

## New Member Account Instructions

### New Member Details

- 1 Use the [enrollment form](#) to collect the necessary personal details.
- 2 Set up a date and time for the Orientation call. Try to schedule this prior to the box arriving. Further details of what this call is intended for will be in the **Launch New Member System** on [www.team-create.com](http://www.team-create.com).
- 3 Watch the tutorial “How to Enroll a New Member”.

Log into your back office, and watch the help/tutorials



### Enroll New Member Personal Information

- 1 Select the ENROLL NEW MEMBER button on your homepage.
  - Scroll down to the bottom where your Team is displayed.
  - Select BOTTOM LEFT OR BOTTOM RIGHT. (You can check with your mentor or just alternate one left – one right).
- 2 Select the country & \$29 WHOLESALE ASSOCIATE ON AUTOSHIP
- 3 Create a Username (FIRSTNAMELASTNAME no spaces), a 6 character long password (can be 123456 or cellphone #).
  - Input all personal information. No SIN number required for Canadian associates.
  - When completed, click Continue.
- 4 Select the Pak for the solution desired.
  - Follow customization steps.
  - Select WHOLESALE ORDER QUANTITY to add this to their order.
- 5 Enter credit card and billing address. Payment can be split between 2 cards if necessary.

### Autoship Information

- 6 Set up an AUTOSHIP order.
  - Add 4 BOXES OF SHAKES into the cart.
  - This can be changed anytime and will be discussed on the maintenance call.
- 7 Review Autoship order.
  - Open the calendar in the Autoship function and select 29 DAY CYCLE for Autoship. This ensures that all the personal volume from orders is stored for future rewards.
- 8 Double check all information and PLACE ORDER.
  - You will receive a Customer ID and confirmation number when the transaction has been completed.
- 9 Proceed to the next step, **Launch New Member System**.