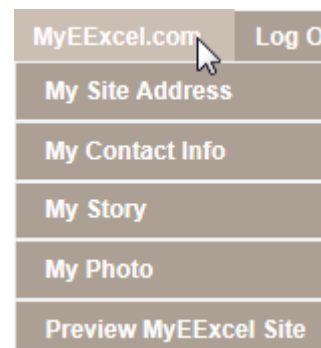


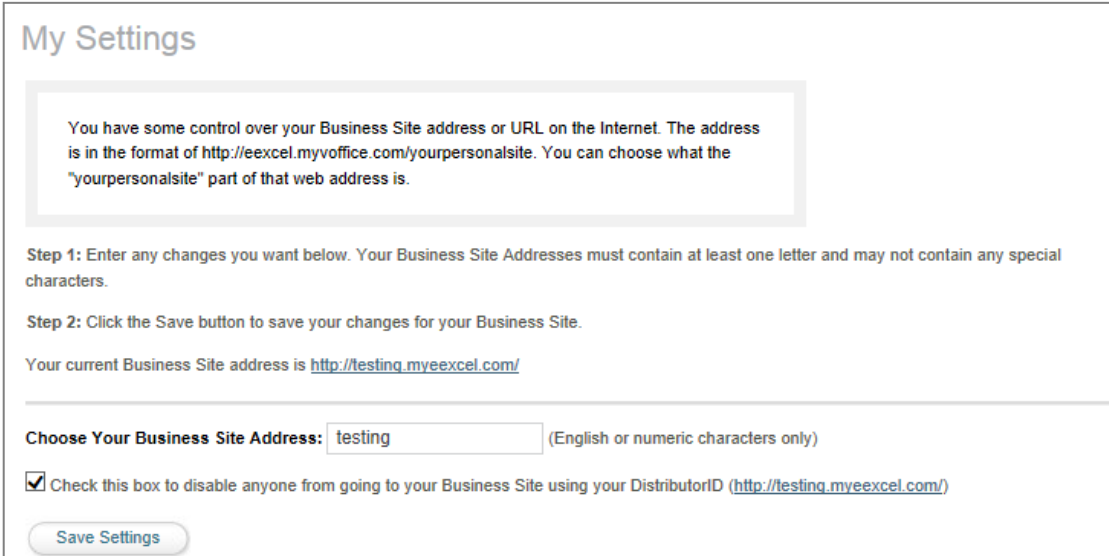
5 MyEExcel.com Sites

From the Business Center home page, place your cursor over the menu item **MyEExcel.com** to display the dropdown menu selections. Going down the list in order helps you keep track of everything you need for your MyEExcel.com site.



■ My Site Address

Click My Site Address from the dropdown menu, which will display the following screen.



The box at the top explains that you can choose the name of your personal website, but not the complete URL.

Step 1 tells you how to choose a name for your MyEExcel site. If you currently have a site name, the complete URL for that site will be displayed under the text, such as <http://testing.myeexcel.com/> shown in the example above.

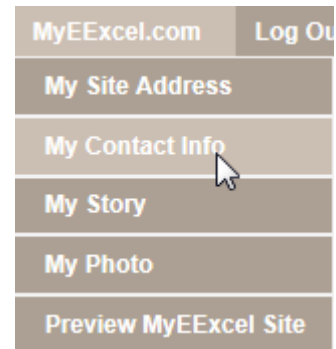
To select or change your site name, use the **Choose Your MyEEXCEL Site Address** field, and enter the name of your choice. All names must contain at least one alphabetic character. Numeric characters may also be used. No Chinese, Korean, Cyrillic or other alphabets are allowed. All chosen names, new or changed, will automatically be submitted for review, and if unacceptable for any reason, will need to be changed to an acceptable name.

The check box allows you to keep anyone from accessing your Business Site with your Distributor ID, including yourself.

Click the **Save** button at the bottom of the screen when you are finished with your MyEExcel site name.

■ **My Contact Info**

This option allows you to determine what personal contact information you want to appear on your MyEExcel site. Click **My Contact Info** and you'll see the following screen.



My Contact Information

Even though you entered your name and email address when you registered for your online Business Center, you can choose to display a different name and email address on your MyEExcel site. Whatever you enter on this page will be displayed on your MyEExcel site, but will not affect the contact information that we have on file for you.

Step 1: Enter the name you want displayed on your MyEExcel Site.

Step 2: Enter the email address you want displayed on your MyEExcel Site.

Step 3: If you would like to include a phone number on your MyEExcel Site, enter a number in the "Phone Number" box below. If you choose to not include a phone number on your MyEExcel Site, leave the box blank.

Step 4: Click the Save Changes button to save your changes on your MyEExcel Site.

Please enter your contact information as you would like it to appear on your page. Fields marked with * are required.

*Full Name:

* Email Address:

Phone Number:

[Save Changes](#)

Again, the box at the top explains how the information entered on this screen is used.

Steps 1 through 4 tell you what information should be entered in the fields below. The information entered will be used on your MyEExcel site, but will not affect your E. EXCEL files.

For example, 'Nancy Tai', shown above, could have chosen to use her MyEExcel site name instead of her own name in the **Full Name** field. She could have also had a separate email address for her E. EXCEL business rather than using her personal email address. In which case, she might have entered these fields as shown below.

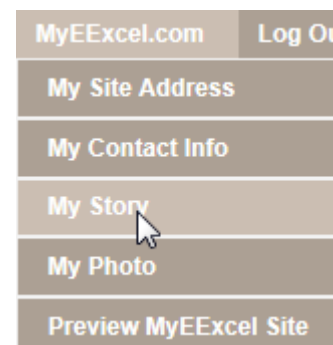
*Full Name:	Prosper with E. EXCEL
* Email Address:	prospereexcel@gmail.com
Phone Number:	

Notice that the **Phone Number** field is blank. This is not a required field. If you enter a phone number, it will appear on your MyEExcel site. If you do not, no phone number will be shown on your site. Please note, however, that the **Full Name** and **Email Address** fields are required. You will need to put viable information in these fields.

Click the **Save** button at the bottom of the screen when you are satisfied with your answers in these fields. You will receive a message stating, “Thank you. Your information has been saved,” and you can then go to the next step in your MyEExcel site setup.

■ **My Story**

This option allows you to select a generic E. EXCEL story, or enter your own personal E. EXCEL story to appear on your MyEExcel site. Click **My Story** and you’ll see the following screen.



My Story

Click one of the three buttons below to choose your story for your MyEExcel site. You can choose Write My Own Story and type or paste in the story of your choice. Or, select a basic business building story or a basic product story and use E. EXCEL's prewritten text. Once you select a button, the appropriate screen will be displayed.

Remember, you can come back to this screen and change your story choice as you wish. Each time you do, your MyEExcel site will go back into review. Use your browser's Back button to go back to the previous page.

Write My Own Story
 Basic Business Building Story
 Basic Product Story

Read the instructions in the box, and choose your option for a story.

Basic Business Building Story: Choose this option and your story will be as shown below.

My Story

The story you have chosen is:

Hi, welcome to my site.
At E. EXCEL, we haven't just set up a solid business foundation where you can grow financially. We've combined that foundation with the science, products and lifestyle you can whole-heartedly believe in.

So, whether you're simply interested in improving your health with our Nutritional Immunology formulations or becoming a Distributor who can enjoy a lucrative career where those around you can live healthier lives – there is a place for you.

Are you sure you want to use this as your story?

If you want to keep this story, click **Yes** under 'Are you sure you want to use this as your story?'
Otherwise, select **No** to return to the selection page.

Basic Product Story: Choose this option and your story will be as shown below.

My Story

The story you have chosen is:

Hi, welcome to my site.

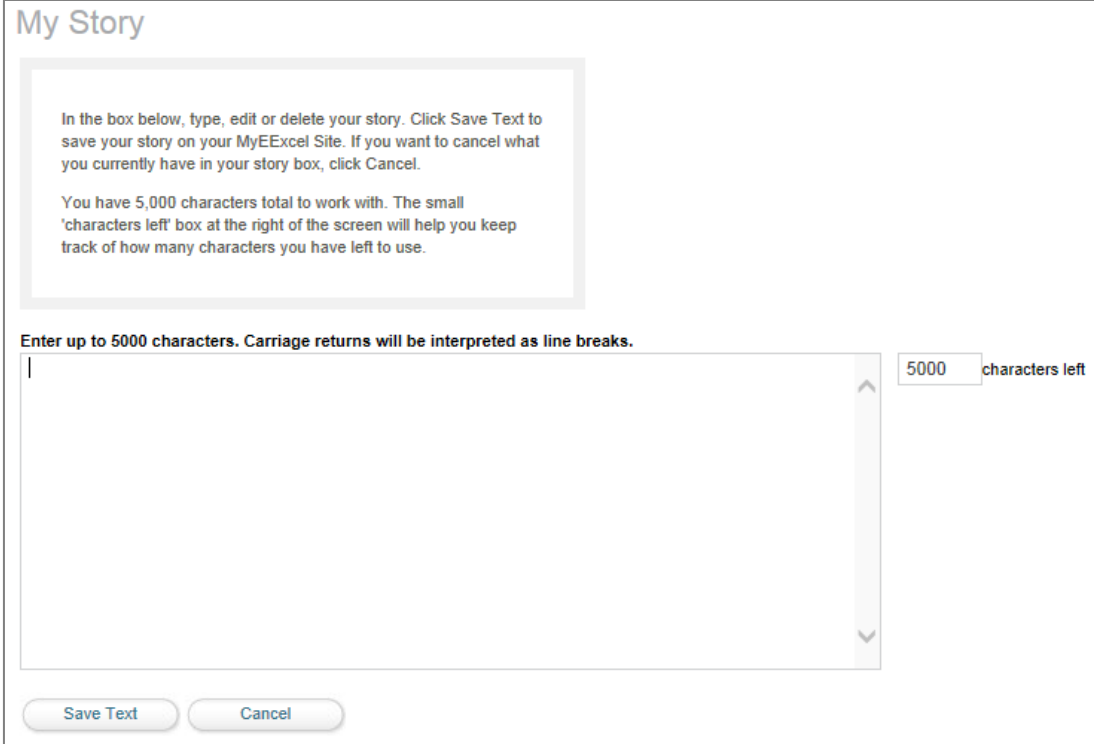
My sincere goal is to help everyone experience a healthy life outlook by understanding how to properly support their immune system. By consuming the necessary resources they need to strengthen their immune system, they can maximize their potential for health and happiness.

If you are interested in learning more about the science of Nutritional Immunology and how to keep your immune system in tip-top shape, please contact me.

Are you sure you want to use this as your story?

Again, if you want to keep this story, click **Yes** under 'Are you sure you want to use this as your story?'
Otherwise, select **No** to return to the selection page.

Write My Own Story: When you choose this option, the following screen is shown to allow you to enter your story in your own words.



My Story

In the box below, type, edit or delete your story. Click Save Text to save your story on your MyEExcel Site. If you want to cancel what you currently have in your story box, click Cancel.

You have 5,000 characters total to work with. The small 'characters left' box at the right of the screen will help you keep track of how many characters you have left to use.

Enter up to 5000 characters. Carriage returns will be interpreted as line breaks.

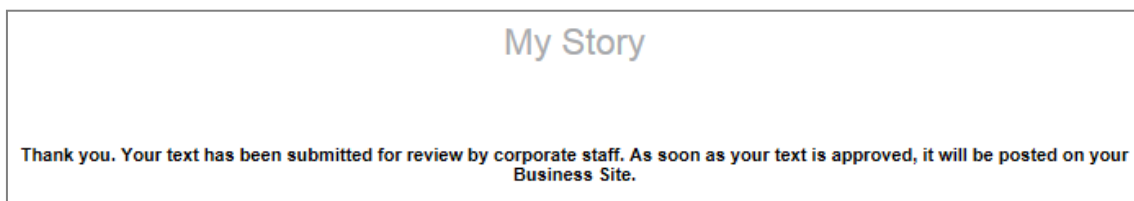
5000 characters left

Save Text Cancel

Enter your story in the field provided. You have up to 5000 characters of space available, and the **characters left** field on the right side of the screen shows you how many more characters you have available for use.

In this field, you may type in your text, delete text or paste text copied from another source. When you are finished and satisfied with your story, click **Save Text**. Or, if you are not happy with your text yet, click **Cancel** to exit the screen.

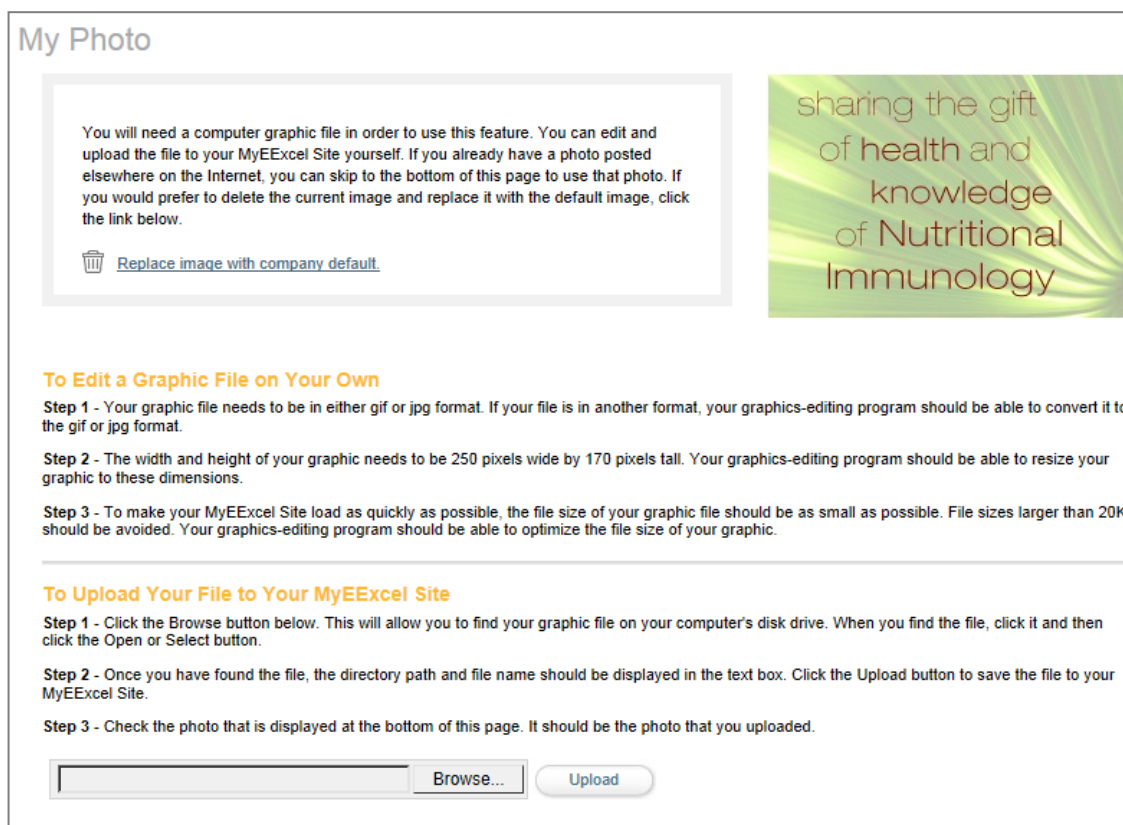
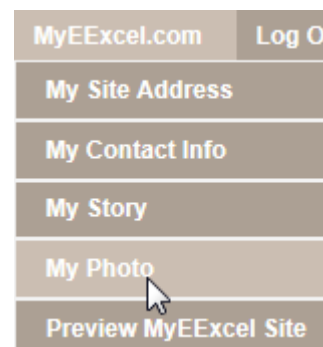
When you save your text, the following message is displayed.



If your story is not approved, you will receive an email message at the address shown on your website explaining why. You can then go back to **My Story** and rewrite your story or choose a basic option.

■ **My Photo**

This option allows you to post your own photograph on your MyEExcel site. Click **My Photo** and you'll see the following screen.



Simply follow the instructions on this screen to load a picture of your choice. You will need a digital file in either JPG or GIF format. The width and height of your photo needs to be 250 pixels wide by 170 pixels

tall. In inches, that is approximately 2.75 inches wide by 1.75 inches tall. A graphics-editing program, if you have access to one, should be able to resize your graphic to these dimensions.

Select one of the other options to upload your photo:

- To Edit a Graphic File on Your Own
- To Upload Your File to Your MyEExcel Site
- If you already have a photo posted on the Internet

and follow the instructions given in each section.

When you select a graphics file, you will receive a message at the top of the page, in red, stating *File was saved as <picturename>*.

At the bottom of the screen you'll see, "Pending review" with a copy of your photo (don't worry if it looks slightly squished—it will be displayed appropriately on your website if you have used the correct dimensions). Once your image has been reviewed and approved, it will appear on your MyEExcel site. If it is not approved, you will receive an email sent to the address on your MyEExcel site explaining why it was not approved.



Until your image is approved, this screen should display the picture you submitted at the bottom of the screen, as shown above, under **Pending Review**. Once it is approved, it will be shown at the top of the screen as My Photo.

■ Preview MyEExcel Site

Once you have completed the first four options under **MyEExcel.com**, it's time to preview your site. Click **Preview MyEExcel Site**.

Your MyEExcel site, with the picture and story you have chosen will be displayed in a new browser window. If you are satisfied with your selections, simply close this window. If you are not satisfied, after you close the window, return to the step(s) in the **MyEExcel.com** menu and change your options.



You can perform any of these steps as often as required to make your site what you want, and in any particular order you want. Please be aware, however, that each time you make a change, your website will again be sent for review and your changes will not take effect until after they have been approved.

When you're done and approved, your personalized MyEExcel site will be live on the Internet, and you can send people to your web address as shown in **My Settings**.



Above is an example of a preview screen.

If you have any questions about setting up your MyEExcel.com site in our Business Center, please feel free to contact Distributor Services at 1-800-733-3744 or email them at customerservice@eexcel.net.