

Keeping It Simple Sponsor's Checklist

Sign-Up Appointment Prerequisites

- ? Getting Started Guide(s)
- ? E-mail Address(es)
- ? Computer
- ? Products for Initial Order (Decided)
- ? Placement ID# (Decided/Obtained)

New Distributor Checklist

Follow-Up Appointment I (Required)

My Account

- ? Password (Temporary/Permanent)
- ? Distributor Profile (Question/Answer)

Other Services>Web Portal Admin

- ? IBDC Designation
- ? IBV Auto Placement
- ? BV Auto Placement
- ? Register Portal Name
- ? Customize Portal Settings

Print Out UFMS Guide

- ? Downloads>Training
- ? CD w/Sub Kit

Follow-Up Appointment I or II

My Account

- ? **E-mail Notification**
- ? **Credit Card Info**
- ? **Market America Credit Card**
- ? **Transfer Buying CC**

Corporate Info

- ? **Contact Us (Company Info)**

- ? **Sign-up Wizard**

Order Services

- ? **Order Product**
- ? **Order Tracking**
- ? **Business Cards/Letterhead**

Other Services

- ? **e-Commerce**
- ? **MABA**
- ? **Online Career Manual**

Online Forms

- ? **Electronic**
- ? **Form 1000**
- ? **CAN Personal Consumption**
- ? **USA Printable Forms**
- ? **PDF Forms**
- ? **Sales Aids**

Preferred Customer

- ? **Status**
- ? **Profile**
- ? **Manual Order Entry**
- ? **New Customers**
- ? **New Orders Offline**

Reports

- ? **Preferred Customer**
- ? **Management**
- ? **Weekly Accountability**

Downloads

- ? **Training**
- ? **Administration**
- ? **Corporate Info**
- ? **Sales Aids**

NMTSS

- ? **NMTSS Directory**
- ? **Meeting Search**