



NEW *Jafrabiz*

Your Online Business Center

Quick Reference Guide

FEBRUARY 2018

JAFRA
freedom to be you

What is *Jafrabiz*?

It's an intuitive and cutting-edge NEW web system that gives you the power to conduct your business fast, easy and most importantly from anywhere.

With jafrabiz.com you can:



- Place orders with images



- Be recognized for your achievements



- Sponsor a New Consultant on any device and anywhere you need to be



- Track your progress with your personalized reports,
and much more!

LOGIN

Login to jafrabiz.com with your Consultant ID and password.

You can change your password by clicking the link **Forgot my password?** and following the prompts.

Contents

- Login2
- Menu Bar4
- My Account.....6
 - Set up your personal website
- Learn About the Products7
- Place an Order8
 - Track the history of your orders
 - Track your Clients orders
- Make Payments10
 - While placing your order
 - Before your order
- Sponsoring12
- Get the Latest News!13
 - BeYOUtiful, your online learning center
 - Jafra Royalty, your recognition and events site
- Find Reports14
- Contact Us15



Menu Bar

In the MENU BAR you can find anything you need within these 4 categories:

- ◇ SHOP
- ◇ MY BUSINESS
- ◇ WHAT'S HAPPENING
- ◇ SPONSORING

Each category has multiple sub-categories in the dropdown menu.



🛒 SHOP

Find products by category and sub-category or by brand. Discover special offers and non-retail business tools too. Learn about the products, how to use them, ingredients and more!

🛒 MY BUSINESS

This is the place to manage your business by shopping by item code, make a payment and manage your website. You can also view reports and check your account activity. Here, you will also find resources like the e-Brochures such as the Client Brochure, the ACTION Magazine, the Product Catalog, and much more!

🛒 WHAT'S HAPPENING

You'll find JAFRA Royalty, featuring the latest events, recognition, programs and testimonies. Also, you will find the calendar of activities by region.

🛒 SPONSORING

This is the place to add New Consultants to your growing team. Help your New Consultants start their business by selecting their business kit and placing their first order.



Stand out from the crowd with a customized site!

STEP-BY-STEP

jafrabiz.com



LOGIN



MY ACCOUNT

My Account

Under **My Account**, located on the top right corner of your screen, you can:

- Set up your JAFRA personal website, your online store open 24/7 for your clients!
- View your and your clients' orders and payments history.
- Register to receive JAFRA notifications by email and text messages.
- Update your email and/or shipping address.
- Upload your photo and more!



No need to be a product expert. We've got you covered!

Want to Know More About the Product?

Explore the Product Catalog and learn more about our incredible products.

Go to the **SHOP** tab and you will find:

- All the product categories and sub-categories.
- Products sorted by needs, skin age, and brands.
- Great information by clicking on the product image such as ingredients, how to use the product, clinical results, etc. If you like what you see, you have the option to add to your cart!
- Large product image displays!



STEP-BY-STEP

Learn about Products:

jafrabiz.com



LOGIN



SHOP



ADD TO CART

You have the power to place your own orders anywhere, anytime!

STEP-BY-STEP

Shop by browsing:

LOGIN



SHOP



select products



ADD TO CART



REVIEW ORDER



SAVE ORDER



CHECKOUT



select shipping address

Place an Order



We are now arriving at the “main attraction”, **SHOP**

You can shop by browsing the products or by item code.

- To shop by browsing, go to the **SHOP** tab and you can browse by category or even search for the products you want to purchase, then, click on the add to cart button. Next, click on the shopping cart icon on the top right corner of your screen.
- To shop by item code, go to the **MY BUSINESS** tab and select under **MANAGE MY BUSINESS** the link **Shop by Item Code**. Type the item code number and quantity and click add to cart.

- 1. Shopping Cart** – Regardless of whether you shopped via item code or browsing, you can view the content of your cart and make any changes you want. You can save your shopping cart until you are ready to place your order and pay.
- 2. Achieved Promotions** – Here you can find promotions you have achieved and may want to add to your order.
- 3. Shipping** – Ship your JAFRA order wherever you are without having to change your address on file.
- 4. Payment** – You can pay with one or multiple cards (or even with your JAFRA Credit.) Check out Make Payments for more details (Page 10.)
- 5. Final review** – You can review your order before placing it by checking the images, quantity and total. Then just click Place Order.



STEP-BY-STEP

Shop by item code:



*Need more than one option to purchase products?
We've made it easy for you.*

STEP-BY-STEP

Paying while placing an order:

SHOP



ADD TO CART



CHECKOUT



choose payment option

Make Payments

While placing your Order...

Once you are ready to make a payment, the system will take you to payment options.

You will find several payment options:

- With *one debit or credit card*
- With *multiple debit or credit cards*
- With *JAFRA credit*

You can use one debit or credit card or your JAFRA credit to pay for the full order. If you want to use multiple credit cards to pay for your order or unpaid orders, first make a payment towards your JAFRA Balance.

Once you've made your payment, your order is complete and ready to be sent.



Before your Order...

You can also make one or more payments by going to **MY BUSINESS** tab and select under **MANAGE MY BUSINESS**, the option **Make a Payment**.

- On the right hand side, view unpaid invoices if you have any.

You can always make payments towards your JAFRA Balance:

- Use one or multiple debit or credit cards to make payments.
- Then, you can use your balance to pay for your orders. Jafrabiz will automatically take you back to the Order Entry process once you are ready.



STEP-BY-STEP

Paying before you order:

MY BUSINESS



MANAGE YOUR BUSINESS



MAKE A PAYMENT



choose payment option



back to Order Entry

*You will get all you want in life if you help
enough people get what they want.*

STEP-BY-STEP

Sponsoring:

jafrabiz.com



SPONSORING



follow prompts

On your personal website:

New consultant clicks on



BECOME A CONSULTANT



follow prompts

Sponsoring

Building your team is easy! You can sign up New Consultants in *jafrabiz.com* or in your personal website.

- On Jafrabiz, click on the **SPONSORING** tab and follow the prompts.
- On your personal website your New Consultant can click on the **BECOME A CONSULTANT** tab, and go from there.

Your New Consultant will be able to start her business right away by:

- Selecting the Business Kit of her/his preference
- Setting up a FREE personal website
- Placing her/his first order
- Getting in touch with you! She/he will get a Welcome Letter with your contact information



Never miss an incentive, a trip or the latest buzz!

Get the Latest News!

Like to be in the know? Well, we have arrived at the **WHAT'S HAPPENING** tab. By selecting Jafra Royalty, you can be up to date about:

- Company Events
- Recognition
- Inspirational testimonies from top Leaders and Consultants
- The latest programs and incentives
- BeYOUtiful, your JAFRA Learning Center with videos about product and business training, an extensive library, webinars on demand
and much more!



STEP-BY-STEP

To get the latest news:

jafrabiz.com



WHAT'S HAPPENING



JAFRA ROYALTY

STEP-BY-STEP

To get reports:

jafrabiz.com



MY BUSINESS



VIEW REPORTS

Reports

Find out the progress of your business by checking your reports.

Go to the **MY BUSINESS** tab and click on the **VIEW REPORTS** option.

You will find reports on:

- Sales and Sponsoring
- Account Activity
- Downline Report
- Incentives Reports *and much more!*

Easily view your team, as they are broken down by your Central Branch, your Direct Branches and Indirect Branches. Organize your Consultants by their sales and new sponsors. Get visual breakdowns of how many Consultants are active and which are about to become inactive.

Identify your Consultants who are growing their business, and spot those that might need a little encouragement. Click on a Consultant's name to see their personal information to contact her.

Click on your Leaders to view their groups. Be able to contact your entire team through the Lineage Report, which is a great way to stay connected and follow up!



Have Questions? Get answers, get in touch!

Contact Us

You have three ways to contact Consultant Care for any questions or requests:



Email



Chat



Phone

Go to Jafrabiz, click on **CONTACT US** located on the top left side of your screen and select the option you prefer.

- When contacting Consultant Care via email, a record of your requests and the history of the answers you receive from Consultant Care, will be saved.
- You can always follow up on the status of your requests and answers under this section.

STEP-BY-STEP

To contact us:

jafrabiz.com



CONTACT US



Want to Learn More?

Just go to **jafraroyalty.com**, and under the *BeYOUtiful* tab, you'll encounter 15 training videos for you to learn and practice every important function of the New Jafrabiz.

It's progress at your fingertips!

