



# ONLINE ENROLLMENT

Melaleuca's enrollment process is easy, fast and mobile!



Business Center » Enrollment Center

## Enrollments

Enrollment Tools

- 1** Start a New Enrollment
- Melaleuca Presentations
- Enrollee Change
- Follow-up Center
- Document Upload
- Enrollment Forms
- Which Products & Services

60 Day Enrollment Activity

Enrollments Pending - 4      Enrolled - 3

Name	Invited On	Status	Next Step
Jane Doe	06/01/18	Order Needed	Follow-up Center
Robert Smith	05/25/18	Enrolled	Confirm Details
Jared Lane	05/15/18	Enrolled	Confirm Details
Bobbie Ray	04/31/18	Pending	Send Reminder
Drew Sandoval	06/01/18	Pending	Send Reminder
Bonnie Crawford	05/25/18	Pending	Send Reminder
Linda Fuller	05/15/18	Pending	Resend Reminder
Jack Garcia	04/31/18	Confirmed	Follow-up Center
Joanne Carlson	06/01/18	Confirmed	Follow-up Center
Margaret Burton	05/25/18	Declined	

LOAD MORE

**1** Enrollers can easily initiate a new enrollment.

**2** Enrollers can track the status of previous invitations sent and remind new customers to complete the process if needed.

X

## 3 Enroll a New Customer

Before you send a link to complete an online enrollment, **be sure that your guest:**

- Has seen a complete Melaleuca Overview
- Has been invited to become a Preferred Member
- Understands the Backup Order and Preferred Member program

Which Category best describes the **goals of your guest?**

- Category 1:** They do not plan to refer many Customers, but would like to earn commissions if they ever do refer a Customer.
- Category 2:** Earn Supplemental Income
- Category 3:** Earn Significant Income

**Please be in direct contact with your guest**, either in person or on the phone, while they set up their shopping and referral accounts so you can answer questions and encourage their participation.

### New Customer Information:

<p>First Name <input type="text" value="Jennifer"/></p> <p>Email Address <input type="text" value="jennifer.stewart@email.com"/></p> <p>How was the Melaleuca Overview presented to this individual?  <input type="text" value="In Person (Face-to-Face)"/></p> <p>Membership Type  <input type="text" value="Preferred Member"/></p>	<p>Last Name <input type="text" value="Stewart"/></p> <p>Mobile Phone <input type="text" value="208-555-1234"/></p> <p>Region and Language  <input type="text" value="United States English"/></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p><b>Presenter</b> Please indicate the individual who presented the Melaleuca Overview.</p> <p>Search (for the Presenter by phone #, email or member #)</p> <input type="text"/> <input type="button" value="SEARCH"/> <p><input type="checkbox"/> I was the Presenter</p>	<p><b>Enroller</b> <b>Christopher Anderson</b></p> <p><b>Immediate Support Team</b> <b>Marketing Executive</b></p> <p>Search (by phone #, email or member #)</p> <input type="text"/> <input type="button" value="SEARCH"/> <p><input type="checkbox"/> Or, place the new customer in the next available position within my organization.</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

The person for whom I am entering an email address or text number has approved sending him or her the invitation to create an account with Melaleuca.

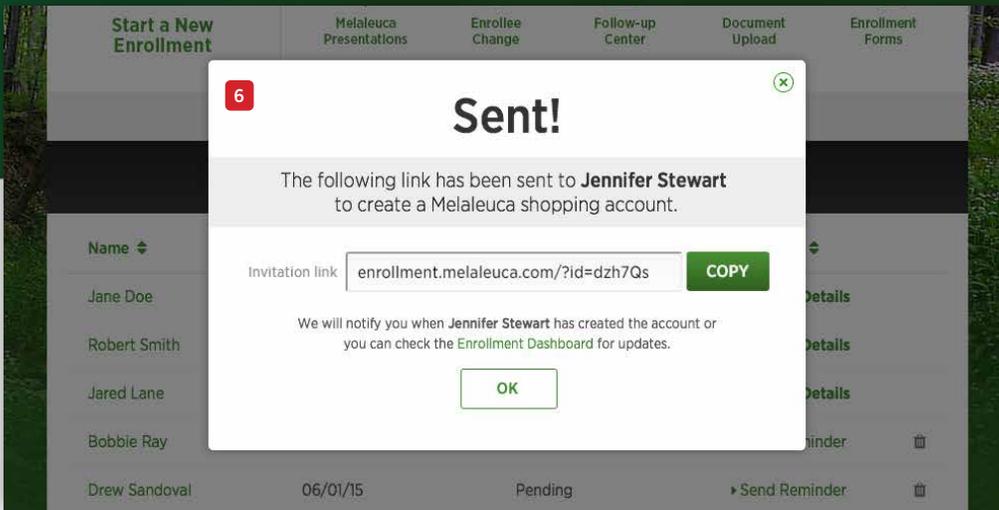
**Send invitation to create an account**

3 To start a new enrollment, an Enroller can email or text an invitation to a new customer.

4 The Enroller enters the following information to complete the invitation. This information will determine where the invitation is sent and what the new customer will see when they complete their enrollment.

5 The Enroller must enter the following information to correctly award presentation points and assign the appropriate location of your organization.

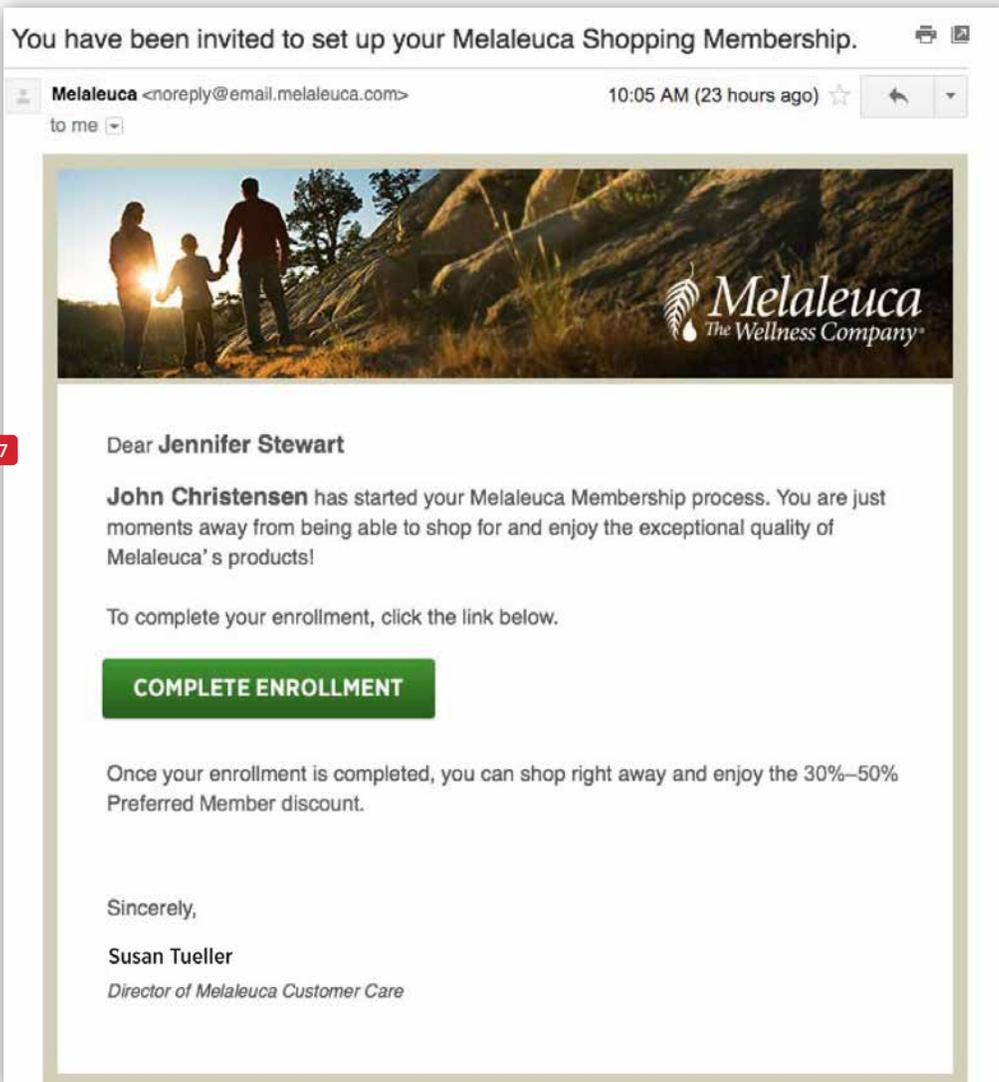
# Enroller: Send an Invitation



**6** A confirmation notice will be displayed when the invitation is sent. The link that was sent to the new customer is displayed for your convenience.

When the new customer follows the link in the invitation, he/she can enter the necessary information to setup a shopping account.

*Note: Please be on the phone or with your guest in-person as they complete their enrollment.*



**7**

**7** When a link is sent to the new customer, he/she will receive a message to complete their membership.

*Note: Once an invitation has been sent, the Enroller can send a reminder to the new customer to create the shopping account. Reminders can be sent from the Enrollment Dashboard.*

# New Customer: Account Information

**Become a Melaleuca Member Today!**

Account Information | Back to Order | Welcome Account | Start Shopping

Region and Language: United States - English

## Your Preferred Member Account

As a Preferred Member, you can enjoy these benefits:

- 30% - 50% off regular prices
- \$100 in FREE products in your first 5 months
- Earn up to 15% back on everything you buy
- Special savings packs as a new customer
- Exclusive savings on services you use every day
- 100% satisfaction guarantee, cancel any time

**Step 1: Get your account up and running.**

**8** Username (Enter your email address or 10 digit mobile number)\*

Password\* Confirm Password\*

First Name\* Initial

Last Name\*

Email Address\*

Date of Birth (Optional)

Month\* Day\* Year\*

Phone Type\* Phone Number\*

Mobile\*

Customer Type

Preferred Member

**9** **Membership Fee**

Your **\$19.00 ANNUAL MEMBERSHIP FEE** provides access to all the benefits of Preferred Membership \*\*

**Payment Information**

Address 1\*

Address 2\*

City\* State\* Zip Code\*

Method of Payment

Debit/Credit Card  Electronic Checking

Name (as it appears on card)\*

Card Number\*

Expiration Date\* Expiration Year\* Security Code\*

Months\* Year\* CVV\*

\* Indicates required fields

\*\*Your \$19 membership renewal fee will be charged annually. You may cancel your membership at any time.

In the next five months, we'd like to give you \$100 in free products. If you opt in to receive text messages, we'll call you to notify you monthly when we've placed \$20 in your account and to send other shopping updates. We'll do our best to only text relevant information that will help you. We hate annoying text messages too. So, as a customer, expect no more than six text messages a month. Marketing Executives will receive text messages more often. We care about your privacy. We will never sell your contact information. Thank you!

I authorize Melaleuca or its Marketing Executives to contact using text or automated texting for efficiency. Consent is not required to purchase. Message & data rates may apply. Text STOP to end, HELP for info. Terms of Use & Privacy Policy at Melaleuca.com.

**11**  I agree to and acknowledge that I have read the terms & conditions outlined in the Customer Agreement.

**CONTINUE**

**8** Entering customer information is private and secure. The following information is required to create a shopping account with Melaleuca.

- Username
- Password
- First Name
- Last Name
- Email Address
- One Phone Number
- Date of Birth (Optional)

For convenience, email and phone number will be pre-populated with the information previously entered by the enroller.

**9** For just \$19 annually, new Preferred Members can maintain a Melaleuca Shopping Club Membership.

**10** Address and payment information is private and secure.

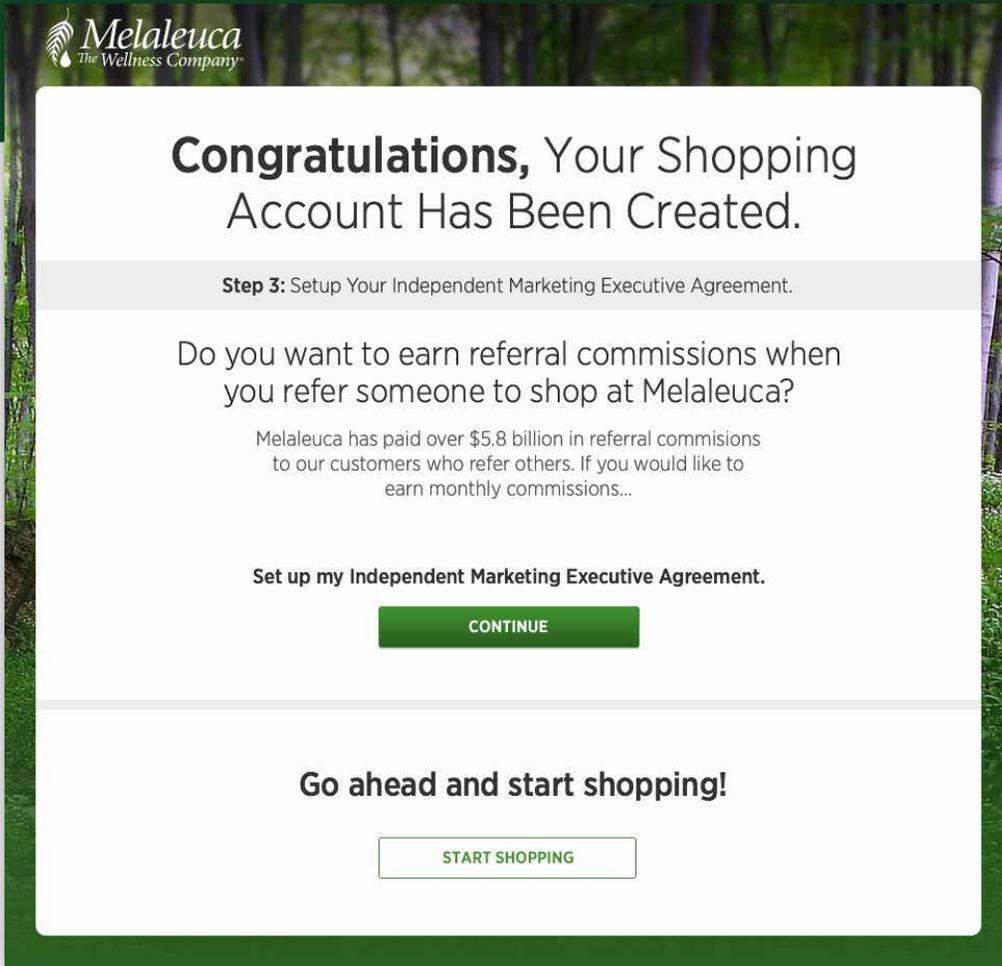
**11** A link to the Customer Agreement is provided for Preferred Members to review.

The screenshot shows the Melaleuca website's enrollment process. At the top, the Melaleuca logo is on the left, and the text 'Become a Melaleuca Member Today!' is on the right. Below this is a navigation bar with four steps: 'Account Information', 'Backup Order' (which is the active step), 'Referral Account', and 'Start Shopping'. A 'Have a question?' link is also present. The main heading reads 'Protect your Preferred Membership discount and benefits! We've got you covered with a Backup Order.' Below this is a sub-heading 'Step 2: Setup Your Backup Order'. The text explains that as a Preferred Member, one agrees to purchase 35 Product Points (about \$55) of product every month to receive a 30-50% discount. It states that Melaleuca will protect the membership by sending a Backup Order if the member forgets to shop. An image shows various Melaleuca products including Salsbery disinfectant, Renew body wash, and Renew hand wash. The 'Member's Choice Backup Order' section states it includes a rotating assortment of wellness products for only \$54.99\* (35 Points) if the member forgets to shop, and that the order can be customized anytime in 'My Account'. A 'PLEASE NOTE' section clarifies that the Backup Order is not the first shopping order. At the bottom, there is a checkbox for acknowledging the Backup Order and a green 'CONTINUE' button. A small note at the very bottom states '\*Sales Tax and Shipping & Handling not included'.

**12** New Preferred Members must acknowledge they understand the Backup Order. The Backup Order ensures the new member will always have Melaleuca products when needed. It also protects all of the benefits of membership like the 30-50% discount!

*Note: All new Preferred Members have the Member's Choice Backup Order assigned to their account. This selection can be changed anytime in "My Account."*

## New Customer: Continue or Start Shopping



Melaleuca  
The Wellness Company

### Congratulations, Your Shopping Account Has Been Created.

**Step 3:** Setup Your Independent Marketing Executive Agreement.

Do you want to earn referral commissions when you refer someone to shop at Melaleuca?

Melaleuca has paid over \$5.8 billion in referral commissions to our customers who refer others. If you would like to earn monthly commissions...

**Set up my Independent Marketing Executive Agreement.**

**CONTINUE**

**Go ahead and start shopping!**

**START SHOPPING**

- 13** Once the new Preferred Member completes their shopping account, he/she can choose to be eligible to earn commissions and bonuses when they refer someone to shop with Melaleuca or they can also start shopping.

# New Customer: Independent Marketing Executive Agreement

Start Shopping ▶
Have a question ?

## Independent Marketing Executive Agreement

Account Information

**Personal Information** [EDIT](#)

Account Name	Jennifer A Stewart	Address	1234 Main St.
Email Address	jennifer.stewart@email.com	Apt. #12	
Mobile Phone	208-555-1234	Idaho Falls, Idaho	83402

[ADD Spouse Information](#) (Optional)

Earn Commissions & Bonuses

Which Category Best Describes Your Goals as a Melaleuca Marketing Executive?\*

**Category 1:**  
I do not plan to refer many Customers, but would like to earn commissions if I ever do refer a Customer.

**Category 2:**  
Earn Supplemental Income

**Category 3:**  
Earn Significant Income

[Social Security Number](#) (Optional)

[Personal Production Account](#) (Optional)

Please **digitally sign** below:

I agree to and acknowledge that I have read the terms & conditions outlined in the [Independent Marketing Executive Agreement](#), [Statement of Policies](#), and [Compensation Plan](#), all of which are included in this Agreement and can be amended from time to time.\*

\* You do not have to purchase Melaleuca products to earn commissions. For information on how to build a Melaleuca business without purchasing product individually, please see terms and conditions above.

\*\* Melaleuca does not guarantee the success of my business or the income, if any, that I might earn. I understand that my success will depend on my own efforts, skills, and productivity.

Jennifer Amy Stewart

Jennifer Amy Stewart

Digital Signature must exactly match name above.\*  
(Case Sensitive)

SUBMIT

*I understand that this document is an application to become a Melaleuca Independent Marketing Executive and that I am not a Melaleuca Independent Marketing Executive until: 1) Melaleuca has received and accepted this Agreement, 2) I have at least one Customer in my Marketing Organisation, and 3) I receive my first commission.*

\* Indicates required field.

**Need more time to think about it?**  
You can complete this form later in My Account.

START SHOPPING

**14** If the new member proceeds to become eligible to earn commissions and bonuses, a little more information is needed to complete the Independent Marketing Executive Agreement.

**15** For convenience, your new member has the option to provide their Social Security Number. If not provided at the time of enrollment, Melaleuca will follow up to obtain this information when their payments reach the \$600 threshold required for tax reporting purposes.

**16** Your new member will have the option to designate other households to satisfy the 29 Product Point production requirement. If they choose to designate other households, they must provide the name of at least one of them. They can change names at any time.

**17** Once a member reviews the terms and conditions, they will be required to provide a digital signature by typing their name EXACTLY as it appears on the screen.



[View this email with images.](#)



*Unlock* an entirely new way to shop  
for safer, more effective, and affordable products.

- Over 400 Health and Wellness Products
- Earn up to \$100 in Free Products
- 30-50% Discount on Every Product



**Need a little help?**

Our customer service team members are some of the friendliest people on the planet. Give them a call at 1-800-282-3000

Your Customer Number: 123456789      Your Username: Mel1234

View [Membership Materials](#) and your [Customer Membership Agreement](#)

**Don't miss out, *shop now* and get \$20 in free products!**

Have a great day!

CONNECT WITH US MELALEUCA JOURNAL

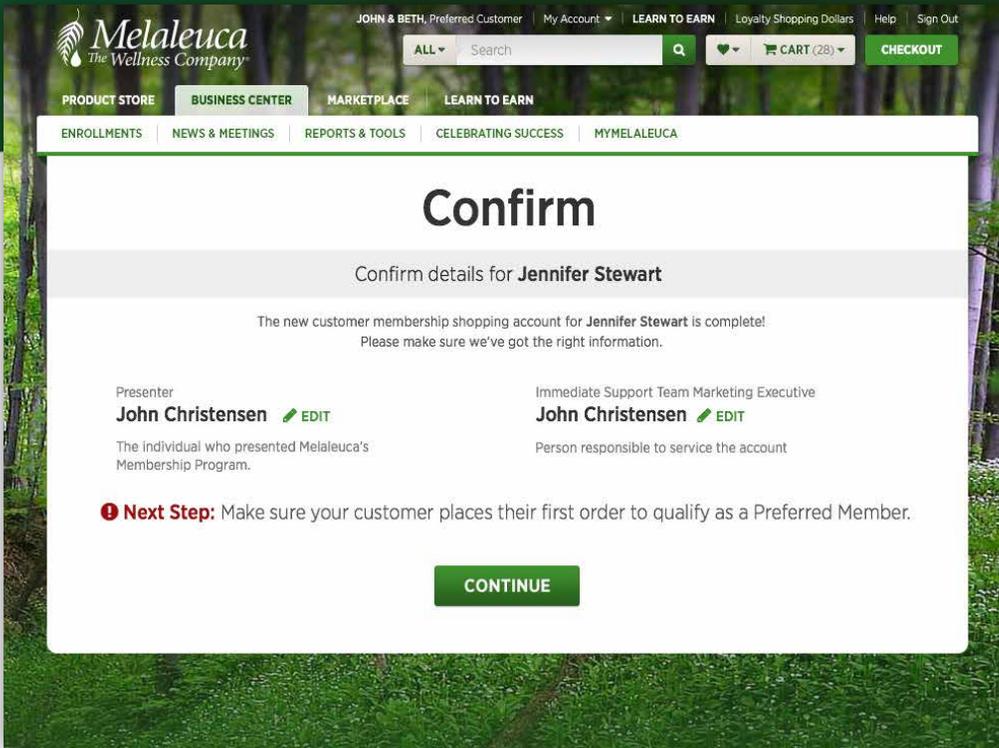
[PRODUCT STORE](#) | [PEAK PERFORMANCE](#) | [MARKETPLACE](#) | [ABOUT MELALEUCA](#)  
[COUPONS](#) | [LEARN TO EARN](#) | [BUSINESS CENTER](#) | [HELP CENTER](#)

Please do not reply to this email address.  
Send any questions or comments to [info@melaleuca.com](mailto:info@melaleuca.com) or call 1-800-282-3000.  
This email was sent to: [lopez@melaleuca.com](mailto:lopez@melaleuca.com)

This email was sent by:  
Melaleuca, Inc.  
4609 West 65th South  
Idaho Falls, ID 83402  
USA

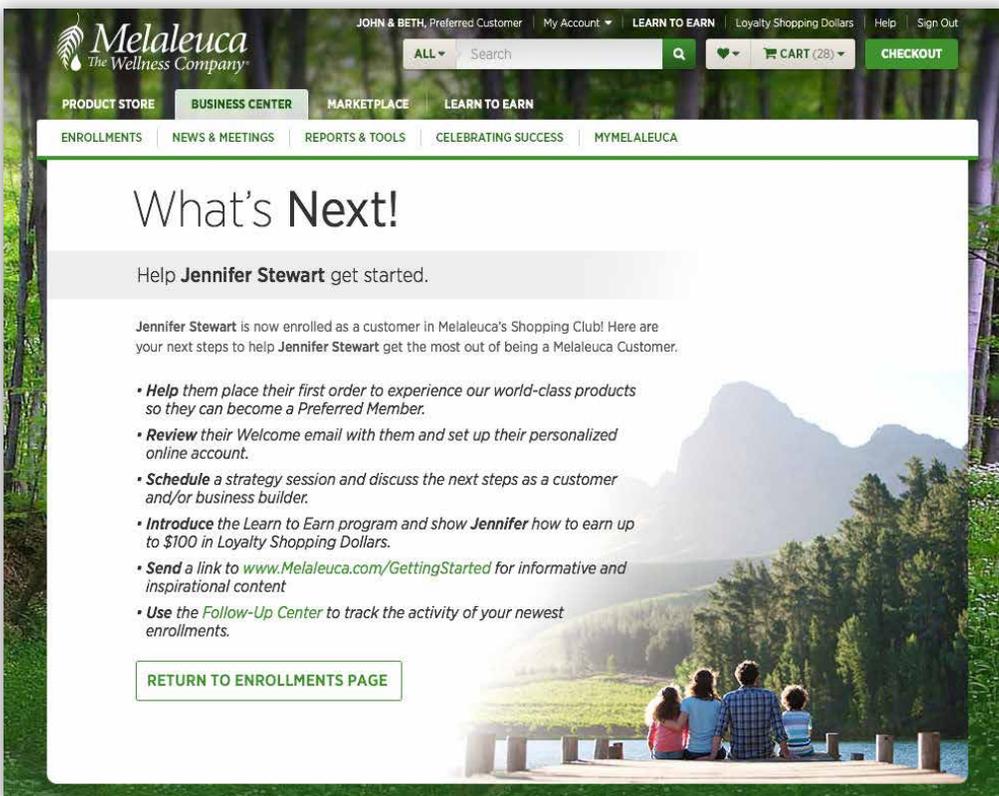
We respect your right to privacy - [view our policy](#)  
[Update your Melaleuca email preferences](#)  
© 2019 Melaleuca, Inc.

**20** When the enrollment is complete, a welcome email is sent to the new member. The email is a great opportunity to remind the new Preferred Member of the great benefits of Melaleuca Membership along with providing the new member with important information about his/her new account.



- 21** Once the enrollment is complete, the Enroller will be notified. The Enroller can confirm the Presenter and Support Team Marketing Executive information to ensure the correct assignments have been made.

*Note: The Enroller can change the name of Presenter at this stage.*



- 22** After confirming the new enrollment details, a notification is provided to the enroller with helpful next steps.