

How to ADD new Distributor

There are Two places to add a new distributor

- 1) Business Centre Through your Youngevity website – www.buuygy.com
Scroll to the bottom of page, under Support – click Business Centre and Log in

Click Tab – **Enrol New Associate**

Click Continue (Australia should automatically be selected)

Leave Automatic Placement selected unless you wish to specify

Select Associate or Preferred Customer and fill in New Rep details

Fill in ALL * details for your new Rep

SNN – is their Australian tax file number and Yes it must be added

Select a Username: this is for their personal website URL – my suggestion is their name ie. karlahart

Leave the LITE (free unlimited) website selected

Extranet Password: this can be changed once your new Rep logs in for the first time so select something simple ie karla1234 – remind them to change this when they log in

Enrolment options: Choose the relevant kit or pack

Australian Agreement – click and continue

Payment – add payment details

**** Be sure to write down the URL / Password AND their ID number that will be given to you so you can then advise them of their details**

2. Through Social Selling – youngevitysocial.com

If you have a social open you can add their enrolment kit to a social or with an order they may be placing. Simply add them as a customer to your social, choose their kit, add to cart and checkout as normal.

Through Social selling you will not be given ID numbers, website URL or password. There are a couple of ways to obtain the information

1. Once you have completed the transaction in Social Selling, log in to your business centre and locate their REP ID number. You can pass this onto your new Distributor and they can call or email NZ support to obtain their other details or You can contact NZ on their behalf
2. You can email or call NZ support and ask for your New Distributors REP ID, website and password and forward I to them.