Congratulations and Welcome to Your Izigg MMS Back Office Instruction Guide

These instructions will help you become familiar with your own back office to see all the valuable information available to you. Please take the time to familiarize yourself so you can easily navigate around your personal back office and access all the tools that are there to help you build your Izigg MMS business!

"HOW TO" BUSINESS GUIDE

How to Enroll a New Agent:

1. Enroll through your personal Izigg MMS Agent website:

a. Go to your personal Izigg MMS website ex: www.Izigg.net/JohnSmith

b. Select "Join Us"

c. Select Country

d. After reading Policies and Procedures click box to agree to these terms.

e. Enter the Agent/Billing, co-applicant (if applicable) and website information.

f. Select shipping method.

g. Select the product/package you wish to order.

h. Verify Shipping information and enter credit card details, submit

2. Enroll through the Back Office (BO):

a. Go to your personal Izigg MMS website ex: www.Izigg.net/JohnSmith

b. Under the Agent Tab select "Izigg MMS Back Office Login"

c. Enter your ID Number & Password d. Under the Genealogy tab (top left) select "Genealogy Tree Mode"

e. Select the placement of your new Agent in an "OPEN" spot

f. Select Country and enter the correct Sponsor selection.

g. After reading Policies and Procedures click box to agree to these terms.

h. Enter the Agent/Billing, co-applicant (if applicable) and website information.

i. Select shipping method.

j. Select products and/or package.

k. Verify the information is correct, enter credit card details, and submit.

How to Order Product:

Order through the Back Office (BO):

a. Go to your personal Izigg MMS website ex: www.Izigg.net/JohnSmith

b. Under the Agent Tab select "Izigg MMS Back Office Login"

c. Log in with your Agent ID number and password

Genealogy Tab:

Genealogy Tree Mode:

This display mode shows you your genealogy broken down by right leg and the left leg. And also provides many other features for viewing your organization.

• The "open" boxes are available positions in the genealogy that you may click on to sign up a new Agent in a specific position. (View Step 2 under "How to enroll a new Agent").

• To walk down your genealogy tree all you do is simply click on the last person of the leg you would like to walk down. You can click on each individual Agent and continue to do so all the way down each leg, which allows you to view your entire organization.

• To get to the next outside "open" position on either of your legs you can simply click on the black arrow directly below the box where the Agents are displayed. This will bring you to the very bottom of the tree on either the left or right leg.

• To view a snap shot of each Agent's current business status in your organization, simply scroll your cursor over the Agents name and ID#. This will should you their left and right business volume for a 3 week period as well as Current Status and Qualification Period Information.

Genealogy Indented List Mode:
This list provides you with the Agent's names in your entire organization, their back office status as well as when their activation period ends. This list also displays their total volume.

Downline Listings:
This listing contains all Agents within your entire organization, including their current status and rank. On the right hand side of the page you can also select the option to view their Genealogy and their orders.

Sponsor Indented List:
In this section you can find all of your personally enrolled Agents and their contact information.

Reporting Tab:
Here you will find all the information regarding orders placed, as well as retail order history. Under this tab you may also view your commission history.

Personal Orders:
Under this tab you can view all of your personal orders. On the right hand side of the page under the Action tab you can click to View your Genealogy in Genealogy Tree Mode or you can click Preview This Receipt to view the Invoice for the order.

New orders placed today:

Under this tab you can view all of the orders placed by your Agents on the current day. On the right hand side of the page under the Action tab you can view the Agent's Genealogy simply by clicking on the icon.

Pending Pay orders:

In this section you can view orders that are pending payment such as check, money order or a cash payment.

Fulfillment Orders:

Under this tab you can view all orders within your organization that are in the process of being shipped.

Completed Orders:

This section is a list of all completed and shipped orders within your organization.

Retail Sales:

This section provides you with a list of all retail orders placed through your shopping cart.

Commission History:

This section provides you with a detailed summary of your commission earnings in each pay period, select the date you wish to view and click generate report.

Administration Tab:

In this section you choose your Application Placement Settings, view Retail

Catalogue settings. Policies and Procedures are also located under the Administration Tab. This is also where you can change your password and edit your website information.

Application Placement Settings:

This section allows you to control placement settings for new applications submitted from your website. You can set the placement to either place all of your new sign's ups into either only in your right leg, left, or you can leave it up to the Agent's discretion. This is only used when a new Agent fills out the signup application from your website and does not apply to your back office.

Billing Information:

This section allows you to modify your billing information.

Website Settings:

This section allows you to edit your personal information that appears on your website, ex. Name, Phone Number, email address, URL etc. Edit the information you wish to change and Save.

Backoffice Password:

This section allows you to modify your backoffice password. Fill in information and click Save.

Autoship Settings:

Follow the steps below to set up your autoship order:

1. Verify the shipping information, continue
2. Select shipping method, continue
3. Select product(s) you wish to receive every 4 weeks, continue
4. You will notice that you may select the option to "always force Autoship"

check this box if you wish to receive your Autoship regardless of any orders purchased before the autoship run date with the required minimum BV. DO NOT select this option if you do not want your autoship to always run regardless of the amount of orders placed prior to the Autoship run date.
5. Verify information & enter credit card information, submit

Retail Catalogue Settings:
In order to set up your retail shopping cart you must agree to the terms, once this has been done you can adjust your retail prices in your shopping cart. Please note that prices must be equal to or greater than our suggested retail price.

Product Catalogue:
In this section you can view products available for you to purchase.

Policies and Procedures:

Contact Support:
Your backoffice secure internal support system is used for requesting information from Izigg MMS Customer Service. In order to more effectively serve your needs please be as specific as possible with your request. Always use the Agent ID of any individuals and Order Number(s) of any Orders you are referencing on this form.

Orders:
In this section you can place orders and view your order history

Place New Order:
a. Verify shipping information.
b. Select shipping method.
c. Select the items you wish to order. d. Verify information and enter credit

card details, submit.

Order History:

In this section you can view all of your own personal orders

Home:

The home tab brings you back to the page that appears when you first login to your backoffice. At the top of this page is where you will see important information such as corporate updates or system notices that may require your immediate attention. The homepage is a snapshot of your business status where you can view your rank and current status, volume, number of Agents as well as volume history and your personally sponsored downline.

Please Note:

- After your initial sign up your AutoShip payment is posted to a Agent's credit card every 4 weeks.
- Your AutoShip will run every 4 weeks in order for your account to remain active.
- Cancellation of AutoShip must be done 2 weeks before next AutoShip run date.
- You may contact support at anytime through your Back Office under the administration tab select "Contact Support" or support@Izigg.com