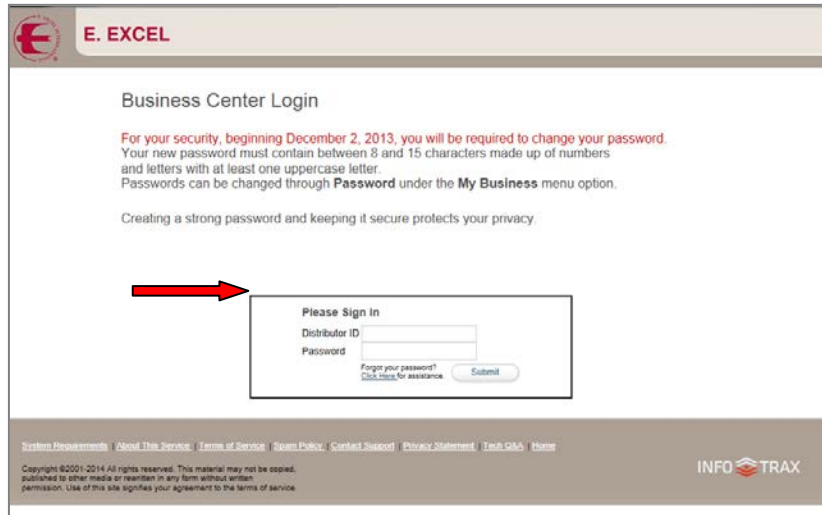


1: Using Your E. EXCEL Business Center

Logging In

1. Click Distributor Login on the E. EXCEL website (www.eexcel.net) located in the upper left corner of the primary section of the screen.
2. The online Business Center Login page appears, as shown to the right. On this page, enter your **Distributor ID** and **Password** in the specified fields on the screen.

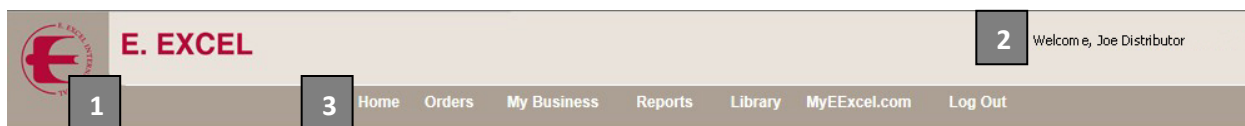


Home Page Layout

This is the Business Center home page, or main screen, shown in full. The following sections break out certain elements of this screen to explain them more fully.



Header



The Header section appears on each page of the Business Center, and the information here applies to all pages.

1. Click the red E. EXCEL swallow logo to return to the home page from anywhere in the Business Center.
2. Your name is displayed in the upper right corner. Make sure you are in *YOUR* Business Center and not someone else's.
3. The main menu is displayed across the lower portion of the header and consists of:

- **Home:** Click to go back to the Home Page.
- **Orders:** Click for a secondary drop down menu that lists your options. The drop down menu allows



- **Order thru Catalog:** Provides information about products, including pictures, ingredients, descriptions, and allows you to place orders for a more complete shopping experience.
- **Order by Product Code:** Quickly place orders by item number if you are familiar with the products you want to purchase.
- **Order & Package Tracking:** Allows you to view current and previous orders, and, when shipped via UPS, to track packages through the UPS Tracking System.

- **My Business:** Click for a secondary drop down menu that lists your options. The drop down menu allows you to



- **Sponsor Distributor:** Click here to sponsor a new Distributor into E. EXCEL. From here just follow the simple directions on the screen.
- **Upgrade to COE:** If you wish to upgrade your E. EXCEL membership to COE member, click here and follow the directions on the screen.
- **Transfer Products:** Allows you to perform product transfers exactly as before.
- **Business Activity:** Displays all the business activity that has happened on your account, including payments, commissions, orders, adjustments and more.
- **My Account Updates:** Change your mailing address, email address or phone numbers here.
- **Password:** Change your password here.
- **Distributor Information:** Current information for your account including your A/R balance summary, sponsor information, volume information and so forth.
- **Commission Preferences:** Select how you want to receive your commissions here. The options are: Add to AR balance, direct deposit into your account and have a check mailed to you.

- **Reports:** Click for a secondary drop down menu that lists the various reports available. The drop down menu presents

Reports	Library	M
Commission Reports		
Downline		
Masters Only Downline		
First Generation Qualified Masters		
Monthly Performance		
Genealogy/Downline		
Graphical Tree		
COE Tracking Report		
Destination Taiwan Contest Status		

- **Commission Reports:** Click to review Commission reports by period.
- **Downline:** Click to review your Downlines by period.
- **Masters Only Downline:** Click to review only the Masters in your Downline by period.
- **First Generation Qualified Masters:** Click to review only your first generation qualified Masters by period.
- **Monthly Performance:** Click to review your performance month-to-month over a selected period range.
- **Genealogy/Downline:** Click to review your genealogy/Downline using criteria you select.
- **Graphical Tree:** Click to review your Downline as a graphical report rather than text.
- **COE Tracking Report:** Click to review those you have enrolled as COE members and your Exceleator Bonuses for a selected period.
- **Contest Status:** This report is used when we have contests running to help you keep track of your standing in the contest. If no contest is currently running, this is either not shown or displays only the framework of the report.

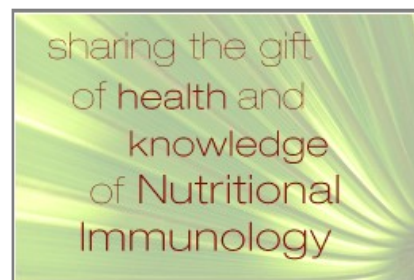
- **Library:** There is no dropdown menu for Library. When clicked, it links you directly to the Library, where you can find a wide variety of information about E. EXCEL products, programs and promotions. If you are looking for something in particular, the Library is a great place to start.
- **MyEExcel.com:** Set up your own MyEExcel.com business website through the links in this drop down menu, which allow you to

MyEExcel.com	Log O
My Site Address	
My Contact Info	
My Story	
My Photo	
Preview MyEExcel Site	

- **My Site Address:** Click here and follow the directions on the screen to select an address (name) for your site.
- **My Contact Info:** Click here to enter the contact information that you want visible on your MyEExcel site.
- **My Story:** Allows you to enter your E. EXCEL story, either on your own, or with help from the Story Builder. Simply follow the steps on the screen. If you do not enter a story, a default story will be used.
- **My Photo:** Place your photo on your MyEExcel site by following the directions on the screen. If you do not upload a picture, a design similar to that shown below will be used instead of a picture.
- **Preview MyEExcel Site:** Once you have entered all the information for your MyEExcel Site, click here to preview your site. You may then go back to change anything you have entered, or submit your site for review.

Each individual MyEExcel site must be approved by E. EXCEL before going live on the Internet. If your site is not approved, you will be notified of why and allowed to change it so it can be approved.

- **Logout:** Click to log out of the E. EXCEL Business Center. You are left on the Business Center Login Page with the notification that 'You are logged out.'



Left Bar

Joe Distributor
4060301
Distributor, Distributor

MY STATUS		
	Current	Last
	03/2014	02/2014
Paid Rank	N	N
Qual Mstr Legs	0	0
PQV	0.00	0.00
PGQV	0.00	0.00
Rolled Up GQV	0.00	0.00
OV	0.00	0.00

My Quick Links
Order thru Catalog
Sponsor Distributor
Transfer Products
Order & Package Tracking

March 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	<u>1</u>
<u>2</u>	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

[View the Events Calendar](#)

The bar on the left side of the Home page displays your name, ID number and membership status at the top.

The **MY STATUS** section shows the following information by month. The Current column will always display information for the current period. The second column—shown here as **LAST**—will appear as **LAST** if before the 20th of the month, indicating that the data in this column is from the last period. The second column will appear as **NEXT** if on or after the 20th of the month.

The rows in the **MY STATUS** table are as follows:

- **Paid Rank** shows a 3-letter code for your current paid rank.
- **Qual Mstr Legs** shows the number of Qualified Master legs under you.
- **PQV** shows your Personal Qualifying Volume for the indicated periods.
- **PGQV** shows your Personal Group Qualifying Volume.
- **Rolled up GQV** shows the Group Qualifying Volume that rolls up to you. Remember, you need 2,000 to be a Master.
- **OV** shows your organizational volume.

My Quick Links gives you quick access to **Place Order** via product codes, **Sponsor Distributor**, **Transfer Products** and **Order & Package Tracking**—all options available through the drop down menus on the header but placed here for your convenience as well.

The **Calendar** at the bottom of the screen will show upcoming Company events, meetings and training activities. Dates with activities are underlined.

Current Information

The top rectangle in this section will cycle through several current or upcoming announcements so that you are always up-to-date on what is going on at E. EXCEL.

The first of the three smaller boxes below provide information on the current **Product of the Month**. When you click this box, you'll find information on the current Product of the Month promotion available from E. EXCEL.

The other two sections in the lower part of the screen are used to highlight a variety of information relevant to Distributors, such as training information, career information, product support, special events and special promotions.



WELCOME!
to Your new
Business Center!

Everything you need to manage your
E. EXCEL business successfully!

Product of the Month
You'll find exciting values here in our Product(s) of the Month and other promotions!

Online Training
Take advantage of online training opportunities! Train yourself so you can train your group on products, contests and more!

Product Support
Have product questions? Check here first for answers and product information sheets! Or ask Product Support!