

## ***Youngevity Order Process***

Your User ID and Password will be sent to you by e-mail or you may get them when you fill out application online, write them in the spaces below. If you didn't get them you can call 1-800-982-3189 and request them.

The first thing you need to do is go to **www.Youngevityonline.com** then log in.

User ID: \_\_\_\_\_

Password: \_\_\_\_\_

### **Regular Order**

1. After Login on the Bottom click on "Business Center"
2. Click on the link "My Orders".
3. Click on the link "New Order".
4. When this opens you can select an area of concern or you can select the Company that offers the product.
5. Click on "Add to Cart" for the products you want.
6. When you are finished click on "Checkout" located in upper left below box showing the products in your shopping cart.
7. Complete the payment information and all then follow instructions.

**Auto-Ship Order**, *You cannot set up an Auto-Ship for the same month you create it in, it will be shipped the next month. If you need products that month you must place them on an order.*

1. After Login on the top click on "Business Center"
2. Click on "Autoship"
3. Follow instructions

*\*Note if you do not agree to the terms, your AutoShip will not be processed. Also all orders on AutoShip over \$50 have free shipping. Changing your AutoShip can be done each month. You may read something that says it can be done once every 60 days and this is wrong. If you wish to stop your AutoShip you must send a message to support@youngevity.com stating you want to cancel your AutoShip.*

### **Changing AutoShip**

1. After Login on the top click on "Business Center"
2. Go to "AutoShip"
3. Click "View/Edit AutoShip Profile"
4. Click on "Edit" in the upper right of the box you want to make changes for. You can change your payment methods, Shipping address, and Products
5. Select the products needed or remove the products not needed.
6. Follow instructions to finish

### **Changing your Password or other information about yourself; address or email address or phone number.**

When you get your password you will want to change it to something you want. To do this login to your office:

1. Select "Your Account" at the top
2. Change the information you want to change.

Here is your Personal web site with Youngevity that you would send people to, [www.Youngevityonline.com/YourUserID](http://www.Youngevityonline.com/YourUserID), Be sure to replace the phrase *YourUserID* with your ID Number.

There are also some tools and a couple of great books "Dear Doctors Don't Lie" and "Let's Play Doctor" by Dr. J. Wallach that you can order at [www.drjwallach.com](http://www.drjwallach.com) or by calling 1-800-755-4656. This book gives some great information about how to improve your health. Learn how to prevent and reverse 412 diseases with vitamins, minerals, trace minerals, and herbs. A great tool that will help you understand Youngevity products is in the Audios section and is titled "Whats up Doc II".

#### How to reach Youngevity:

For Orders and Sign-Up - 1-800-982-3197  
Fax For Orders and Sign-Up – 1-619-934-3205  
Customer Service – 1-619-934-3980 or 1-88-982-3189  
Administration – 1-619-934-3980 or 1-800-982-3189

Youngevity  
2400 Boswell Road  
Chula Vista, Ca. 91914  
[www.Youngevity.com](http://www.Youngevity.com)

Two web sites with a lot of information are:

[www.longevinst.org](http://www.longevinst.org) and [www.youngevity.com/info\\_center.htm](http://www.youngevity.com/info_center.htm)

Herbal Information: [www.christopherhobbs.com](http://www.christopherhobbs.com)

Also Youngevity's main web site is [www.youngevity.com](http://www.youngevity.com) this is a good place to go to view product information. There are also several other links with some really good information.

## Using the New Home Office

You will begin just like before at [www.youngevity.com](http://www.youngevity.com). Once there, click on the **LOGIN** button located in the upper left part of the site. This will take you to the secure login screen for The New Home Office and start you down the path of easily managing your business. Login at the space provided. To place orders, check downlines, or change an AutoShip, click on the **Business Center** tab on the right-hand side.

To check **Downlines**, click on the **Genealogy** tab, then notice on your left the various navigation links. To run a complete downline report, click on the **Genealogy Report (ADV)** link. I recommend you run the report the way it is by default for the first time you run it so you can see all of your group, then when you are more familiar with the filtration options, try adding a few. When the report completes you will see that it is first presented to you in pages, so if you would like to see your report as one long page, click the **Show All** link located at the top left of your report. To run a downline report or gather order or other information on a member of your downline, simply click the person's name.

To place an order, click on the **My Orders** tab, then click on the **New Order** link to the left. From here, you may click on the various categories or use the **Quick ADD** box to place items in your shopping cart. If you are not sure where to locate a particular product just type a keyword in the Search Product box located on the upper left. This will bring you to every instance of that word or number. After you have added the items you want, click the **Checkout** button. From there you may review your order, add or take away quantities, or continue shopping. Once you are satisfied with your purchases, check your shipping and billing as well as your credit card billing address, put your card number and expiration date in along with your security code, and push **Process Order**.

## **Changing or updating your information with Youngevity®.**

To edit the personal information you have on file with us, go to the **Profile** tab and review the displayed information to verify its accuracy. If changes are necessary, click on the **Edit Profile** link to the left; it will bring up the Edit Profile screen. If you decide to use a name in the company field, this will now become your primary name displayed on your account. You will also need to fill in the **Pay To Order of** field with the name as you would like it to appear on your commission check. When you are satisfied with your updates and changes, click the **Save Changes** button located in the bottom left of the template.

## **Enroll a New Associate or Preferred Customer.**

Go to the tab marked **Enroll New Associate**, and select who you would like the sponsor to be. If **Automatic Placement** is selected, this will make you both the Sponsor and Enroller. If **Specify Sponsor** is selected, this will allow you to place the new sign-up under anyone in your downline by putting their ID# in the box provided when checked. Next, select the entity type. It should be either **Associate** or **Preferred Customer**, depending on who you are signing up. Continue filling out the required information including their URL, which will be the web address for their personal distributor page provided to all Associates or higher free of charge (basic site). You will need to provide a password in order for them to sign into their Home Office. Next, select the proper enrollment package in the **Enrollment Options** area and click continue. Fill out the credit card info and click **Process Enrollment**.