Notes     | Commission (USD) | Adjustment | Withdrawal |
|-------------|------|------------------------|-------------------|-----------|------------------|------------|------------|
| Mar-20-2015 |      | <b>Weekly Earnings</b> | Click for Details | Available |                  |            |            |
| Mar-19-2015 |      | <b>TEST</b>            |                   | Approved  |                  |            |            |
| Mar-15-2015 |      | <b>GLOBAL POOL</b>     | MONTHLY           | Available |                  |            |            |

**TO VIEW eWALLET ARCHIVE INFORMATION**

Select eWallet → Balance. To pull up a specific date, use the calendar "Date From" and "Date to."



**E-WALLET**

Balance:

Date From  Date To  Search

| No.         | Date | Type                   | Status            | Notes     | Commission (USD) | Adjustment | Withdrawal |
|-------------|------|------------------------|-------------------|-----------|------------------|------------|------------|
| Mar-20-2015 |      | <b>Weekly Earnings</b> | Click for Details | Available |                  |            |            |
| Mar-19-2015 |      | <b>TEST</b>            |                   | Approved  |                  |            |            |
| Mar-15-2015 |      | <b>GLOBAL POOL</b>     | MONTHLY           | Available |                  |            |            |

**VIEW COMMISSIONS**

Click on weekly or monthly commissions.

