

SETTING UP YOUR VIRTUAL OFFICE

- 1) Before you even log in to the www.juiceplusvirtualoffice.com take a take the tour to familiarize yourself with your new virtual office: <http://video.nsavirtualoffice.com/USA/walkthrough>.
- 2) **NSA** will e-mail your temporary user name and password once your application is processed.
- 3) When you 1st log on, you will find your **FIN or ID #** just below your name on the top right.
- 4) To set up your website address, go to **PERSONAL FILE** on the top left, then click on **PERSONAL PROFILE in the dropdown menu** and then **MY Juiceplus.com**
- 5) Here you will be given examples of web site names. You can use one of these or try one of your choosing. Try submitting it. When you select one, make sure your **name, e-mail and ph. #** is filled out. After this you pick out your “skin” for your web page. When this is done, go to the bottom of this page and click on **Generate Homepage**.
- 6) Now go to your website to see if the info. and skin are correct (be sure to put this on your business card).
- 7) From your new website, explore the site & **learn** what your potential customers will be looking at so you can send them to certain areas that you might think benefit them. **Watch the video** on the homepage, then go to **What Experts Say** and **Related info**. Listen to the Drs. and watch the videos and check out the various websites...you will start learning more there.
- 8) Ask your customers not to order from this site; you want to take their orders over the ph. or in person so there won't be any mistakes on their order; this also helps develop your relationship with them...they also can't sign up under the **CHS (Children's Health Study)** from your website.
- 9) Now onto becoming your own first customer. Go back to the [Virtual Office](#) and place your own customer order FIRST, just as you would any other preferred customer (see below).
- 10) To place your new customer's order: go to **MY CUSTOMERS**, scroll down and see the different types of orders and this is also where the **CHS** is found. Select payment option & pick your product and put the quantity amount in the box and Click on **add to cart**, then you will click **check out**. Fill out the necessary info, all they way until it gives you an option to **PROCESS** order. The very first time you place a new customer order, you want to hit the long bar on the bottom that states **PROCESS ORDER AND ADD CUSTOMER TO ADDRESS BOOK**. You will be given a confirmation number. From there, you will find a link that directs you back to place additional orders. For your next product order on the same customer, follow the same procedure, only this time you can click on **customers in address book** and find your customer and it will auto-fill the info out for you. Always check the shipping date and payment method. EACH product order is placed separately!
- 11) You have now completed placing your first orders...congratulations!
- 12) For further training, click on **OWNERS MANUAL** (it is all online). Start with chapter 3, **CREATING INCOME**. Page 3.6 shows you all the levels in our company. Also go to **TRAINING** and scroll down to **TRAINING CALLS**. Here you can get training on chapters 1-9 from top NMD's.
- 13) Under **Quick Links** bottom left on your home page go to **Personalized Juice Plus Research Summary**; create your personalized research summary with YOUR contact info. on it. Save in your My Documents for future reference.
- 14) Also under **Quick Links**, click on **VoiceCom** and follow the instructions. Let me know your # so we can start communicating every day and so I can keep you trained, informed and inspired!
- 15) Finally, be sure to go to www.juiceplusvirtualfranchise.com and watch the video there; this is the website you will be sending potential team members to for more business info.
- 16) **HAVE FUN** AND FEEL FREE TO CALL YOUR SUPPORT LINE FOR ANY HELP YOU MIGHT NEED.