



ISAGENIX[®]
BACK OFFICE

Manual

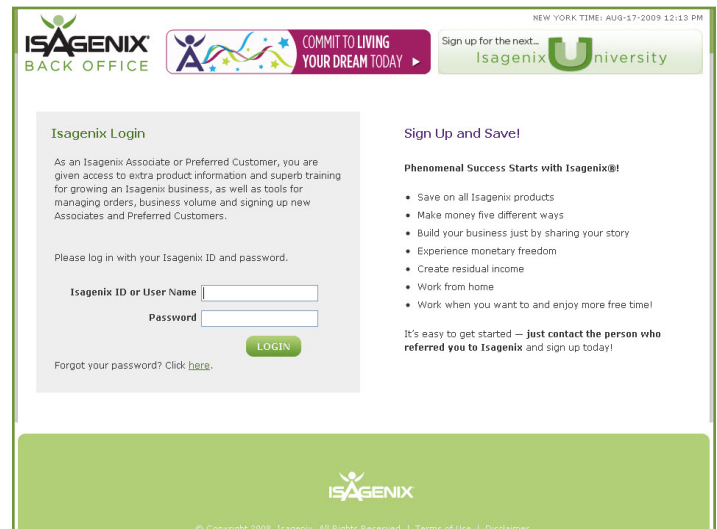
Associate Back Office

Overview

As an **Isagenix Independent Associate** or **Preferred Customer**, you are given access to extra product information and superb training for growing an Isagenix business, as well as tools for managing orders, tracking business volume and enrolling new Isagenix Independent Associates and Preferred Customers.

This manual provides details about each section of your **Associate Back Office**, along with step-by-step instructions to help you get the most out of this essential business tool.

Go to <https://backoffice.isagenix.com> to login to your **Associate Back Office**.



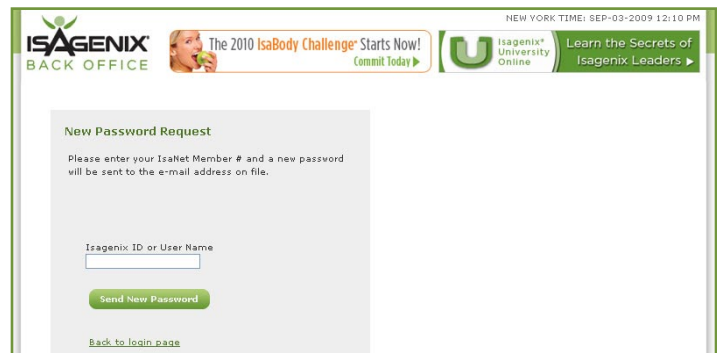
Password

Follow these steps to **Request a New Password**:

- Click the **Forgot Your Password** link on the login screen.
- Enter your **Isagenix ID*** or **Username**.
- Click the **Send New Password** button.

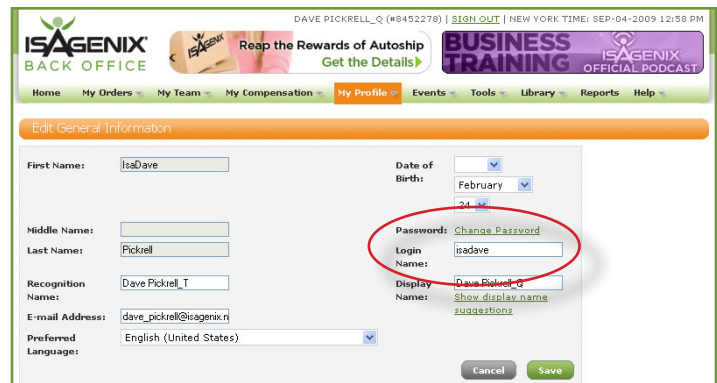
A new password will be sent to the e-mail address under the **My Profile** section.

Once you receive the new password, use it to login to your **Associate Back Office**. You will be able to change it once you login.



Follow these steps to **Change Your Password**:

- Go to the **My Profile** menu
- Select **View/Edit General Information**
- Click the **Change Password** link (circled in red)
- Enter your **current password**
- Enter your **new password**
- Re-enter your new password to confirm.



*Your **Isagenix ID** can be found on invoices from orders received, or in e-mails regarding your initial sign-up, order confirmations, etc. Please call **Customer Service** if you are not able to locate your **Isagenix ID**.

Associate Back Office Account Dashboard

Account Dashboard Page Overview

Once you have successfully logged-in to your **Associate Back Office**, the **Account Dashboard** (Home) page opens.

The **Account Dashboard** page includes:

- **Main Header**
- **Ad Banners**
- **Main Navigation Bar**
- **Member Details Section**
- **Isagenix News Section**
- **Technical Support Area**
- **Current Alerts Section**



Main Header (top of the page):

This section contains some basic information, such as the name you are logged in as, and a link to sign out of your **Associate Back Office**.

Ad Banners (top of the page, under the Main Header):

Click on each banner to see exciting details about that particular event or topic.

Main Navigation Bar (under the ad banners):

Allows you to access all the main menus of your **Associate Back Office** from any page in the system. Simply place your cursor over each title to see a list of options available for that menu.

Member Details Section (left column):

Contains detailed information specific to you. Your orders, team and compensation information are all provided in a simple and organized manner for easy access and review.

Isagenix News Section (center column):

Contains Isagenix news and updates. Product notifications, customer service updates and other important Isagenix announcements will be displayed here.

Technical Support Section (right column):

Click the **Online Tutorial** button on each page to see a tutorial for that section of the site. If you need to contact a customer service representative, just click on the **Chat** or **Telephone** buttons.

Current Alerts Section (right column, under Technical Support):

Shows important alerts about your **Associate Back Office**. Please be sure to check this area often.

Associate Back Office My Orders

My Orders Page Overview

Want to change your **Autoship Order**? Access your **Order History**? Or, simply check a price and place an order? You can do all of this, and more, with one click from the **My Orders** page.

The following sections are found on the **My Orders** page:

Wholesale Order:

- Place Wholesale Order
- View Price List

Order History:

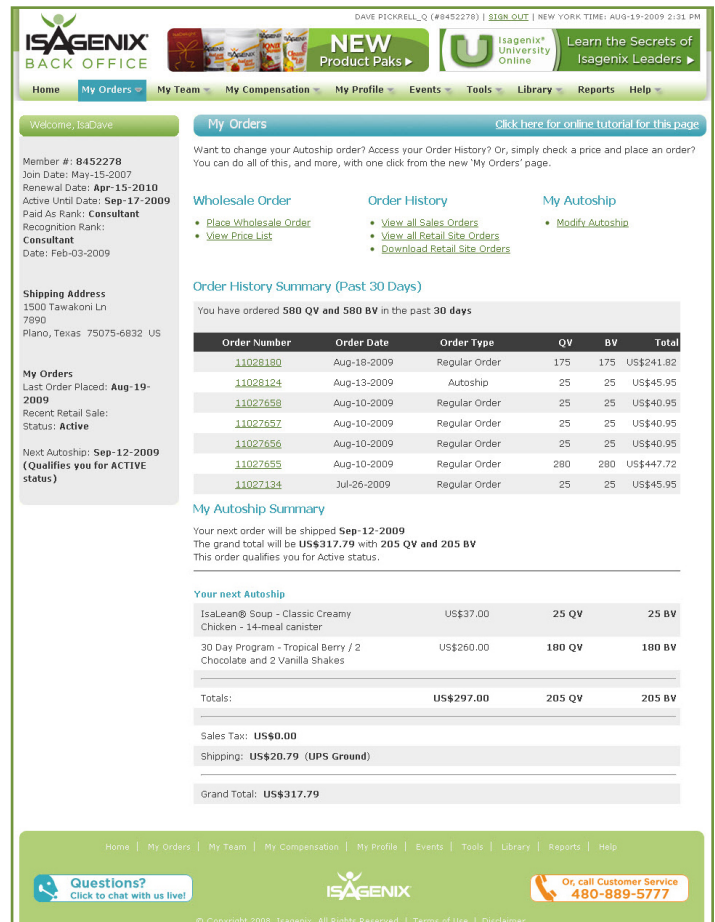
- View All Sales Orders
- View All Retail Site Orders
- Download Retail Site Orders

My Autoship:

- Modify Autoship

This page also gives quick snapshots of:

- **Order History Summary (past 30 days)**
- **My Autoship Summary**



The screenshot shows the 'My Orders' page in the ISAGENIX BACK OFFICE. The page includes a navigation menu, a welcome message, and several key sections:

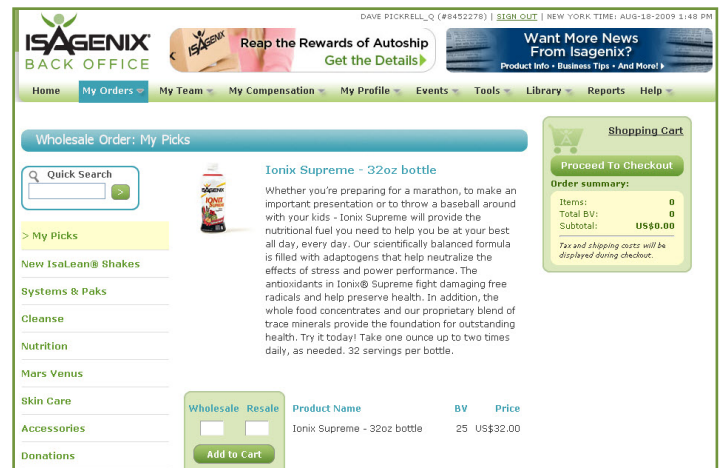
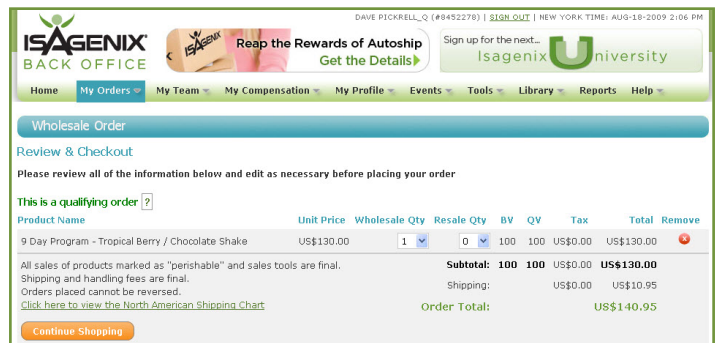
- Member Information:** Member # 0452278, Join Date: May-15-2007, Renewal Date: Apr-15-2010, Active Until Date: Sep-17-2009, Paid As Rank: Consultant, Recognition Rank: Consultant, Date: Feb-03-2009.
- Shipping Address:** 1500 Tawakoni Ln, 7950, Plano, Texas 75075-6832 US.
- My Orders:** Last Order Placed: Aug-19-2009, Recent Retail Sale: Status: Active, Next Autoship: Sep-12-2009 (Qualifies you for ACTIVE status).
- Wholesale Order:** Place Wholesale Order, View Price List.
- Order History:** View all Sales Orders, View all Retail Site Orders, Download Retail Site Orders.
- My Autoship:** Modify Autoship.
- Order History Summary (Past 30 Days):** You have ordered 580 QV and 580 BV in the past 30 days. A table lists recent orders with columns for Order Number, Order Date, Order Type, QV, BV, and Total.
- My Autoship Summary:** Your next order will be shipped Sep-12-2009. The grand total will be US\$317.79 with 205 QV and 205 BV. This order qualifies you for Active status.
- Your next Autoship:** A table lists items like IsaLean® Soup - Classic Creamy Chicken - 14-meal canister (US\$37.00, 25 QV, 25 BV) and 30 Day Program - Tropical Berry / 2 Chocolate and 2 Vanilla Shakes (US\$260.00, 180 QV, 180 BV).
- Totals:** US\$297.00, 205 QV, 205 BV.
- Sales Tax:** US\$0.00.
- Shipping:** US\$20.79 (UPS Ground).
- Grand Total:** US\$317.79.

Associate Back Office My Orders

Wholesale Order: Place Wholesale Order

Follow these steps to **Place a Wholesale Order**:

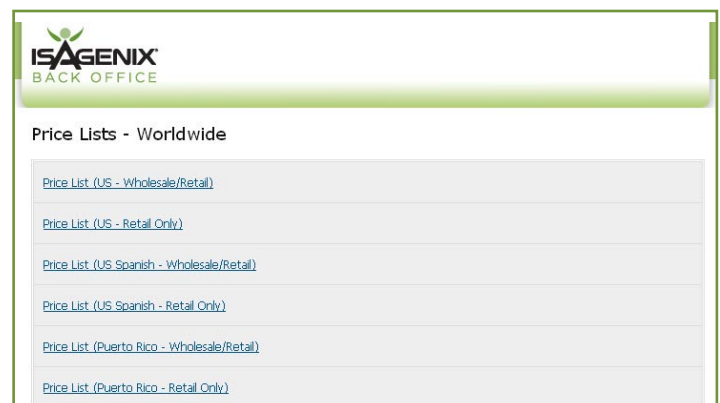
1. Click the **Place Wholesale Order** link.
2. Select the **destination country** for your order. *(Not shown)*
3. Locate products on the **Wholesale Order: My Picks** page. Use the **Quick Search** tool, or select a **Product Category** to easily find items.
4. Enter the desired quantity, and click the **Add to Cart** button.
5. Once you have completed your order, click the **Proceed to Checkout** button in the **Shopping Cart**.
6. The **Wholesale Order: Review & Checkout** page opens. Be sure to review all of the information and edit as necessary before placing your order.
7. Enter your **Payment information**.
8. Enter your **Shipping information**, and any **special delivery instructions** in the space provided.
9. Select the **E-mail Tracking options** that apply to you.
10. Click the **Place Order** button when finished.

Wholesale Order: View Price List

Follow these steps to **View a Price List**:

1. Click the **View Price List** link.
2. Select the link for the **country** and **type of list** (Wholesale/Retail or Retail only) that you would like to see.



Associate Back Office My Orders

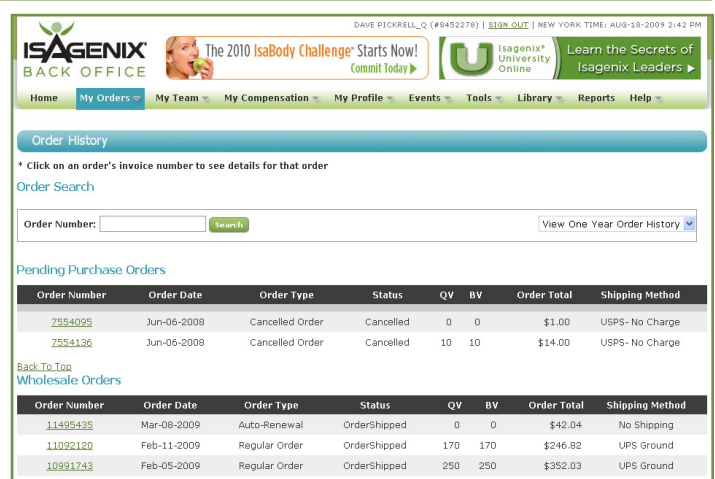
Order History: View All Sales Orders

Follow these steps to **View All Sales Orders**:

1. Click the **View All Sales Orders** link to open the **Order History** page.
2. Enter an **order number** and click the **Search** button to easily locate a specific order.
3. Use the drop-down menu to select **View One Year Order History** (this is the default selection) OR **View All Order History**.
4. Click on an **order's invoice number** to see details for that order.

The **Order History** page displays:

- **Pending Purchase Orders***
- **Wholesale Orders***
- **Returns-Replacements-Cancelled Orders***
- **Autoship Orders***



DAVE PICKRELL_Q (#8452278) | SIGN OUT | NEW YORK TIME: AUG-19-2009 2:42 PM

ISAGENIX BACK OFFICE | The 2010 IsaBody Challenge Starts Now! Commit Today | ISAGENIX University Online | Learn the Secrets of Isagenix Leaders

Home My Orders My Team My Compensation My Profile Events Tools Library Reports Help

Order History

* Click on an order's invoice number to see details for that order

Order Search

Order Number: Search View One Year Order History

Pending Purchase Orders

Order Number	Order Date	Order Type	Status	QV	BV	Order Total	Shipping Method
7554095	Jun-06-2008	Cancelled Order	Cancelled	0	0	\$1.00	USPS- No Charge
7554136	Jun-06-2008	Cancelled Order	Cancelled	10	10	\$14.00	USPS- No Charge

Back To Top


Wholesale Orders

Order Number	Order Date	Order Type	Status	QV	BV	Order Total	Shipping Method
11495435	Mar-08-2009	Auto-Renewal	OrderShipped	0	0	\$42.04	No Shipping
11092120	Feb-11-2009	Regular Order	OrderShipped	170	170	\$246.82	UPS Ground
10991743	Feb-05-2009	Regular Order	OrderShipped	250	250	\$352.03	UPS Ground

Order History: View All Retail Site Orders

Follow these steps to **View All Retail Site Orders**:

1. Click the **View All Retail Site Orders** link.
2. Use the drop-down menu to select **View One Year Order History** (default) or **View All Order History**.
3. Click on an **order's invoice number** to see details for that order.



DAVE PICKRELL_Q (#8452278) | SIGN OUT | NEW YORK TIME: AUG-19-2009 12:26 PM

ISAGENIX BACK OFFICE | Cleanse My Life WHY CLEANSE EVERY DAY? | Get the sales tools you need to succeed. isaSalesTools.com

Home My Orders My Team My Compensation My Profile Events Tools Library Reports Help

Order History

* Click on an order's invoice number to see details for that order

View One Year Order History

Retail Site Orders

Order #	Order Date	Name	Order Status	Total BV	Order Total	Shipping Method	Email	Daytime Phone
11027020	Jul-21-2009	Account Test	WarehouseAssembly	125	US\$248.59	Ground		123456789

Back To Top

*If applicable to your Order History.

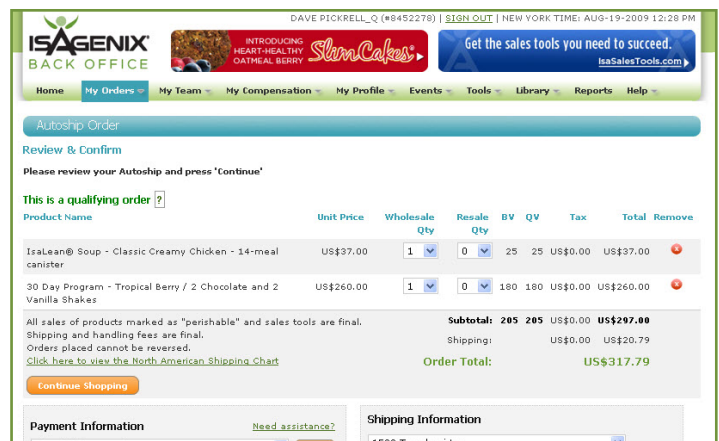
Associate Back Office **My Orders**

My Autoship: Modify Your Autoship

Follow these steps to **Modify Your Autoship:**

1. Click the **Modify Autoship** link.
2. Select **Add Products to My Autoship** button or the **Edit My Autoship** button.
3. Make the desired changes and click the **Confirm Autoship** button.

Note: You may modify or cancel your **Autoship** at any time. However, please keep in mind that changes must be made before midnight (New York, Eastern Standard Time) on your scheduled **Shipping Date**.



ISAGENIX BACK OFFICE

DAVE PICKRELL_Q (#8452278) | SIGN OUT | NEW YORK TIME: AUG-19-2009 12:28 PM

INTRODUCING HEART-HEALTHY OATMEAL BERRY *SlurCakes*™

Get the sales tools you need to succeed. [IsaSalesTools.com](#)

Home My Orders My Team My Compensation My Profile Events Tools Library Reports Help

Autoship Order

Review & Confirm

Please review your Autoship and press "Continue"

This is a qualifying order ?

Product Name	Unit Price	Wholesale Qty	Resale Qty	BV	QV	Tax	Total	Remove
IsaLean® Soup - Classic Creamy Chicken - 14-meal canister	US\$37.00	1	0	25	25	US\$0.00	US\$37.00	
30 Day Program - Tropical Berry / 2 Chocolate and 2 Vanilla Shakes	US\$260.00	1	0	180	180	US\$0.00	US\$260.00	
All sales of products marked as "perishable" and sales tools are final. Shipping and handling fees are final. Orders placed cannot be reversed. Click here to view the North American Shipping Chart							Subtotal: 205 205 US\$0.00	US\$297.00
						Shipping:	US\$0.00	US\$20.79
						Order Total:	US\$317.79	

Continue Shopping

Payment Information [Need assistance?](#)

Shipping Information
1500 Tawakoni Ln

For example, if your shipping date is September 13, you may make changes up until 11:59pm EST (8:59pm PST) on September 12 for the current Autoship. Any changes made on or after September 13 will take effect the following Autoship on October 12 (because the shipping dates are exactly 30 days apart).

Associate Back Office My Team

My Team Page Overview

Keeping your team organized and supporting their goals has never been easier! The **My Team** page provides easy access to view your placement tree, view or download personally enrolled members, or even see which team members have enrolled in the IsaBody Challenge™.

The following sections are on the **My Team** page:

Personally Enrolled:

- Enroll a New Member
- View Personally Enrolled Summary
- View Personally Enrolled - All
- View Personally Enrolled - Renewed
- View Personally Enrolled - Non-Renewed
- Apply for International Sponsorship

My Downline:

- View Placement Tree
- View New Member Report (past 30 days)

My IsaBody Registrations:

- Register Myself or another participant
- Manage My IsaBody registrations
- View the Official Rules
- Visit IsaBodyChallenge.com

Reports:

- Download Personally Enrolled - Renewed
- Download Personally Enrolled - Non-Renewed

Contests:

- My Contest Details
- My Contest Details (previous month)
- View Contest Details



The screenshot shows the ISAGENIX BACK OFFICE My Team page. At the top, there is a navigation bar with links for Home, My Orders, My Team (selected), My Compensation, My Profile, Events, Tools, Library, Reports, and Help. Below the navigation bar, the page is divided into several sections:

- Welcome, IsaDave:** A green banner with a link to a tutorial.
- Member Information:** Member # 8452278, Join Date: May-15-2007, Renewal Date: Apr-15-2010, Active Until Date: Sep-17-2009, Paid As Rank: Consultant, Recognition Rank: Consultant, Date: Feb-03-2009.
- International Regions:** International Regional Associate Application - Asian Pacific (Reg 20): Renewal Date May-18-2008.
- My Team:** Recent Sign-Up: Account Test, Recent Sign-Up Date: Aug-19-2009. Total Associates (Personally Enrolled): 37. Right: 17 (Active Associates: 3, Inactive Members: 14). Left: 20 (Active Associates: 5, Inactive Members: 15).
- Personally Enrolled:** Links for Enroll New Member, View Personally Enrolled Summary, View Personally Enrolled - All, View Personally Enrolled - Renewed, View Personally Enrolled - Non-Renewed, and International Sponsorship.
- My Downline:** Links for View Placement Tree and View New Member Report (past 30 days).
- Reports:** Links for Download Personally Enrolled (renewed) and Download Personally Enrolled (non-renewed).
- Contests:** Your current contest totals for 2009 'Winter Windfall' Contest. Earned Points: 95, Earned Entries: 95. Link for View contest earnings detail.

At the bottom, there is a footer with a navigation bar, a "Questions? Click to chat with us live!" button, the ISAGENIX logo, and a "Or, call Customer Service 480-889-5777" button. The copyright notice is © Copyright 2008, Isagenix. All Rights Reserved. | Terms of Use | Disclaimer.

Associate Back Office My Team

IsaBody Challenge™

If you're ready to lose weight, get in shape and compete for your share of \$150,000 in cash and prizes, join the Challenge today! Please read the contest Rules before signing up to ensure you understand the requirements - visit the Rules section at IsaBodyChallenge.com.

Follow these steps to **Register for the IsaBody Challenge:**

- Click the **Register Myself or Another Participant** link on the **My Team** page.

The **IsaBody Challenge** page opens.

- Select the appropriate **age category**.
- Enter the **applicant information**.
- Click the **Enter the IsaBody Challenge** button.



Back Office ISAGENIX World Leader in Nutritional Cleansing™

DAVE PICKRELL, Q (#8452278) | SIGN OUT | NEW YORK TIME: FEB-10-2010 12:32 PM

Home My Orders My Team My Compensation My Profile Events Tools Library Reports Help

Welcome, IsaDave

Member #: 8452278
Join Date: May-15-2007
Renewal Date: Mar-15-2010
Active Until Date: Inactive
Paid As Rank: Associate
Recognition Rank: Consultant
Date: Feb-05-2009

International Regions
International Regional
Associate Application - Asian Pacific (Reg 20): Renewal Date Dec-31-2009

My Team
Recent Sign-Up: Tony Blodgett
Recent Sign-Up Date: Nov-10-2009

Total Associates (Personally Enrolled): 23
Rights: 9
Active Associates: 0
Inactive Members: 9

Left: 14
Active Associates: 0
Inactive Members: 14

IsaBody Challenge

IsaBody Online Registration Form
If you're ready to lose weight, get in shape and compete for your share of \$150,000 cash and prizes, join the Challenge today! Please read the contest Rules before signing up to ensure you understand the requirements - visit the Rules section at IsaBodyChallenge.com.

(all fields are required unless otherwise noted)

Step 1: Select the appropriate category below:

Male 18-35 Female 18-35 Group
 Male 36-49 Female 36-49
 Male 50+ Female 50+

Step 2: Please complete information below and click on the "Enter the IsaBody Challenge" button:

IsaBody Applicant

Isagenix ID#: (leave blank if not Independent Isagenix Associate)

First Name: Last Name: Phone: Email:

Address: City: State/Province: Armed Forces Americas
ZIP/Postal Code:

Date of Birth: Year: Month: Day: Current Weight: Height: Pounds Feet Inche

I agree to the terms and conditions and I understand the photo and essay requirements
 I am a legal resident of USA

Enter the IsaBody Challenge

Contests

Follow these steps to **View Executive Leadership Bonus Pool***:

- Click the **My Contest Detail** link on the **My Team** mainpage.

The **Executive Leadership Bonus Pool** page displays your **13-week Net Cycle Benchmark**, **Weekly Net Cycle Growth**, **Weekly Qualification** and **Qualified Net Cycle Growth**.

For more information, click the **View Contest Details** link on the **My Team** page.

Executive Leadership Bonus Pool

Current bonus pool details for IsaDave Pickrell
Start Date: 25-Jan-2010 End Date: 21-Feb-2010

13 Week Net Cycle Benchmark

Week	Week Ending	4PET Cycle Count
1	25-Oct-2009	0
2	08-Nov-2009	0
3	15-Nov-2009	0
4	20-Dec-2009	0
5	03-Jan-2010	0

Net Cycle Benchmark:

Weekly Net Cycle Growth

Week	Week Ending	4PET Cycles	Benchmark	Net Cycle Growth

Monthly Net Cycle Growth:

My Weekly Qualification

Week	Week Ending	Highest Paid as Rank	Lowest Paid As Rank	Team Bonus Cycles	Golden Circle Level

Qualified Net Cycle Growth

Pool	Qualified Weeks	Weeks in the Month	Monthly Net Cycles	Qualified Shares

* North America only. Ends August 22, 2010.

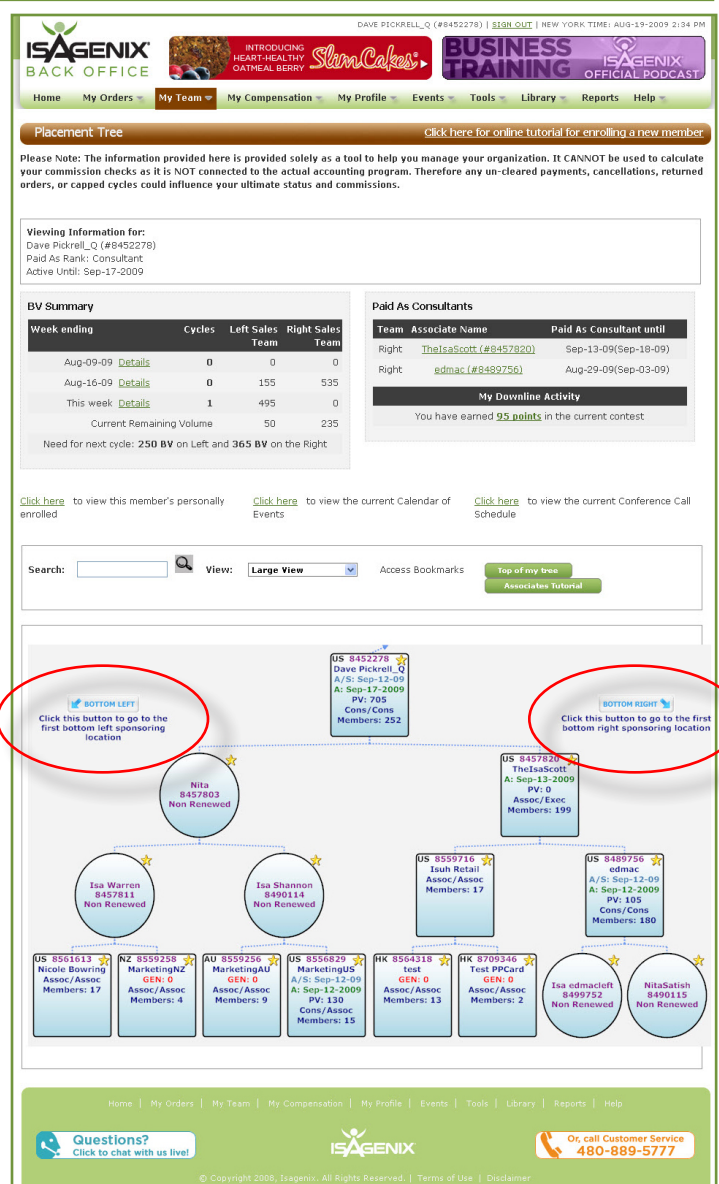
Associate Back Office My Team

Personally Enrolled: Enroll New Member

Scroll down to your **Placement Tree** at the bottom of the page. Your name will be displayed at the top of your **Placement Tree**.

Buttons on each side will guide you to the **next available position** on your tree. *(Circled in red)*

- Click the **Bottom Left** button to go to the first bottom-left sponsoring location in your downline.
- Click the **Bottom Right** button to go to the first bottom-right sponsoring location in your downline.



DAVE PICKRELL_Q (#8452278) | SIGN OUT | NEW YORK TIME: AUG-19-2009 2:34 PM

ISAGENIX BACK OFFICE | INTRODUCING HEART-HEALTHY OATMEAL BERRY SlimCakes | BUSINESS TRAINING ISAGENIX OFFICIAL PODCAST

Home | My Orders | My Team | My Compensation | My Profile | Events | Tools | Library | Reports | Help

Placement Tree [Click here for online tutorial for enrolling a new member](#)

Please Note: The information provided here is provided solely as a tool to help you manage your organization. It CANNOT be used to calculate your commission checks as it is NOT connected to the actual accounting program. Therefore any un-cleared payments, cancellations, returned orders, or capped cycles could influence your ultimate status and commissions.

Viewing Information for:
Dave Pickrell_Q (#8452278)
Paid As Rank: Consultant
Active Until: Sep-17-2009

Week ending	Cycles	Left Sales Team	Right Sales Team
Aug-09-09 Details	0	0	0
Aug-16-09 Details	0	155	535
This week Details	1	495	0
Current Remaining Volume		50	235
Need for next cycle: 250 BV on Left and 365 BV on the Right			

Team	Associate Name	Paid As Consultant until
Right	TheIsaScott (#8457820)	Sep-13-09(Sep-18-09)
Right	edmac (#8489756)	Aug-29-09(Sep-03-09)

My Downline Activity
You have earned **95 points** in the current contest

[Click here](#) to view this member's personally enrolled | [Click here](#) to view the current Calendar of Events | [Click here](#) to view the current Conference Call Schedule

Search: View: **Large View** Access Bookmarks [Top of my tree](#) [Associates Tutorial](#)

BOTTOM LEFT
Click this button to go to the first bottom left sponsoring location

BOTTOM RIGHT
Click this button to go to the first bottom right sponsoring location

US 8452278 Dave Pickrell, Q A/S: Sep-12-09 A: Sep-17-2009 PV: 705 Cons/Cons Members: 252

Nita 8457803 Non Renewed

Isa Warren 8457811 Non Renewed

Isa Shannon 8490114 Non Renewed

TheIsaScott A: Sep-13-2009 PV: 0 Assoc./Exec Members: 199

US 8559716 Isiah Retail Assoc./Assoc Members: 17

US 8489756 edmac A/S: Sep-12-09 A: Sep-12-2009 PV: 105 Cons/Cons Members: 180

US 8561613 Nicole Bowring Assoc/Assoc Members: 17

NZ 8559259 MarketingNZ GEN: 0 Assoc./Assoc Members: 4

AU 8559256 MarketingAU GEN: 0 Assoc./Assoc Members: 9

US 8556829 MarketingUS A/S: Sep-12-09 A: Sep-12-2009 PV: 130 Cons/Assoc Members: 15

HK 8564318 test GEN: 0 Assoc./Assoc Members: 13

HK 8709246 Test PCard GEN: 0 Assoc./Assoc Members: 2

Isa edmac1ct 8499752 Non Renewed

NitaSatisH 8490115 Non Renewed

Home | My Orders | My Team | My Compensation | My Profile | Events | Tools | Library | Reports | Help

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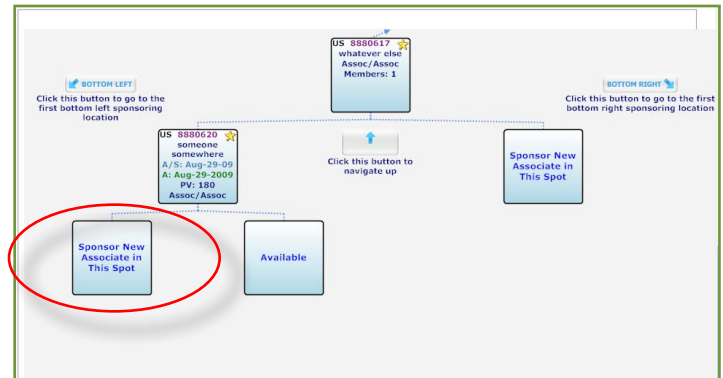
Associate Back Office **My Team**

Personally Enrolled: Enroll New Member (continued)

The **My Team** page opens.

Once again, scroll down to your **Placement Tree diagram** at the bottom of the page.

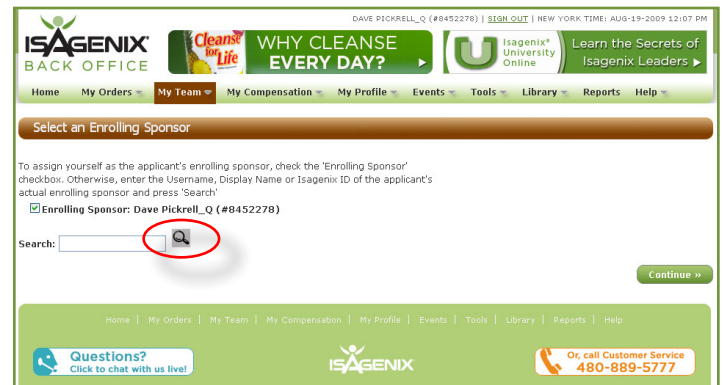
Select **Sponsor New Associate in This Spot** on the either side of your **Placement Tree**. *(Circled in red)*



The **Select an Enrolling Sponsor** page opens.

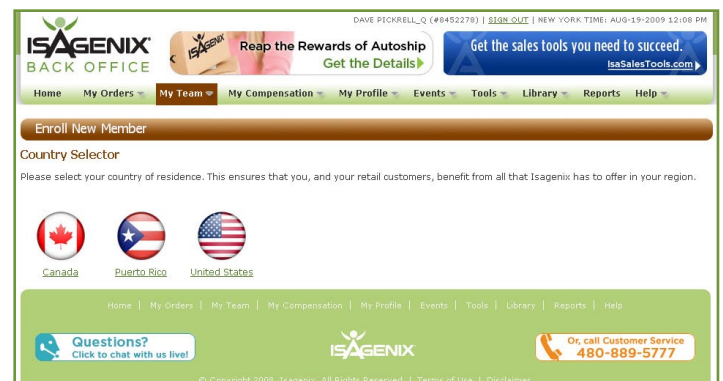
To assign yourself as the new member's enrolling sponsor, select the **Enrolling Sponsor** checkbox.

Otherwise, enter the Username, Display Name or Isagenix ID of the new member's actual enrolling sponsor and click the **Search** icon. *(Circled in red)*



The **Enroll New Member: Country Selector** page opens.

Select the **new member's** country of residence.



Associate Back Office My Team

Personally Enrolled: Enroll New Member (continued)

The **Enroll New Member: Autoship Rewards Program** page opens.

The new member has the following choices:

- Yes, I want to enroll as an independent Isagenix Associate and participate in the Autoship Program for an annual fee, which will provide valuable benefits (*this is the default selection*).
- No thanks, please show me other options.

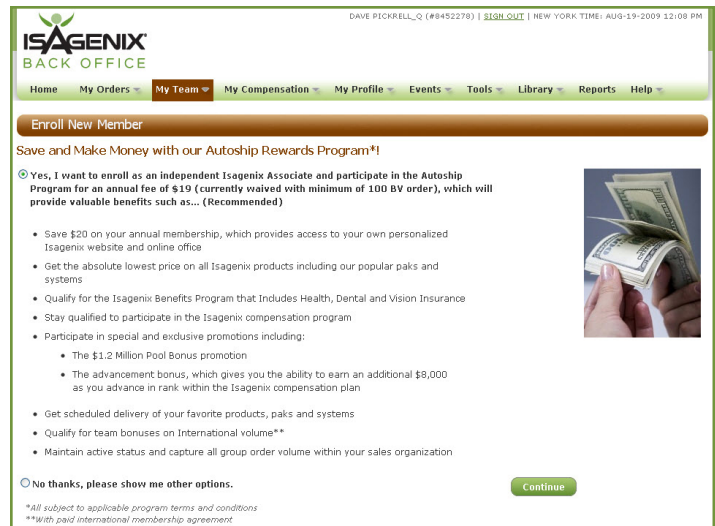
Make a selection, then click the **Continue** button.

If the new member selects **No thanks, please show me other options**, the **New Member Account Information** page opens.

The following **Account Options** are listed at the top of the page:

- **Independent Isagenix Associate Account (with Autoship)** (*this is the default selection*)
- **Independent Isagenix Associate Account (without Autoship)**
- **Preferred Customer Account (with Autoship)**
- **Preferred Customer Account (without Autoship)**

Make a selection, then scroll down the page to enter the **Account Information**.



ISAGENIX BACK OFFICE

Home My Orders My Team My Compensation My Profile Events Tools Library Reports Help

Enroll New Member

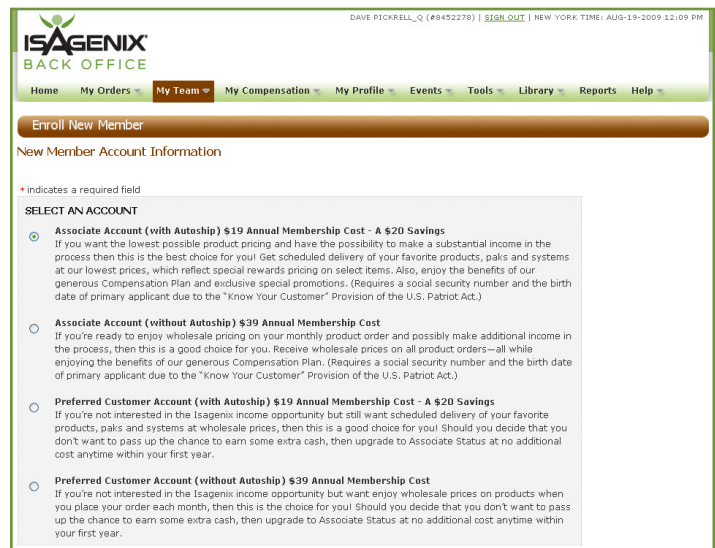
Save and Make Money with our Autoship Rewards Program*!

Yes, I want to enroll as an independent Isagenix Associate and participate in the Autoship Program for an annual fee of \$19 (currently waived with minimum of 100 BV order), which will provide valuable benefits such as... (Recommended)

- Save \$20 on your annual membership, which provides access to your own personalized Isagenix website and online office
- Get the absolute lowest price on all Isagenix products including our popular paks and systems
- Qualify for the Isagenix Benefits Program that Includes Health, Dental and Vision Insurance
- Stay qualified to participate in the Isagenix compensation program
- Participate in special and exclusive promotions including:
 - The \$1.2 Million Pool Bonus promotion
 - The advancement bonus, which gives you the ability to earn an additional \$8,000 as you advance in rank within the Isagenix compensation plan
- Get scheduled delivery of your favorite products, paks and systems
- Qualify for team bonuses on International volume**
- Maintain active status and capture all group order volume within your sales organization

No thanks, please show me other options.

*All subject to applicable program terms and conditions
**With paid international membership agreement



ISAGENIX BACK OFFICE

Home My Orders My Team My Compensation My Profile Events Tools Library Reports Help

Enroll New Member

New Member Account Information

* indicates a required field

SELECT AN ACCOUNT

- Associate Account (with Autoship) \$19 Annual Membership Cost - A \$20 Savings**
If you want the lowest possible product pricing and have the possibility to make a substantial income in the process then this is the best choice for you! Get scheduled delivery of your favorite products, paks and systems at our lowest prices, which reflect special rewards pricing on select items. Also, enjoy the benefits of our generous Compensation Plan and exclusive special promotions. (Requires a social security number and the birth date of primary applicant due to the "Know Your Customer" Provision of the U.S. Patriot Act.)
- Associate Account (without Autoship) \$39 Annual Membership Cost**
If you're ready to enjoy wholesale pricing on your monthly product order and possibly make additional income in the process, then this is a good choice for you. Receive wholesale prices on all product orders—all while enjoying the benefits of our generous Compensation Plan. (Requires a social security number and the birth date of primary applicant due to the "Know Your Customer" Provision of the U.S. Patriot Act.)
- Preferred Customer Account (with Autoship) \$19 Annual Membership Cost - A \$20 Savings**
If you're not interested in the Isagenix income opportunity but still want scheduled delivery of your favorite products, paks and systems at wholesale prices, then this is a good choice for you! Should you decide that you don't want to pass up the chance to earn some extra cash, then upgrade to Associate Status at no additional cost anytime within your first year.
- Preferred Customer Account (without Autoship) \$39 Annual Membership Cost**
If you're not interested in the Isagenix income opportunity but want enjoy wholesale prices on products when you place your order each month, then this is the choice for you! Should you decide that you don't want to pass up the chance to earn some extra cash, then upgrade to Associate Status at no additional cost anytime within your first year.

Associate Back Office My Team

Personally Enrolled: Enroll New Member (continued)

First, the new member must create a **Username and Password**.

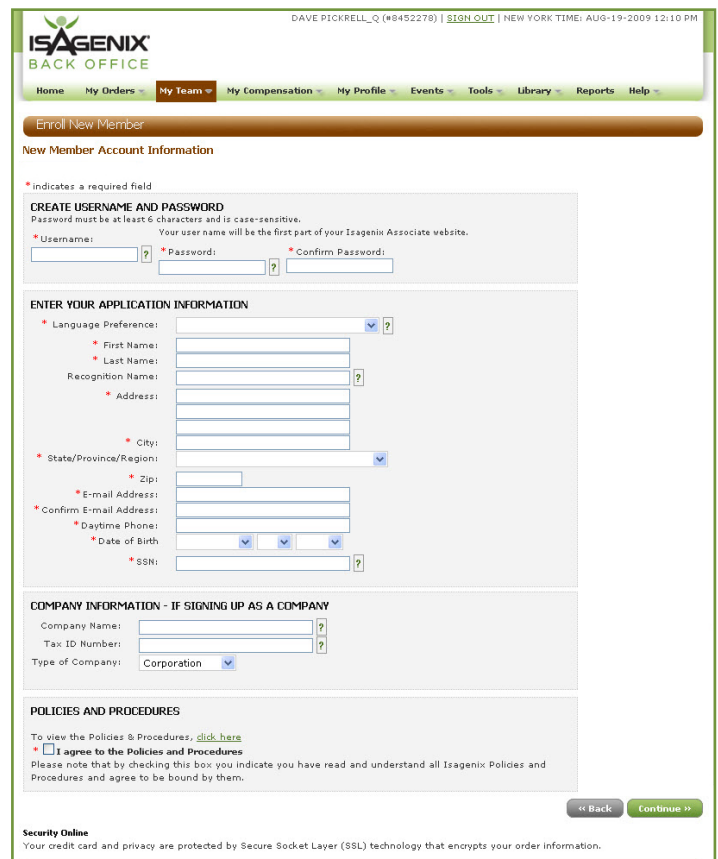
Note: the **Username** will be the first part of the new member's Isagenix Associate Web site. The **Password** must be at least 6 characters and is case-sensitive.

Next, enter the new member's **Application Information**.

Enter the **Company Information**, if the new member is signing up as a company.

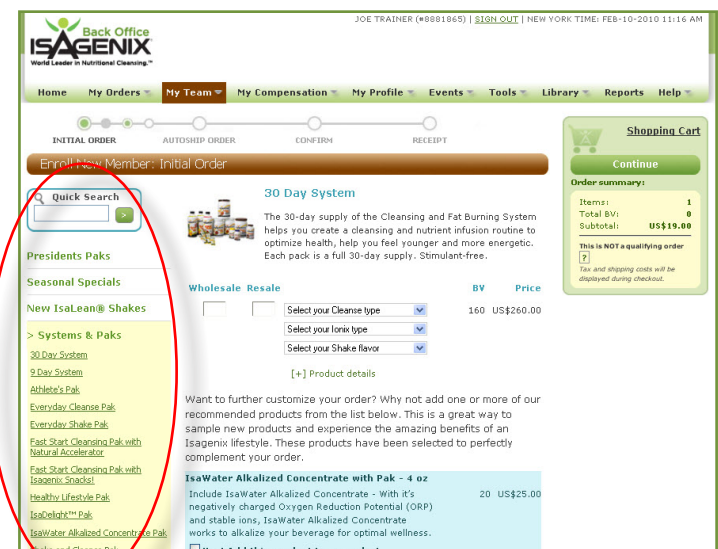
Check the **I agree with the Policies and Procedures** box indicating the new member has read and understood the Policies and Procedures.

Click the **Continue** button to proceed.



The **Enroll New Member: Initial Order** page opens.

Use the **Product Category** menu on the left side of the page or the **Quick Search** function to easily locate products. (Circled in red)



Associate Back Office My Team

Personally Enrolled: Enroll New Member (continued)

Enter the quantity under **Wholesale** if product will be used by the new member or their immediate family.*

Enter the quantity under **Resale** if product will be re-sold through the new member's Isagenix business.*

Click the **Add to Cart** button to place items in the **Shopping Cart**.

The **Shopping Cart** will remain visible as you scroll down the page.

Click the **Continue** button in the **Shopping Cart** when finished.

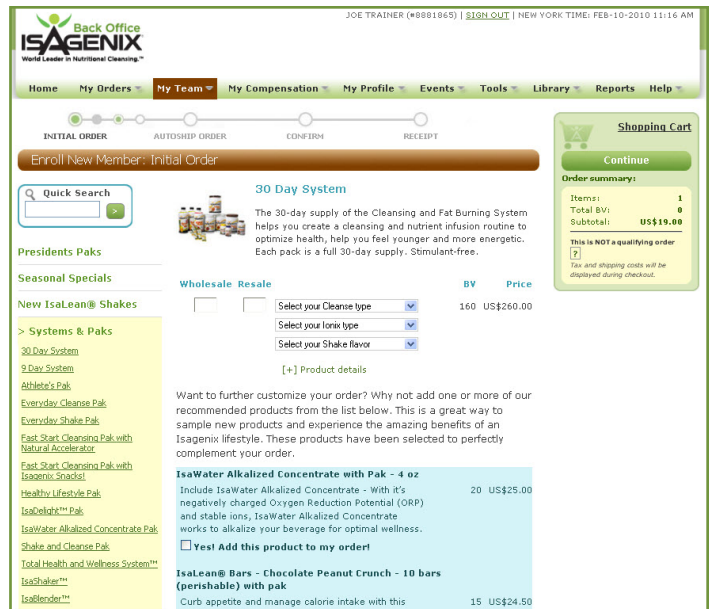
The **Enroll New Member: Initial Order** page opens.

Review the initial order and make any **edits** desired.

Click the **Continue Shopping** button to add more products.

Enter the new member's **payment** and **shipping information**.

Click the **Continue** button at the bottom of the page when finished. *(Not shown)*



JOE TRAINER (#881865) | SIGN OUT | NEW YORK TIME: FEB-10-2010 11:16 AM

Home My Orders **My Team** My Compensation My Profile Events Tools Library Reports Help

INITIAL ORDER AUTOSHIP ORDER CONFIRM RECEIPT

Enroll New Member: Initial Order

Quick Search

30 Day System

The 30-day supply of the Cleansing and Fat Burning System helps you create a cleansing and nutrient infusion routine to optimize health, help you feel younger and more energetic. Each pack is a full 30-day supply. Stimulant-free.

Presidents Paks

Seasonal Specials

	Wholesale	Resale	BV	Price
New IsaLean® Shakes	<input type="checkbox"/>	<input type="checkbox"/>	Select your Cleanse type	160 US\$260.00
			Select your Ionix type	
			Select your Shake flavor	
[+] Product details				

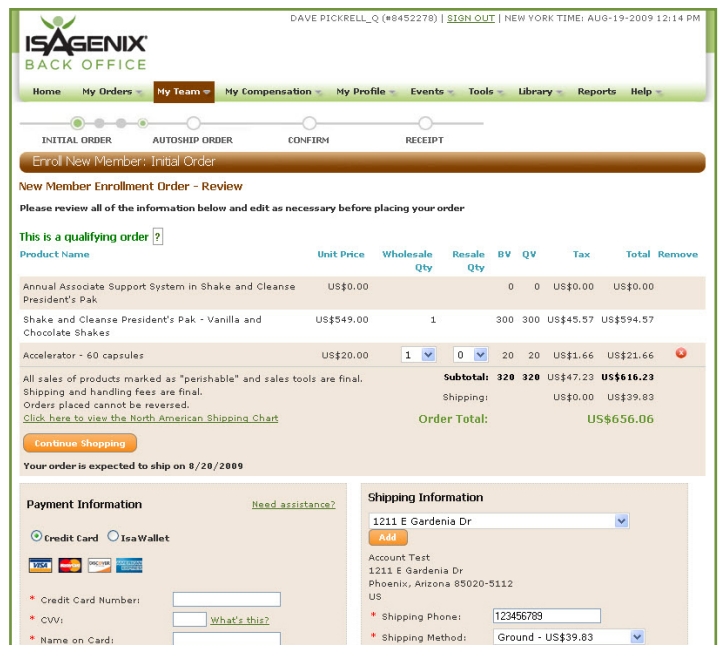
Want to further customize your order? Why not add one or more of our recommended products from the list below. This is a great way to sample new products and experience the amazing benefits of an Isagenix lifestyle. These products have been selected to perfectly complement your order.

IsaWater Alkalized Concentrate with Pak - 4 oz	20	US\$25.00
Include IsaWater Alkalized Concentrate - With it's negatively charged Oxygen Reduction Potential (ORP) and stable ions, IsaWater Alkalized Concentrate works to alkalize your beverage for optimal wellness.		
<input type="checkbox"/> Yes! Add this product to my order!		
IsaLean® Bars - Chocolate Peanut Crunch - 10 bars (perishable) with pak	15	US\$24.50
Curb appetite and manage calorie intake with this		

Order summary:

Items: 1
Total BV: 0
Subtotal: US\$19.00

This is NOT a qualifying order
Tax and shipping costs will be displayed during checkout.



DAVE PICKRELL_Q (#8452278) | SIGN OUT | NEW YORK TIME: AUG-19-2009 12:14 PM

Home My Orders **My Team** My Compensation My Profile Events Tools Library Reports Help

INITIAL ORDER AUTOSHIP ORDER CONFIRM RECEIPT

Enroll New Member: Initial Order

New Member Enrollment Order - Review

Please review all of the information below and edit as necessary before placing your order

This is a qualifying order ?


Product Name	Unit Price	Wholesale Qty	Resale Qty	BV	QV	Tax	Total	Remove	
Annual Associate Support System in Shake and Cleanse	US\$0.00			0	0	US\$0.00	US\$0.00		
President's Pak									
Shake and Cleanse President's Pak - Vanilla and Chocolate Shakes	US\$549.00	1		300	300	US\$45.57	US\$594.57		
Accelerator - 60 capsules	US\$20.00	1	0	20	20	US\$1.66	US\$21.66		
All sales of products marked as "perishable" and sales tools are final. Shipping and handling fees are final. Orders placed cannot be reversed. Click here to view the North American Shipping Chart							Subtotal: 320 320	US\$47.23	US\$616.23
							Shipping:	US\$0.00	US\$39.83
							Order Total:		US\$656.06

Continue Shopping

Your order is expected to ship on 8/20/2009

Payment Information [Need assistance?](#)

Credit Card IsaWallet



* Credit Card Number:

* CVV: [What's this?](#)

* Name on Card:

Shipping Information

1211 E Gardenia Dr

Add

Account Test
1211 E Gardenia Dr
Phoenix, Arizona 85020-5112
US

* Shipping Phone: 123456789

* Shipping Method: Ground - US\$39.83

*Only for new members that enrolled as an independent Isagenix Associate, Preferred Customers will see Wholesale only.

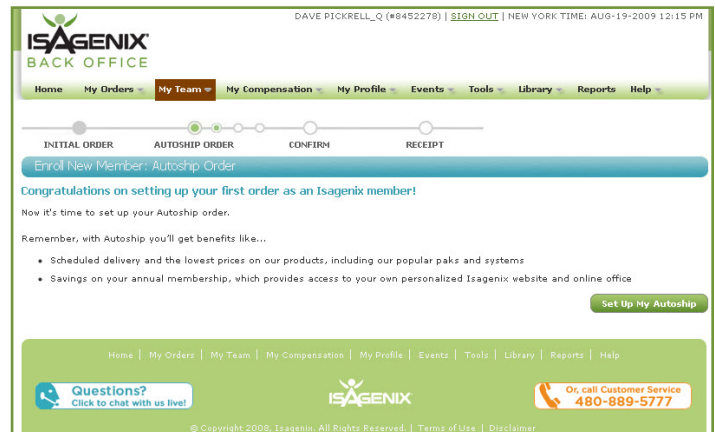
Associate Back Office My Team

Personally Enrolled: Enroll New Member (continued)

The **Enroll New Member: Autoship Setup** page opens.**

Autoship provides benefits like:

- **Scheduled delivery** and the **lowest prices** on Isagenix products, including our popular Paks and systems
- **Savings on annual membership**, which provides access to member's own personalized **Isagenix Web site** and **online office**.
- Click the **Setup My Autoship** button.



The **Enroll New Member: Autoship Order** page opens.**

Review the items in the new member's **Autoship Order**.

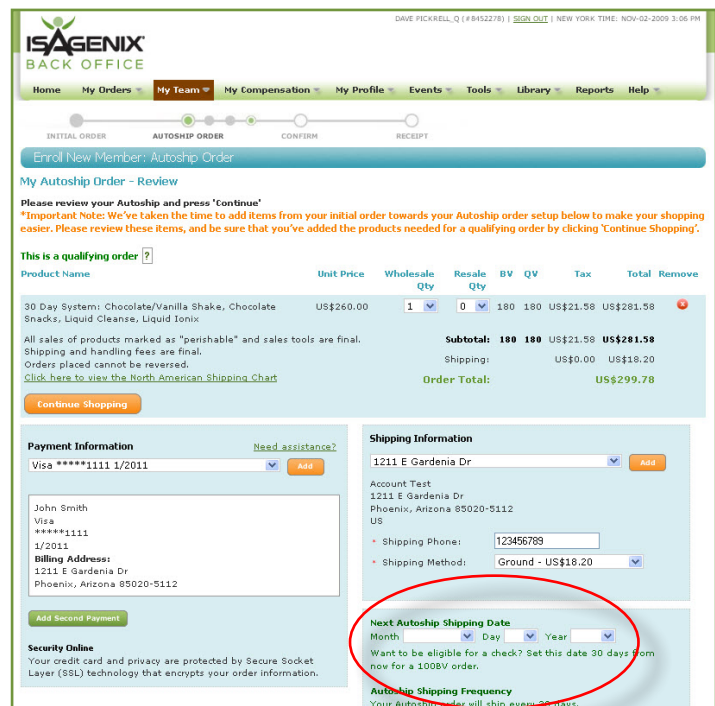
Click the **Continue Shopping** button to add or remove products.

Review all **Payment** and **Shipping Information**.

Select a **Shipping Date**. *(Circled in red)*

Note: the **Shipping Frequency** will be every 30 days from the **Shipping Date**.

Click the **Continue** button at the bottom of the page when finished. *(Not shown)*



**Only for new members that selected the "with Autoship" option on their Account.

Associate Back Office My Team

Personally Enrolled: Enroll New Member (continued)

Review the items in the new member's **Initial Order** (Brown area at the top of the page)

Click the **Edit Order** button to add or remove products, or change payment or shipping information.

If the new member set up an **Autoship Order**, it will be displayed at the bottom of this page. (Blue area)

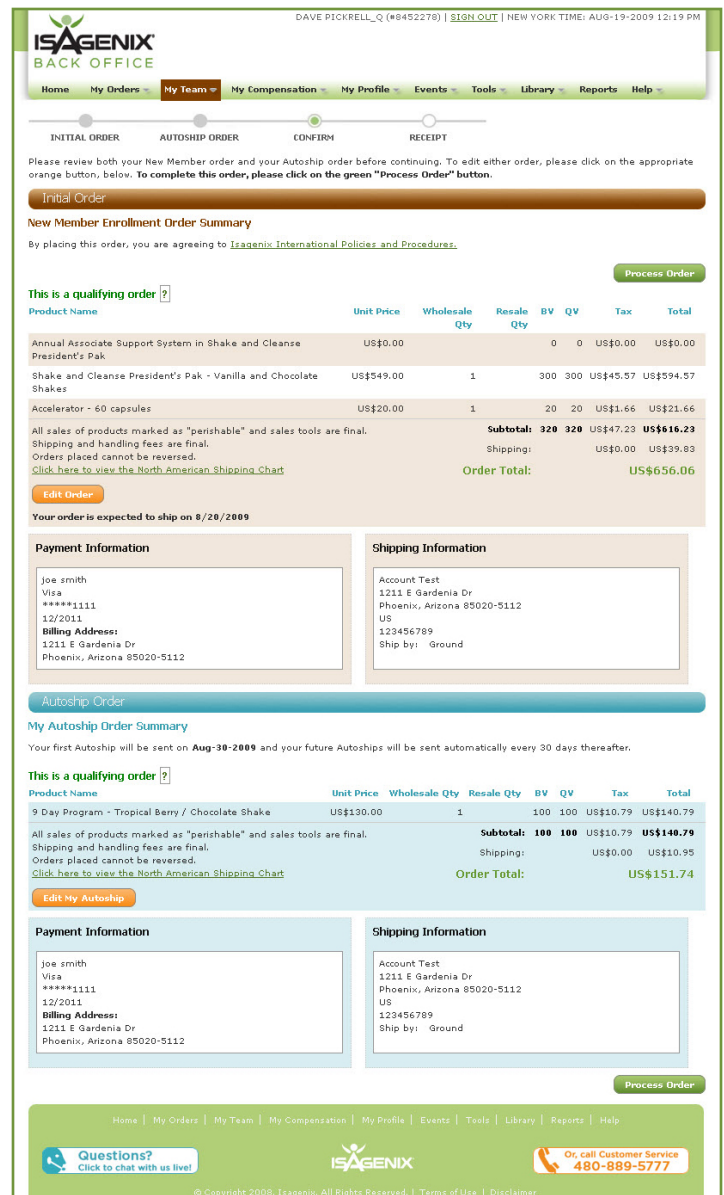
Review the items in the new member's **Autoship order**.

Click the **Edit My Autoship** button to add or remove products, or change payment or shipping information.

Please keep in mind:

- All sales of products marked as "perishable" and sales tools are final.
- Shipping and handling fees are final.
- Orders placed cannot be reversed.

Click the **Process Order** button when finished.



DAVE PICKRELL_Q (#0452278) | SIGN OUT | NEW YORK TIME: AUG-19-2009 12:19 PM

Home | My Orders | **My Team** | My Compensation | My Profile | Events | Tools | Library | Reports | Help

INITIAL ORDER | AUTOSHIP ORDER | CONFIRM | RECEIPT

Please review both your New Member order and your Autoship order before continuing. To edit either order, please click on the appropriate orange button, below. To complete this order, please click on the green "Process Order" button.

Initial Order

New Member Enrollment Order Summary

By placing this order, you are agreeing to [Isagenix International Policies and Procedures](#).

[Process Order](#)

This is a qualifying order ?

Product Name	Unit Price	Wholesale Qty	Resale Qty	BV	QV	Tax	Total		
Annual Associate Support System in Shake and Cleanse President's Pak	US\$0.00			0	0	US\$0.00	US\$0.00		
Shake and Cleanse President's Pak - Vanilla and Chocolate Shakes	US\$549.00	1	300	300		US\$45.57	US\$594.57		
Accelerator - 60 capsules	US\$20.00	1	20	20		US\$1.66	US\$21.66		
All sales of products marked as "perishable" and sales tools are final. Shipping and handling fees are final. Orders placed cannot be reversed. Click here to view the North American Shipping Chart							Subtotal: 320 320	US\$47.23	US\$616.23
							Shipping:	US\$0.00	US\$39.83
							Order Total:		US\$656.06

[Edit Order](#)

Your order is expected to ship on 8/20/2009

Payment Information

Joe smith
 Visa
 ****1111
 12/2011
Billing Address:
 1211 E Gardenia Dr
 Phoenix, Arizona 85020-5112

Shipping Information

Account Test
 1211 E Gardenia Dr
 Phoenix, Arizona 85020-5112
 US
 123456789
 Ship by: Ground

[Autoship Order](#)

My Autoship Order Summary

Your first Autoship will be sent on **Aug-30-2009** and your future Autoships will be sent automatically every 30 days thereafter.

This is a qualifying order ?

Product Name	Unit Price	Wholesale Qty	Resale Qty	BV	QV	Tax	Total		
9 Day Program - Tropical Berry / Chocolate Shake	US\$130.00	1	100	100		US\$10.79	US\$140.79		
All sales of products marked as "perishable" and sales tools are final. Shipping and handling fees are final. Orders placed cannot be reversed. Click here to view the North American Shipping Chart							Subtotal: 100 100	US\$10.79	US\$140.79
							Shipping:	US\$0.00	US\$10.95
							Order Total:		US\$151.74

[Edit My Autoship](#)

Payment Information

Joe smith
 Visa
 ****1111
 12/2011
Billing Address:
 1211 E Gardenia Dr
 Phoenix, Arizona 85020-5112

Shipping Information

Account Test
 1211 E Gardenia Dr
 Phoenix, Arizona 85020-5112
 US
 123456789
 Ship by: Ground

[Process Order](#)

Home | My Orders | My Team | My Compensation | My Profile | Events | Tools | Library | Reports | Help

[Questions?](#) Click to chat with us live!

ISAGENIX

Or, call Customer Service 480-889-5777

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Associate Back Office My Team

Personally Enrolled: Enroll New Member (continued)

The **New Member Enrollment Receipt** page opens. Be sure to **print the receipt** or write down the following information before closing the page: *(Circled in red)*

- Isagenix ID
- Username
- Order Number

Scroll down to the bottom of the page.

Isagenix E-Mail Subscriptions

- Select the news and information you wish to receive in your inbox from Isagenix®.
- Click the link to **Manage Your E-Mail Subscriptions**. Note: You may change your subscriptions at any time by using the link on the **My Profile** mainpage.

Official Isagenix Social Media presence...

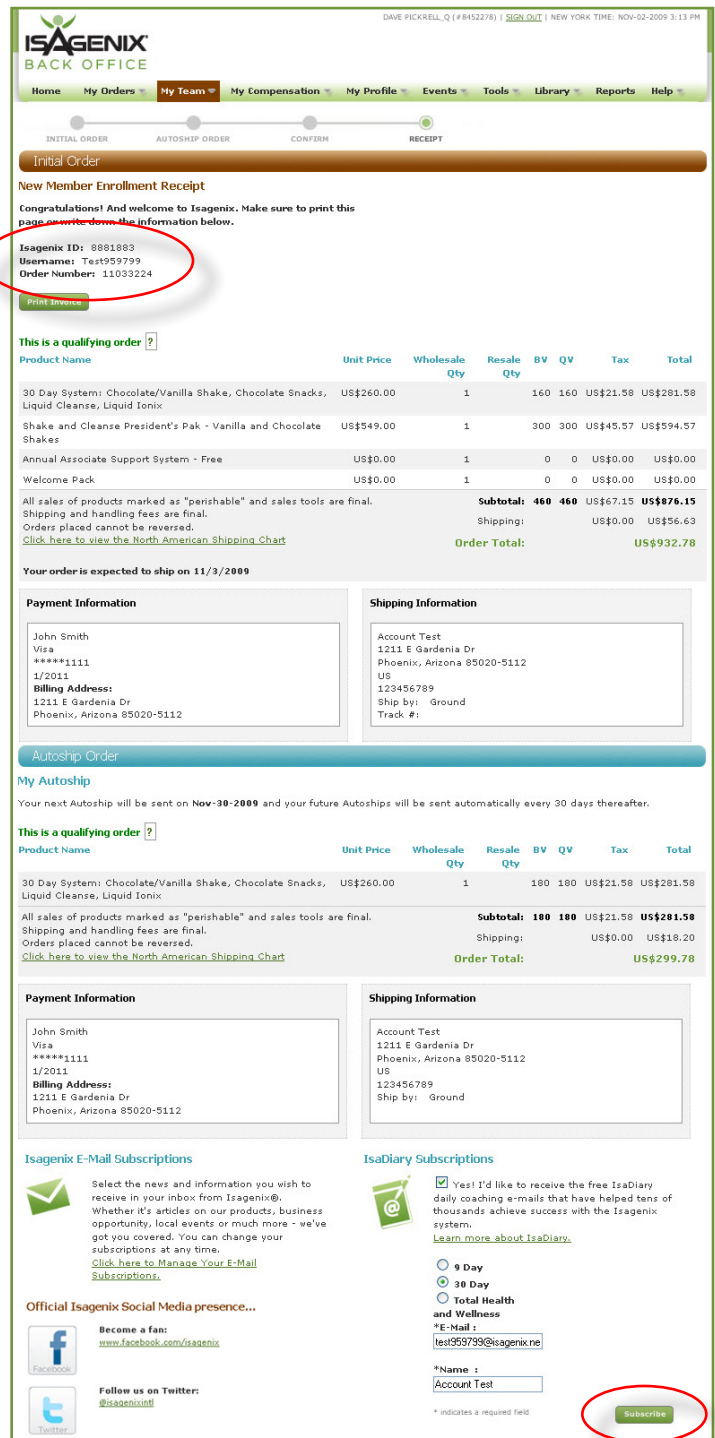
Click the links to:

- Become a **Facebook** fan
- Follow Isagenix on **Twitter**

IsaDiary Subscription

- Check the box to receive the free **IsaDiary** daily coaching e-mails that have helped tens of thousands achieve success with the Isagenix system. *(By default this box is checked)*
- Click the link to **learn more about IsaDiary**.
- Select either the **9-Day, 30-Day** or **Total Health and Wellness** system.
- Enter your **email address** and your **name**.
- Click the **Subscribe** button when finished. *(Circled in red.)*

Congratulations! The **New Member Enrollment Process** is now complete.



DAVE PICKRELL, Q (#8452278) | SIGN OUT | NEW YORK TIME: NOV-02-2009 3:13 PM

ISAGENIX BACK OFFICE

Home My Orders My Team My Compensation My Profile Events Tools Library Reports Help

INITIAL ORDER AUTOSHIP ORDER CONFIRM RECEIPT

Initial Order

New Member Enrollment Receipt

Congratulations! And welcome to Isagenix. Make sure to print this page or write down the information below.

Isagenix ID: 9881893
Username: Test959799
Order Number: 11033224

Print Invoice

This is a qualifying order ?

Product Name	Unit Price	Wholesale Qty	Resale Qty	BV	QV	Tax	Total
30 Day System: Chocolate/Vanilla Shake, Chocolate Snacks, Liquid Cleanse, Liquid Ionix	US\$260.00	1	160	160	0	US\$21.58	US\$281.58
Shake and Cleanse President's Pak - Vanilla and Chocolate Shakes	US\$549.00	1	300	300	0	US\$45.57	US\$594.57
Annual Associate Support System - Free	US\$0.00	1	0	0	0	US\$0.00	US\$0.00
Welcome Pack	US\$0.00	1	0	0	0	US\$0.00	US\$0.00
All sales of products marked as "perishable" and sales tools are final. Shipping and handling fees are final. Orders placed cannot be reversed.						Subtotal:	460 460 US\$67.15 US\$976.15
						Shipping:	US\$0.00 US\$56.63
						Order Total:	US\$932.78

Your order is expected to ship on 11/3/2009

Payment Information

John Smith
Visa
****1111
1/2011
Billing Address:
1211 E Gardenia Dr
Phoenix, Arizona 85020-5112

Shipping Information

Account Test
1211 E Gardenia Dr
Phoenix, Arizona 85020-5112
US
123456789
Ship by: Ground
Track #:

Autoship Order

My Autoship

Your next Autoship will be sent on Nov-30-2009 and your future Autoships will be sent automatically every 30 days thereafter.

This is a qualifying order ?

Product Name	Unit Price	Wholesale Qty	Resale Qty	BV	QV	Tax	Total
30 Day System: Chocolate/Vanilla Shake, Chocolate Snacks, Liquid Cleanse, Liquid Ionix	US\$260.00	1	180	180	0	US\$21.58	US\$281.58
All sales of products marked as "perishable" and sales tools are final. Shipping and handling fees are final. Orders placed cannot be reversed.						Subtotal:	180 180 US\$21.58 US\$281.58
						Shipping:	US\$0.00 US\$18.20
						Order Total:	US\$299.78

Payment Information

John Smith
Visa
****1111
1/2011
Billing Address:
1211 E Gardenia Dr
Phoenix, Arizona 85020-5112

Shipping Information

Account Test
1211 E Gardenia Dr
Phoenix, Arizona 85020-5112
US
123456789
Ship by: Ground

Isagenix E-Mail Subscriptions

Select the news and information you wish to receive in your inbox from Isagenix®. Whether it's articles on our products, business opportunity, local events or much more - we've got you covered. You can change your subscriptions at any time. [Click here to Manage Your E-Mail Subscriptions.](#)

IsaDiary Subscriptions

Yes! I'd like to receive the free IsaDiary daily coaching e-mails that have helped tens of thousands achieve success with the Isagenix system. [Learn more about IsaDiary.](#)

9 Day
 30 Day
 Total Health and Wellness

*E-Mail :
test959799@isagenix.net

*Name :
Account Test

* indicates a required field

Official Isagenix Social Media presence...

Become a fan:
www.facebook.com/isagenix

Follow us on Twitter:
[@isagenix](https://twitter.com/isagenix)

Subscribe

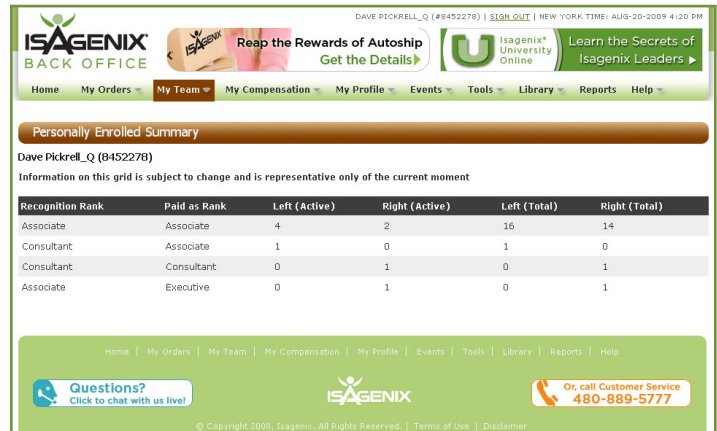
Associate Back Office My Team

Personally Enrolled: View Personally Enrolled Summary

The **Personally Enrolled Summary** page gives a representation of your team, broken down by:

- Recognition Rank
- Paid As Rank
- Left (active)
- Right (active)
- Left (total)
- Right (total)

Note: Information on this grid is subject to change and is representative only of the current moment.



Recognition Rank	Paid as Rank	Left (Active)	Right (Active)	Left (Total)	Right (Total)
Associate	Associate	4	2	16	14
Consultant	Associate	1	0	1	0
Consultant	Consultant	0	1	0	1
Associate	Executive	0	1	0	1

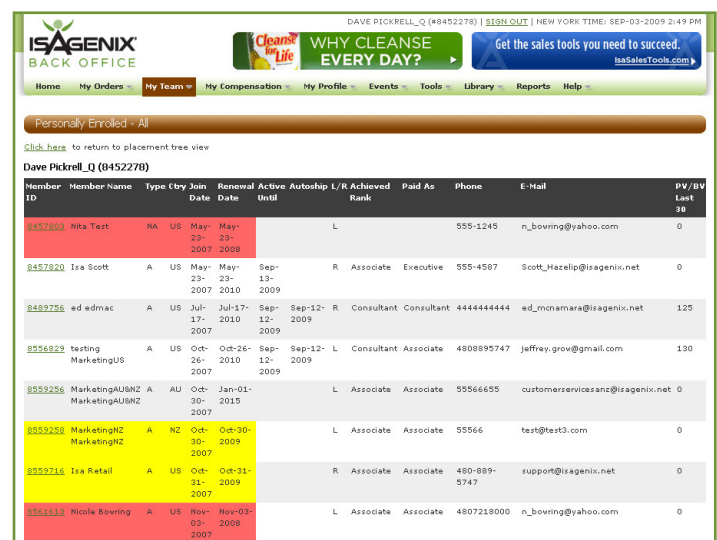
Personally Enrolled: View Personally Enrolled-All

The **Personally Enrolled-All** page shows a listing of all the members you have personally enrolled, both active and inactive.

All of your **Personally Enrolled members' pertinent information** is included here, such as their name, join and renewal dates, their next Autoship dates, ranks, and other detail.

Associates who are **within 60 days of their membership expiring** are highlighted in yellow, while those whose **memberships have already expired** are highlighted in red.

Click on **Member ID** link to see a listing of each member's personally enrolled Associates.



Member ID	Member Name	Type	Join Date	Renewal Date	Active Until	Autoship L/R	Rank	Paid As	Phone	E-Mail	PV/BV Last 30	
8457803	Nita Test	NA	US	May-23-2007	May-23-2008		L		555-1245	n_bowring@yahoo.com	0	
8457820	Isa Scott	A	US	May-23-2007	May-23-2010	Sep-13-2009	R	Associate	Executive	555-4507	Scott_Hazelip@isagenix.net	0
8489756	ed edmac	A	US	Jul-17-2007	Jul-17-2010	Sep-12-2009	R	Consultant	Consultant	444444444	ed_mcnamara@isagenix.net	125
8556822	testing MarketingUS	A	US	Oct-26-2007	Oct-26-2010	Sep-12-2009	L	Consultant	Associate	4808895747	jeffrey.grov@gmail.com	130
8559256	MarketingAUBN2 MarketingAUBN2	A	AU	Oct-30-2007	Jan-01-2015		L	Associate	Associate	95566655	customerservicesanz@isagenix.net	0
8559238	MarketingH2 MarketingH2	A	W2	Oct-30-2007	Oct-30-2009		L	Associate	Associate	55566	test@test3.com	0
855716	Isa Retail	A	US	Oct-31-2007	Oct-31-2009		R	Associate	Associate	480-889-5747	support@isagenix.net	0
8561611	Nicole Bowring	A	US	Nov-03-2007	Nov-03-2009		L	Associate	Associate	4807218000	n_bowring@yahoo.com	0

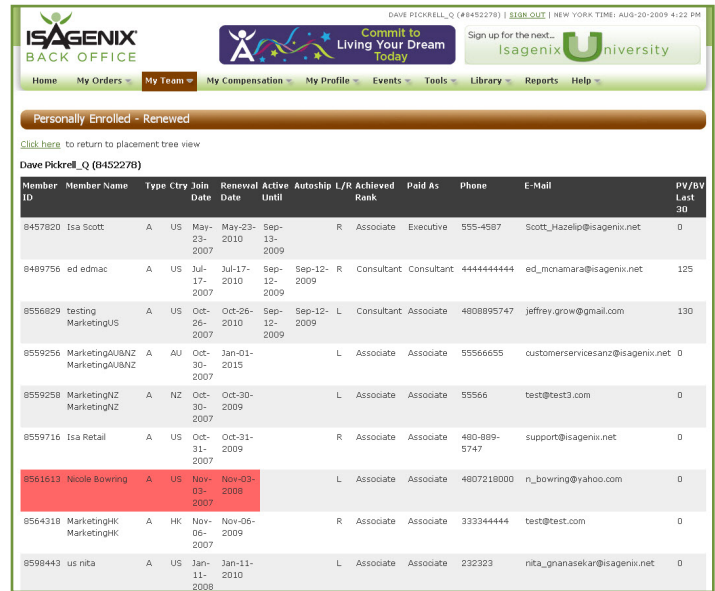
Associate Back Office My Team

Personally Enrolled: View Personally Enrolled-Renewed

The **Personally Enrolled-Renewed** page shows a listing of all the members you have personally enrolled who have **renewed their memberships**.

As with the **View Personally Enrolled-All** area, you will see their Member ID, name, the date they joined your team, their renewal date, their achieved rank, and so on.

An item of interest is your ability to see the **Personal and Business Volume** they've generated over the past 30 days.

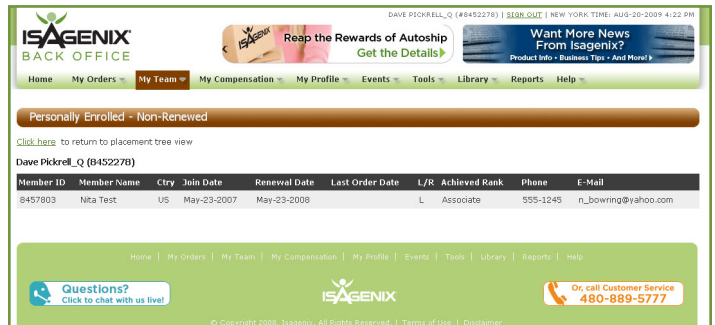


Member ID	Member Name	Type	Ctry	Join Date	Renewal Date	Active Until	Autoship	L/R	Achieved Rank	Paid As	Phone	E-Mail	PV/BV Last 30
8457820	Isa Scott	A	US	May-23-2007	May-23-2010	Sep-13-2009	R	Associate	Erecurve	555-4587	Scott_Hazellip@isagenix.net	0	
8489756	ed edmac	A	US	Jul-17-2007	Jul-17-2010	Sep-12-2009	R	Consultant	Consultant	4444444444	ed_monamara@isagenix.net	125	
8556829	testing MarketingUS	A	US	Oct-26-2007	Oct-26-2010	Sep-12-2009	L	Consultant	Associate	4808895747	jeffrey.grow@gmail.com	130	
8559256	MarketingAUBNZ MarketingAUBNZ	A	AU	Jan-01-2007	Jan-01-2015		L	Associate	Associate	55566655	customerservicesanz@isagenix.net	0	
8559258	MarketingNZ MarketingNZ	A	NZ	Oct-30-2007	Oct-30-2009		L	Associate	Associate	55566	test@test3.com	0	
8559716	Isa Retail	A	US	Oct-31-2007	Oct-31-2009		R	Associate	Associate	480-889-5747	support@isagenix.net	0	
8561613	Nicole Bowring	A	US	Nov-03-2007	Nov-03-2008		L	Associate	Associate	4807218000	n_bowring@yahoo.com	0	
8564318	MarketingHK MarketingHK	A	HK	Nov-06-2007	Nov-06-2009		R	Associate	Associate	333344444	test@test.com	0	
8598443	us nita	A	US	Jan-11-2008	Jan-11-2010		L	Associate	Associate	232323	nita_gnanasekar@isagenix.net	0	

Personally Enrolled: View Personally Enrolled-Non-Renewed

The **Personally Enrolled-Non-Renewed** page shows a listing of members you have personally enrolled whose **memberships have expired**.

Use this page to easily see those members who may have inadvertently let their memberships lapse. Be sure to contact them and encourage them to renew so they can enjoy the all benefits of membership!



Member ID	Member Name	Ctry	Join Date	Renewal Date	Last Order Date	L/R	Achieved Rank	Phone	E-Mail
8457803	Nita Test	US	May-23-2007	May-23-2008		L	Associate	555-1245	n_bowring@yahoo.com

Associate Back Office My Team

International Sponsorship

The **Isagenix Global Team Compensation Plan (International Sponsorship)** is composed of the current North American Team Compensation Plan and the new Generation Bonus Plan. The plan is open to all qualified North American associates.

International Sponsorship gives you the ability to sponsor people in any country where Isagenix has a presence including Australia, New Zealand, Hong Kong and Taiwan.

Follow these steps to **submit an Independent Isagenix Regional Application**:

- Check the box to acknowledge that you are an **Isagenix Independent Associate in good standing**.
- Enter your **e-mail address**, then re-enter to confirm.
- **Note:** Your current status must be **active**.
- Check the boxes to indicate that you agree with all **Terms and Conditions**
- Click the **Continue with International Registration** button.

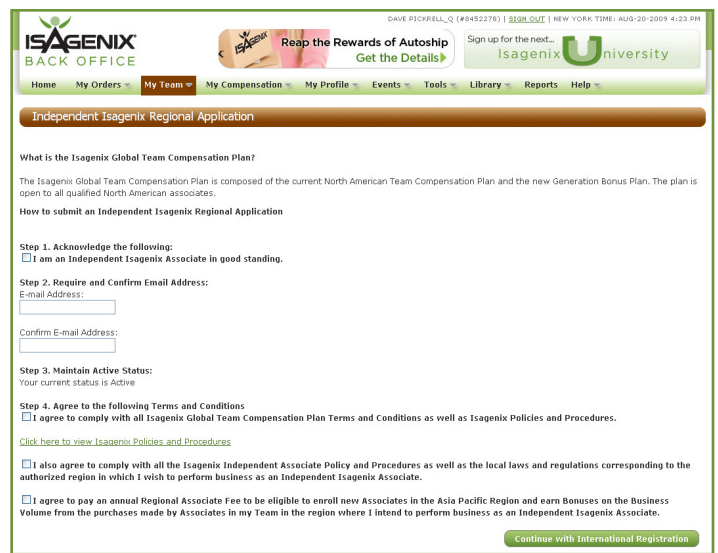
The **International Sponsorship** page opens.

Note: Only those **Sponsorships** that are available for you to purchase will be displayed.

- Select the **Sponsorship** you would like to purchase by checking box under **Buy**.
- Click the **Buy Now** button.

The **Review & Confirm** page opens.

- Review your **order** and confirm your **Payment Information**
- Click the **Place Order** button at the bottom of the page when finished. *(Not shown)*



DAVE PICKRELL_Q (#8452278) | SIGN OUT | NEW YORK TIME: AUG-20-2009 4:23 PM

ISAGENIX BACK OFFICE | Reap the Rewards of Autoshop | Sign up for the next... Isagenix University

Home My Orders My Team My Compensation My Profile Events Tools Library Reports Help

Independent Isagenix Regional Application

What is the Isagenix Global Team Compensation Plan?
The Isagenix Global Team Compensation Plan is composed of the current North American Team Compensation Plan and the new Generation Bonus Plan. The plan is open to all qualified North American associates.

How to submit an Independent Isagenix Regional Application


Step 1. Acknowledge the following:
 I am an Independent Isagenix Associate in good standing.

Step 2. Require and Confirm Email Address:
E-mail Address:
Confirm E-mail Address:

Step 3. Maintain Active Status:
Your current status is Active

Step 4. Agree to the following Terms and Conditions
 I agree to comply with all Isagenix Global Team Compensation Plan Terms and Conditions as well as Isagenix Policies and Procedures.
[Click here to view Isagenix Policies and Procedures](#)
 I also agree to comply with all the Isagenix Independent Associate Policy and Procedures as well as the local laws and regulations corresponding to the authorized region in which I wish to perform business as an Independent Isagenix Associate.
 I agree to pay an annual Regional Associate Fee to be eligible to enroll new Associates in the Asia Pacific Region and earn Bonuses on the Business Volume from the purchases made by Associates in my Team in the region where I intend to perform business as an Independent Isagenix Associate.

[Continue with International Registration](#)



DAVE PICKRELL_Q (#8452278) | SIGN OUT | NEW YORK TIME: SEP-04-2009 2:14 PM

ISAGENIX BACK OFFICE | Reap the Rewards of Autoshop | Sign up for the next... Isagenix University

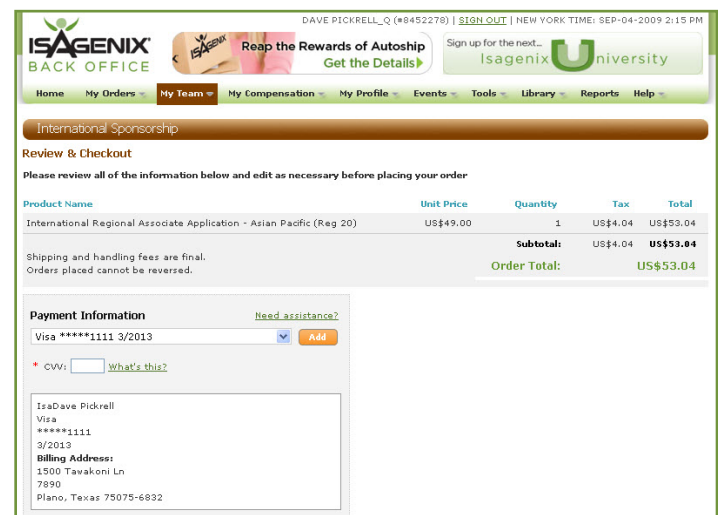
Home My Orders My Team My Compensation My Profile Events Tools Library Reports Help

International Sponsorship

To qualify for doing business outside of your home market, simply complete the following Isagenix International Associate Agreement along with your Annual Regional Associate Fee. This fee is in addition to your Home market application and includes additional services in your Associate Support System and Personalized Web Site. As an International Associate you become registered and eligible to earn the Generation Bonus in International regions and markets that offer Generation Bonuses on the initial purchases made by Associates who are placing orders within your Registered International Regions.

Buy	Sponsorship Description	Price	Valid For
<input type="checkbox"/>	International Regional Associate Application - Asian Pacific (Reg 20) - 2	US\$49.00	One Year

[Buy Now](#)



DAVE PICKRELL_Q (#8452278) | SIGN OUT | NEW YORK TIME: SEP-04-2009 2:15 PM

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International Sponsorship

Review & Checkout
Please review all of the information below and edit as necessary before placing your order

Product Name	Unit Price	Quantity	Tax	Total
International Regional Associate Application - Asian Pacific (Reg 20)	US\$49.00	1	US\$4.04	US\$53.04
			Subtotal:	US\$4.04 US\$53.04
Shipping and handling fees are final. Orders placed cannot be reversed.			Order Total:	US\$53.04

Payment Information [Need assistance?](#)
 Visa *****1111 3/2013 [Add](#)
 * CVV: [What's this?](#)

IsaDave Pickrell
 Visa
 *****1111
 3/2013
 Billing Address:
 1500 Tawakoni Ln
 7890
 Plano, Texas 75075-6832

Associate Back Office My Team

My Downline: View Placement Tree

The **Placement Tree diagram** is an excellent visual tool for managing your organization.

The **Business Volume (BV) Summary** is broken down by week, including information on how each of your team legs are performing. This section also shows you what is needed to generate your next **cycle**.

Use the **links** in the center of the page to view:

- Member's Personally Enrolled
- Calendar of Events
- Conference Call Schedule

Use the **Search** feature to quickly locate the **Placement Tree** of someone in your downline. This will be especially useful as your team grows.

Simply enter their **name** or **Member ID**, then click the **Search** icon.

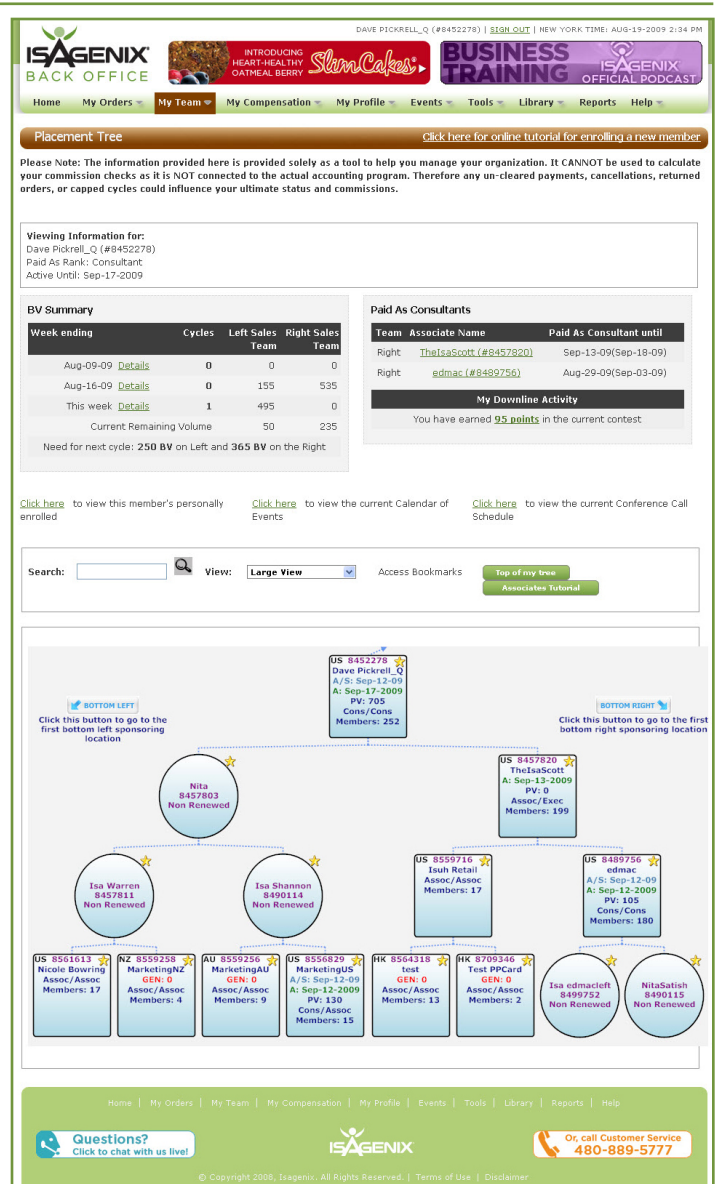
Click the **Top of My Tree** button to return to your **Placement Tree** at any time.

Your **Placement Tree** diagram is at the bottom of the page. This is a **graphical representation** of your entire downline.

Your name is at the top of the diagram, and then your team breaks off into your **right** and **left** legs from there.

The icon for each **Associate** contains a **snapshot of their information**, such as, their next Autoship date, how long they will remain active, how much personal volume they have generated, and their rank.

Note: Renewed members are represented as a **square icon** in the **Placement Tree** diagram. **Non-renewed members** are represented as a **circle icon**. To view the **Placement Tree** of any member of your **downline** team, simply click on their icon.



The screenshot shows the ISAGENIX Associate Back Office interface. At the top, there's a navigation bar with links like Home, My Orders, My Team, My Compensation, My Profile, Events, Tools, Library, Reports, and Help. Below this is a 'Placement Tree' section with a warning note: 'Please Note: The information provided here is provided safely as a tool to help you manage your organization. It CANNOT be used to calculate your commission checks as it is NOT connected to the actual accounting program. Therefore any un-cleared payments, cancellations, returned orders, or capped cycles could influence your ultimate status and commissions.'

The 'Viewing Information for:' section shows details for Dave Pickrell_Q (#8452278), including his rank (Consultant) and active until date (Sep-17-2009).

The 'BV Summary' table shows weekly performance:

Week ending	Cycles	Left Sales Team	Right Sales Team
Aug-09-09	0	0	0
Aug-16-09	0	155	535
This week	1	495	0
Current Remaining Volume		50	235

Additional information includes 'Paid As Consultants' (TheIsaScott and edmac) and 'My Downline Activity' (95 points earned).

The 'Placement Tree' diagram shows a hierarchical structure starting with Dave Pickrell_Q at the top. Below him are two legs: 'Nita 8457803' (Non Renewed) on the left and 'TheIsaScott 8457820' (Assoc/Exec) on the right. Further down, there are more associates like 'Isa Warren 8457811', 'Isa Shannon 8490114', 'Isiah Retail 8559716', and 'edmac 8489756'. Each node includes a snapshot of their status, such as 'Non Renewed' or 'Assoc/Exec', and their member count.

At the bottom, there's a search bar, a 'View: Large View' dropdown, and buttons for 'Top of my tree' and 'Associate Tutorial'. The footer contains a 'Questions?' chat button, the ISAGENIX logo, and a customer service phone number: 480-889-5777.

Associate Back Office My Team

My Downline: View Placement Tree (continued)

The **Star icon** next to **Associate** is a **Bookmark** link.

The **Bookmark feature** is a useful tool for tracking the members of your downline as your team grows. This tool allows you to **Bookmark** members of your downline, giving you quick, easy access to their information.

Follow these steps to **Create a New Bookmark Folder**:

- Click **Access Bookmarks**. *(Circled in red)*
- Select **Bookmarks** from the drop-down list.

The **Manage Bookmarks** window opens.

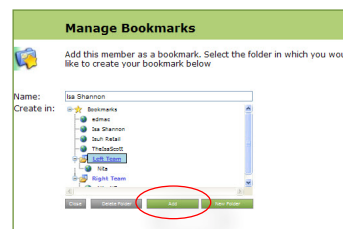
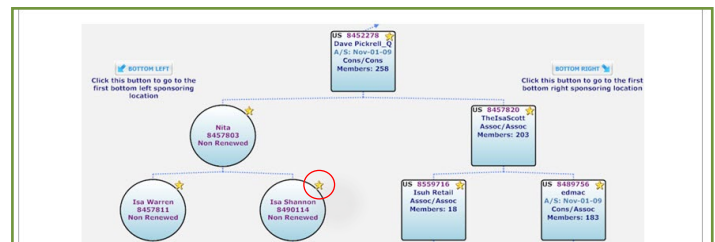
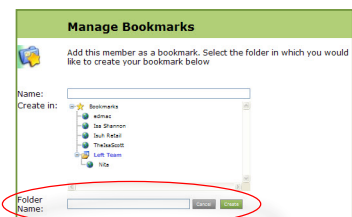
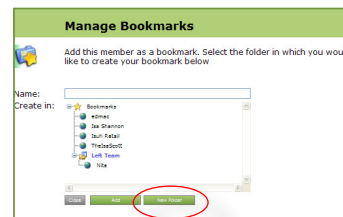
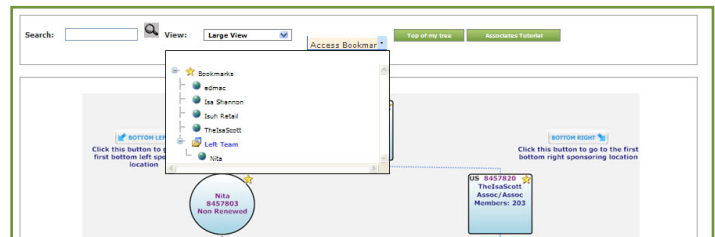
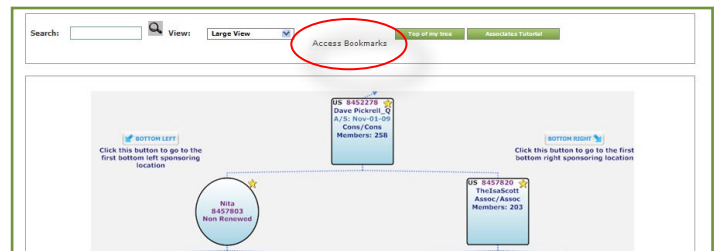
- Click the **New Folder** button. *(Circled in red)*
- Type the **folder name**, then click the **Create** button. *(Circled in red)*
- Close the **Manage Bookmarks** window.*

Follow these steps to **Add a Bookmark**:

- In the **Placement Tree diagram**, click the **Star Icon** next to the **Associate** you would like to **Bookmark**. *(Circled in red)*

The **Manage Bookmarks** window opens.

- Select the **Folder** you would like use for this **Associate**.
- Click the **Add** button. *(Circled in red)*
- Close the **Manage Bookmarks** window.*



*After closing the **Manage Bookmarks** window, PC users must **refresh** the screen to see the changes. **Keyboard shortcut: CTRL+R**

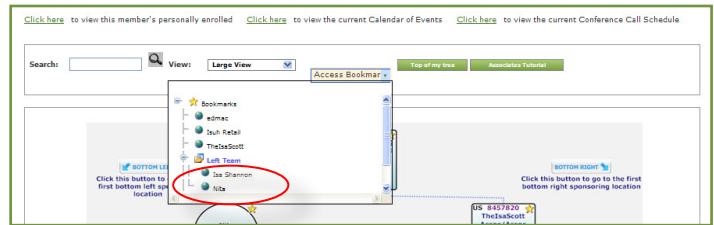
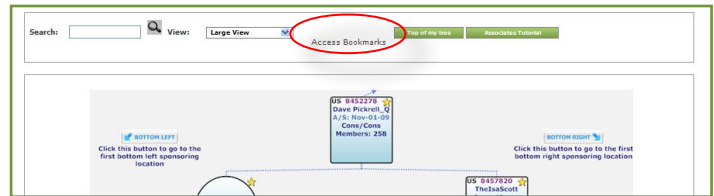
Associate Back Office My Team

My Downline: View Placement Tree (continued)

Follow these steps to **Access Bookmarks**:

- Click **Access Bookmarks**. (Circled in red)
- Select the **Associate's Bookmark** from the drop-down list. (Circled in red)

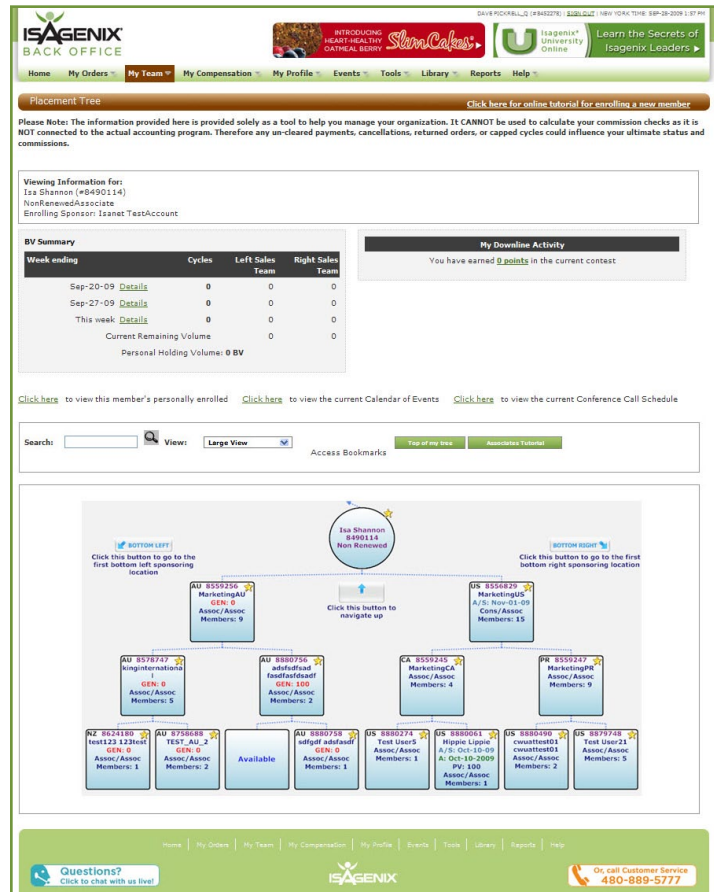
Note: the **Associate's name** will be displayed under their **assigned folder**.



The **Placement Tree** page of the **selected Associate** opens.

This page gives you a snapshot of information regarding the **selected Associate**, including their **BV Summary**, **Downline Activity** and **Placement Tree** diagram.

Click the **Top of My Tree** button at any time to return to your **Placement Tree** page.



Placement Tree [Click here for online tutorial for enrolling a new member](#)

Please Note: The information provided here is provided solely as a tool to help you manage your organization. It CANNOT be used to calculate your commission checks as it is NOT connected to the actual accounting program. Therefore any un-cleared payments, cancellations, returned orders, or capped cycles could influence your ultimate status and commissions.

Viewing Information for:
Isa Shannon (#8490114)
NonRenewedAssociate
Enrolling Sponsor: Isaans TestAccount


Week ending	Cycles	Left Sales Team	Right Sales Team
Sep-20-09 Details	0	0	0
Sep-27-09 Details	0	0	0
This week Details	0	0	0
Current Remaining Volume: 0			
Personal Holding Volume: 0 BV			

My Downline Activity
You have earned 0 points in the current contest.

[Click here](#) to view this member's personally enrolled [Click here](#) to view the current Calendar of Events [Click here](#) to view the current Conference Call Schedule

Search: View: **Large View** [Access Bookmarks](#) [Top of my tree](#) [Associate's Tutorial](#)

Placement Tree diagram showing Isa Shannon at the top, with a tree structure of associates below, including folders like MarketingAU, MarketingCA, and MarketingPR.

[Questions? Click to chat with us live!](#)  [Or call Customer Service 480-889-5777](#)

Associate Back Office My Compensation

My Compensation Page Overview

Your **Compensation History** and **Compensation Plan Details** are just a click away. You can also find your current contest points on the **My Compensation** page.

The following sections are found on the **My Compensation** page:

Compensation Detail

- View Compensation History
- View Compensation Plan Details

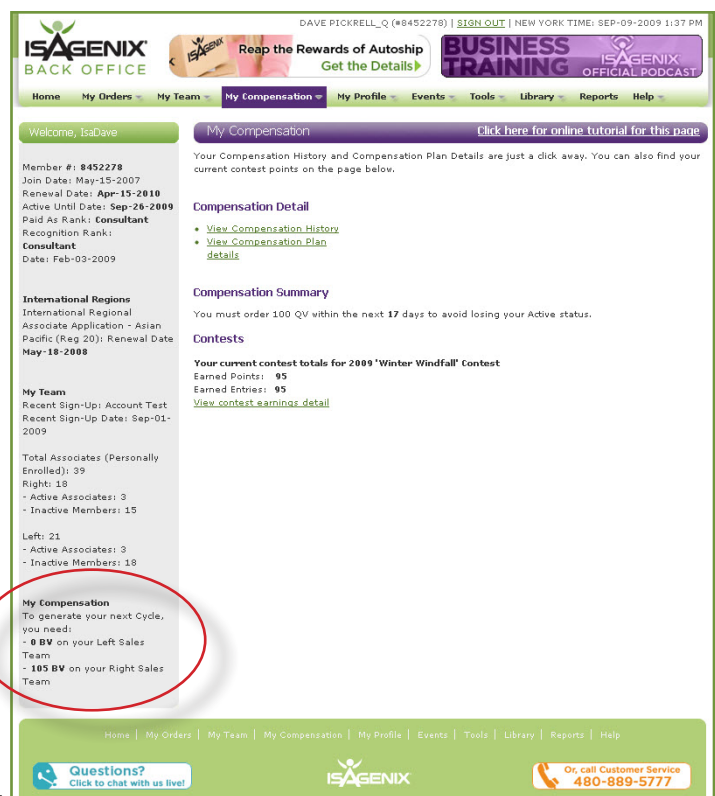
Compensation Summary

This area shows the details of your **current cycle** and any **qualifiers** you must meet to **retain your active status**, or **reactivate**, if applicable.

Contests

- My Contest Details
- My Contest Details (previous month)
- View Contest Details

The **My Compensation** area (*circled in red*) shows how much **Business Volume (BV)** you need in order to generate your next **Cycle**.



DAVE PICKRELL_Q (#8452278) | SIGN OUT | NEW YORK TIME: SEP-09-2009 1:37 PM

ISAGENIX BACK OFFICE Reap the Rewards of Autoship Get the Details **BUSINESS TRAINING** ISAGENIX OFFICIAL PODCAST

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Welcome, IsaDave **My Compensation** [Click here for online tutorial for this page](#)

Your Compensation History and Compensation Plan Details are just a click away. You can also find your current contest points on the page below.

Compensation Detail

- [View Compensation History](#)
- [View Compensation Plan details](#)

Compensation Summary

You must order 100 QV within the next 17 days to avoid losing your Active status.

Contests

Your current contest totals for 2009 'Winter Windfall' Contest

Earned Points: **95**
 Earned Entries: **95**
[View contest earnings detail](#)

Member #: 8452278
Join Date: May-15-2007
Renewal Date: Apr-15-2010
Active Until Date: Sep-26-2009
Paid As Rank: Consultant
Recognition Rank: Consultant
Date: Feb-03-2009

International Regions
 International Regional Associate Application - Asian Pacific (Reg 20): Renewal Date May-18-2008

My Team
 Recent Sign-Up: Account Test
 Recent Sign-Up Date: Sep-01-2009

Total Associates (Personally Enrolled): 39
 Right: 18
 - Active Associates: 3
 - Inactive Members: 15

Left: 21
 - Active Associates: 3
 - Inactive Members: 18

My Compensation
 To generate your next Cycle, you need:
 - **0 BV** on your Left Sales Team
 - **105 BV** on your Right Sales Team

Home | My Orders | My Team | **My Compensation** | My Profile | Events | Tools | Library | Reports | Help

Questions? Click to chat with us live! **ISAGENIX** Or, call Customer Service 480-889-5777

Contests

Follow these steps to **View Executive Leadership Bonus Pool***:

- Click the **My Contest Detail** link on the **My Team** mainpage.

The **Executive Leadership Bonus Pool** page displays your **13-week Net Cycle Benchmark**, **Weekly Net Cycle Growth**, **Weekly Qualification** and **Qualified Net Cycle Growth**.

For more information, click the **View Contest Details** link on the **My Team** page.

Executive Leadership Bonus Pool

Current bonus pool details for IsaDave Pickrell
 Start Date: 25-Jan-2010 End Date: 21-Feb-2010

13 Week Net Cycle Benchmark

Week	Week Ending	4PET Cycle Count
1	25-Oct-2009	0
2	08-Nov-2009	0
3	15-Nov-2009	0
4	20-Dec-2009	0
5	03-Jan-2010	0

Net Cycle Benchmark:

Weekly Net Cycle Growth

Week	Week Ending	4PET Cycles	Benchmark	Net Cycle Growth
Monthly Net Cycle Growth:				

My Weekly Qualification

Week	Week Ending	Highest Paid as Rank	Lowest Paid As Rank	Team Bonus Cycles	Golden Circle Level	Pool
Qualified Net Cycle Growth						

Pool	Qualified Weeks	Weeks in the Month	Monthly Net Cycles	Qualified Shares

* North America only. Ends August 22, 2010.

Associate Back Office My Compensation

Compensation History

Follow these steps to **View Compensation History**:

- Click the **View Compensation History** link.

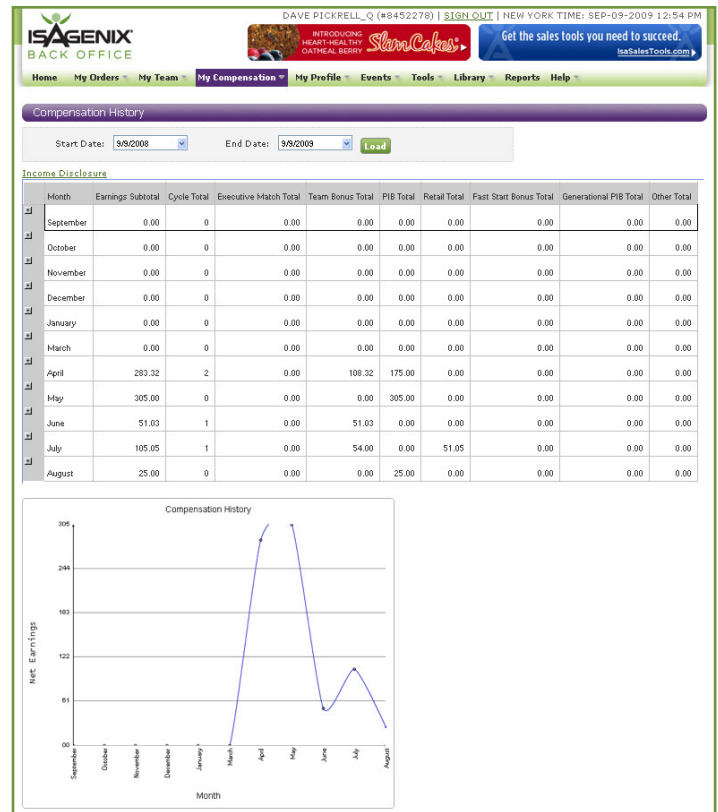
The **Compensation History** page opens, showing a detailed view of your compensation, broken down by **month**.

The first column shows your **Earnings Subtotal**. That figure is broken down further across the row.

- Use the **drop-down lists** at the top of the page to select the **Start Date** and **End Date** of a timeframe you would like to view.

The **graph** at the bottom of the page displays your earnings for the selected timeframe.

- Move your cursor over each point on the graph to see your **Earnings Subtotals** for that month.



DAVE PICKRELL_Q (#8452278) | SIGN OUT | NEW YORK TIME: SEP-09-2009 12:54 PM

INTRODUCING HEART-HEALTHY GLUTRICAL BERRY *SlimCakes* Get the sales tools you need to succeed. isaSalesTools.com

Home My Orders My Team My Compensation My Profile Events Tools Library Reports Help

Compensation History

Start Date: 9/9/2008 End Date: 9/9/2009 Load

Month	Earnings Subtotal	Cycle Total	Executive Match Total	Team Bonus Total	PIB Total	Retail Total	Fast Start Bonus Total	Generational PIB Total	Other Total
September	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
October	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
November	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
December	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
January	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
March	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
April	283.32	2	0.00	108.32	175.00	0.00	0.00	0.00	0.00
May	305.00	0	0.00	0.00	305.00	0.00	0.00	0.00	0.00
June	51.03	1	0.00	51.03	0.00	0.00	0.00	0.00	0.00
July	105.05	1	0.00	54.00	0.00	51.05	0.00	0.00	0.00
August	25.00	0	0.00	0.00	25.00	0.00	0.00	0.00	0.00

Compensation History

Net Earnings

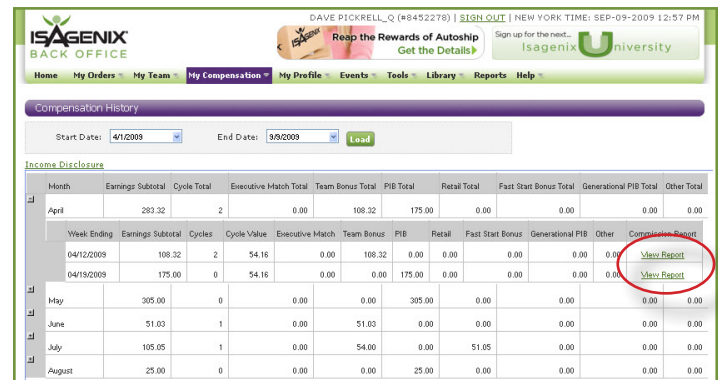
Month

Follow these steps to **View Weekly Details**:

- Click the **plus sign** next to each month to see a breakdown of each **week**.

Note: only those weeks that you generate earnings will be displayed.

- Click the **View Report** link (circled in red) to see a copy of your **Commission Statement** for that particular week.



DAVE PICKRELL_Q (#8452278) | SIGN OUT | NEW YORK TIME: SEP-09-2009 12:57 PM

Reap the Rewards of Autoship Get the Details! Sign up for the next... [isagenix University](http://isagenixuniversity.com)

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Compensation History

Start Date: 4/1/2009 End Date: 9/9/2009 Load

Month	Earnings Subtotal	Cycle Total	Executive Match Total	Team Bonus Total	PIB Total	Retail Total	Fast Start Bonus Total	Generational PIB Total	Other Total
April	283.32	2	0.00	108.32	175.00	0.00	0.00	0.00	0.00
May	305.00	0	0.00	0.00	305.00	0.00	0.00	0.00	0.00
June	51.03	1	0.00	51.03	0.00	0.00	0.00	0.00	0.00
July	105.05	1	0.00	54.00	0.00	51.05	0.00	0.00	0.00
August	25.00	0	0.00	0.00	25.00	0.00	0.00	0.00	0.00

Week Ending	Earnings Subtotal	Cycles	Cycle Value	Executive Match	Team Bonus	PIB	Retail	Fast Start Bonus	Generational PIB	Other	Commission Report
04/12/2009	108.32	2	54.16	0.00	108.32	0.00	0.00	0.00	0.00	0.00	View Report
04/19/2009	175.00	0	54.16	0.00	0.00	175.00	0.00	0.00	0.00	0.00	View Report

Associate Back Office My Profile

My Profile Page Overview

The **My Profile** page gives you direct links to the information you access most often, including an easy way to access and personalize your Associate Web site.

The **My Profile** page has the following sections:

- **General Information**
- **Addresses**
- **Telephone Numbers**
- **Placement and Compensation**
- **Payment Methods Information**
- **Tax Information**

There are also buttons on the left column, under the **Member Details** section to:

- **Customize your Home Page**
- **Manage your E-mail Subscriptions**

General Information

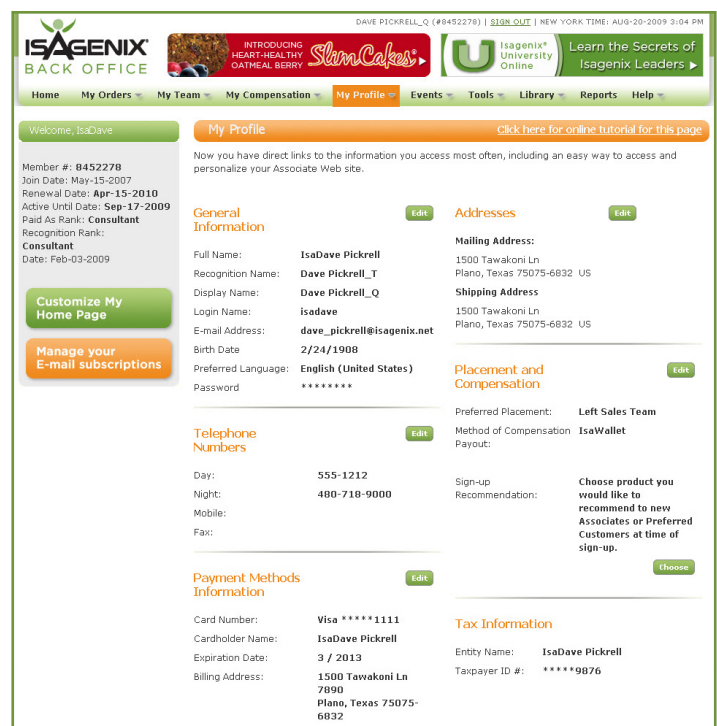
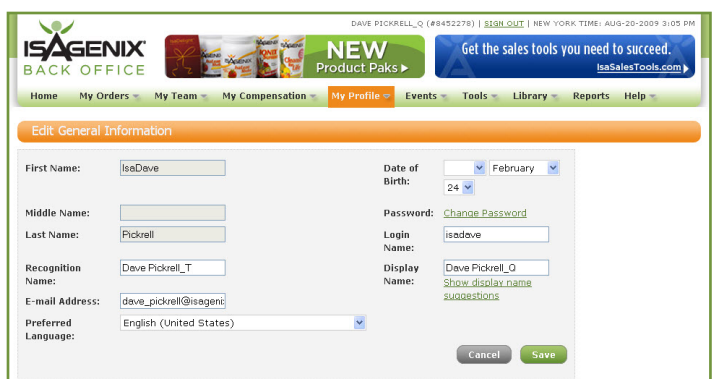
The **General Information** section contains basic information specific to you, such as your **name**, **e-mail address** and **date of birth**.

Follow these steps to **Edit your General Information**:

1. Click the **Edit** button in the **General Information** section of the **My Profile** page.
2. Make the desired **changes**.
3. Click the **Save** button.

You also have the ability to edit the following:

- **Recognition Name:** Name used for any **awards** you may receive from Isagenix.
- **Preferred Language:** Language used to display content in your **Associate Back Office**.
- **Password and User Name:** Changes made to these items take effect immediately. You will need to use the new login information the next time you sign in to your **Associate Back Office**.
- **Display Name:** the name that appears in the **Main Navigation Bar** at the top of the screen.

Associate Back Office My Profile

Address Book

The **Addresses** section displays your **default Mailing and Shipping addresses**. While these two addresses are the only ones displayed on the **My Profile** page, you can view all of your saved addresses in your **Address Book**.

Follow these steps to **Open your Address Book and View/Edit/Delete Addresses**:

1. Click the **Edit** button in the **Addresses** section of the **My Profile** page.

Your **Address Book** opens.

2. Click the **Edit** button next to the address you would like to update, then enter the desired changes, or click the **Delete** button to remove the address permanently.*
3. Click the **Save** button when finished.

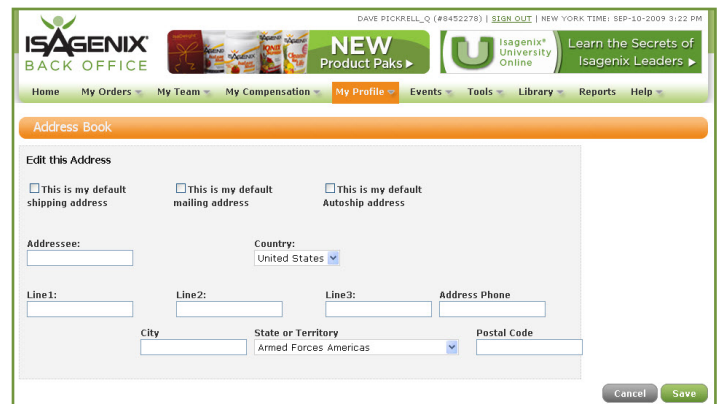
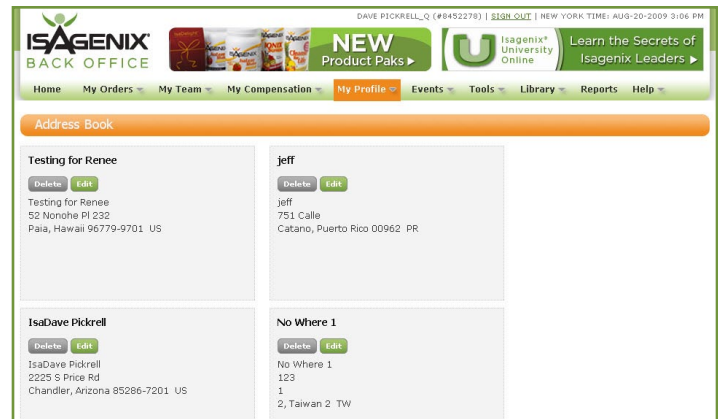
Follow these steps to **Add a New Address to your Address Book**:

1. Click the **Edit** button in the **Addresses** section of the **My Profile** page.
2. Click the **New** button at the bottom of the **Address Book** page.

3. Enter the **information**.

Note: you have the option to set this new address as your default **Shipping, Mailing** and/or **Autoship address**.

4. Click the **Save** button when finished.



Note: your default **Mailing, Shipping and Autoship addresses do not have to be the same**.

For example, if you have a PO box that you would prefer to use to receive Isagenix mailings, then set that as your default **Mailing** address. Product orders cannot be delivered to a PO Box, so set another address as your **Shipping** address. You may then set a third address as your default **Autoship** address, or use the default **Shipping** address again.

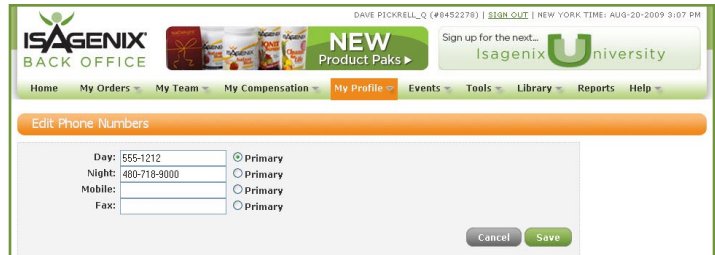
*You will not be able to delete an address that is saved as a default Mailing, Shipping or Autoship address. First, designate another address as the default, then delete the old address.

Associate Back Office My Profile

Telephone Numbers

Follow these steps to **View/Edit/Add Telephone Numbers**:

1. Click the **Edit** button.
The **Edit Phone Numbers** page opens.
2. Enter your **Day, Night, Mobile** and **Fax** numbers, if applicable.
3. Select either your **Day, Night** or **Mobile** number as your **Primary Contact Number**.
For example, this would be the number that **Customer Service** would use to contact you.



Placement and Compensation

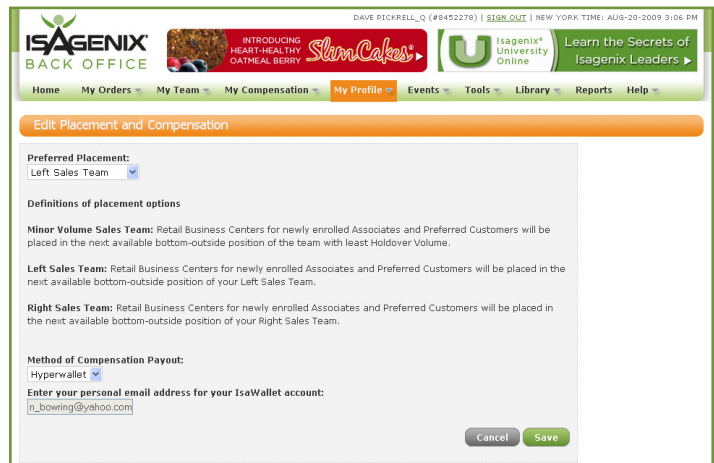
The **Placement and Compensation** section allows you to specify whether you would like your **new Associates** placed in your left or right sales team, as well as, how you would like to **receive compensation** from Isagenix.

Follow these steps to **Edit Placement and Compensation**:

1. Click the **Edit** button.
2. Select a **Preferred Placement** from the drop-down list.

Note: **Preferred Placement** applies to Associates who enroll on your team through your **Isagenix Associate Web site**, as opposed to being **personally enrolled**. Selecting a **Preferred Placement** option allows you to **determine the default placement** of new Associates in your sales team.

3. Select a **Method of Compensation Payout** from the drop-down list. This allows you to determine how you will receive compensation from Isagenix.



Associate Back Office My Profile

Payment Methods

The **Payment Methods** section shows your **default payment method**.

Important Note: For security reasons, you **cannot edit saved payment information**. If a credit card is invalid or expired, you must first **delete** the payment information, then **re-enter** it as a new method of payment.

Follow these steps to **Delete a Payment Method**:

1. Click the **Edit** button.

The **Payment Methods** page opens. This page displays all of the **Payment Information** you have saved in your profile.

2. Click the **Delete** button for the payment method you would like to remove.

Note: Once you click the **Delete** button, the stored information for that method of payment is **permanently removed from your profile** and cannot be retrieved.

Follow these steps to **Add a Payment Method**:

1. Click the **New** button at the bottom of the **Payment Methods** page.

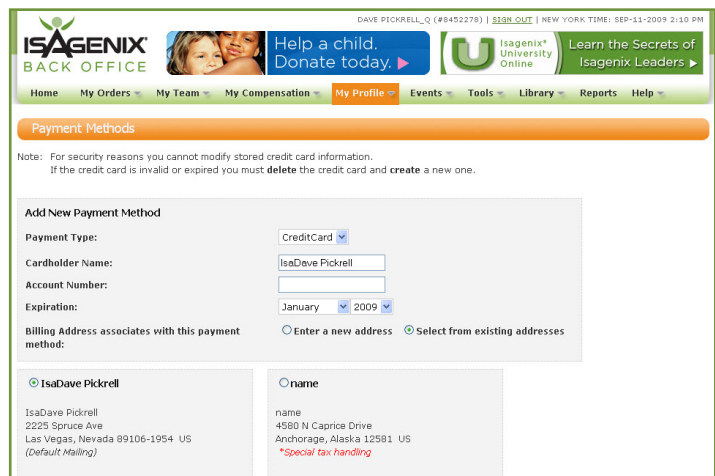
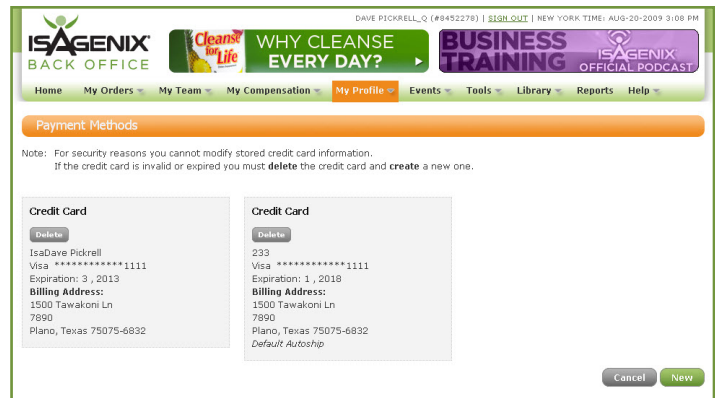
The **Add New Payment Method** page opens.

2. Select the **Payment Type**, then enter the **Payment Information**.
3. Scroll down the page to **enter a new billing address**, or select one from your **Address Book**.

Note: The address must match the address on file with the credit card company, or your payment will not process correctly.

4. To enter a new billing address, select the **Enter a New Address** radio button.
5. Click the **Save** button when finished.

Note: Your new payment method is not automatically associated with your **Autoship** order. If you would like to use this new payment information for your **Autoship** order, you would first need to go to **My Orders** and modify your **current payment information** for your **Autoship** order.



Associate Back Office My Profile

Customize Your Home Page

All Associates automatically receive an **Isagenix Web site** (also called your **replicated Web site**, or **Home Page**) upon enrollment.

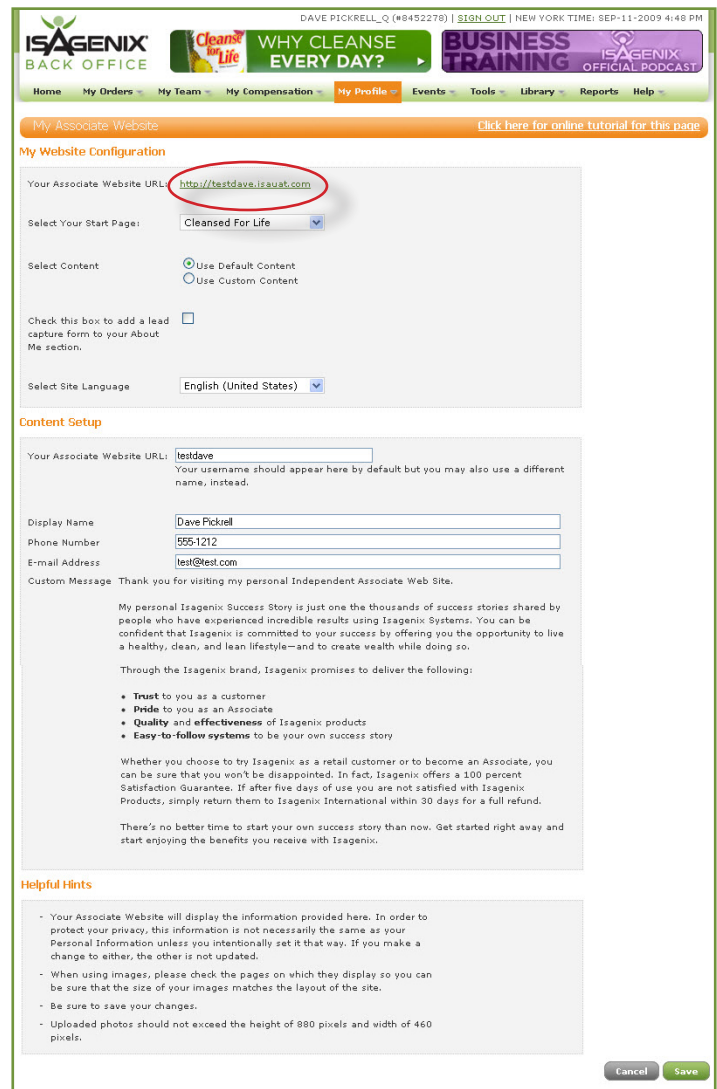
This site allows you, as an **Isagenix Associate**, to sell Isagenix products and enroll new members through an Isagenix-compliant Web site.

Your Web site address is found under **My Web site Configuration**. *(Circled in red)*

Follow these steps to **Customize your Home Page**:

1. Click the **Customize Your Home Page** button on the **My Profile** page.
2. Select your **Start Page** from the drop-down list. For example, if you select **Nutrition**, the main area of your replicated site will display information on **Isagenix Nutritional Supplements**, including a video.
3. Select either **Use Default Content** or **Use Custom Content**
Note: Selecting **Custom** will allow you to upload a picture and create your own message. See instructions on next page.
4. Check the box to add a **lead capture form** to your **About Me** section.
5. Select your **Site Language**.
6. Under **Content Setup**, enter your **Associate Web site URL**. Note: Your **User Name** should appear here by default, but you have the option of entering another name.
7. Enter your **Display Name**, **Phone Number**, and **E-mail Address**.*
8. Review the **Default Message**. If you would like to **customize this message**, see instructions on the next page.
9. Click the **Save** button when finished.

*Note: Your **Isagenix Web site** will display the information you provide on the **My Web site Configuration** page. In order to protect your privacy, this information is not necessarily the same as your Personal Information, unless you intentionally set it that way. If you make a change to either, the other is not updated.



The screenshot shows the 'My Profile' page in the Isagenix Associate Back Office. The 'My Website Configuration' section includes fields for 'Your Associate Website URL' (http://testdave.isaust.com, circled in red), 'Select Your Start Page' (Cleansed For Life), 'Select Content' (Use Default Content selected), 'Check this box to add a lead capture form to your About Me section.' (unchecked), and 'Select Site Language' (English (United States)). The 'Content Setup' section includes fields for 'Your Associate Website URL' (testdave), 'Display Name' (Dave Pickrell), 'Phone Number' (555-1212), and 'E-mail Address' (test@west.com). Below these fields is a 'Custom Message' section with a pre-written message and a list of bullet points: 'Trust to you as a customer', 'Pride to you as an Associate', 'Quality and effectiveness of Isagenix products', and 'Easy-to-follow systems to be your own success story'. A 'Helpful Hints' section at the bottom provides instructions on privacy, image usage, and saving changes. 'Cancel' and 'Save' buttons are at the bottom right.

Associate Back Office My Profile

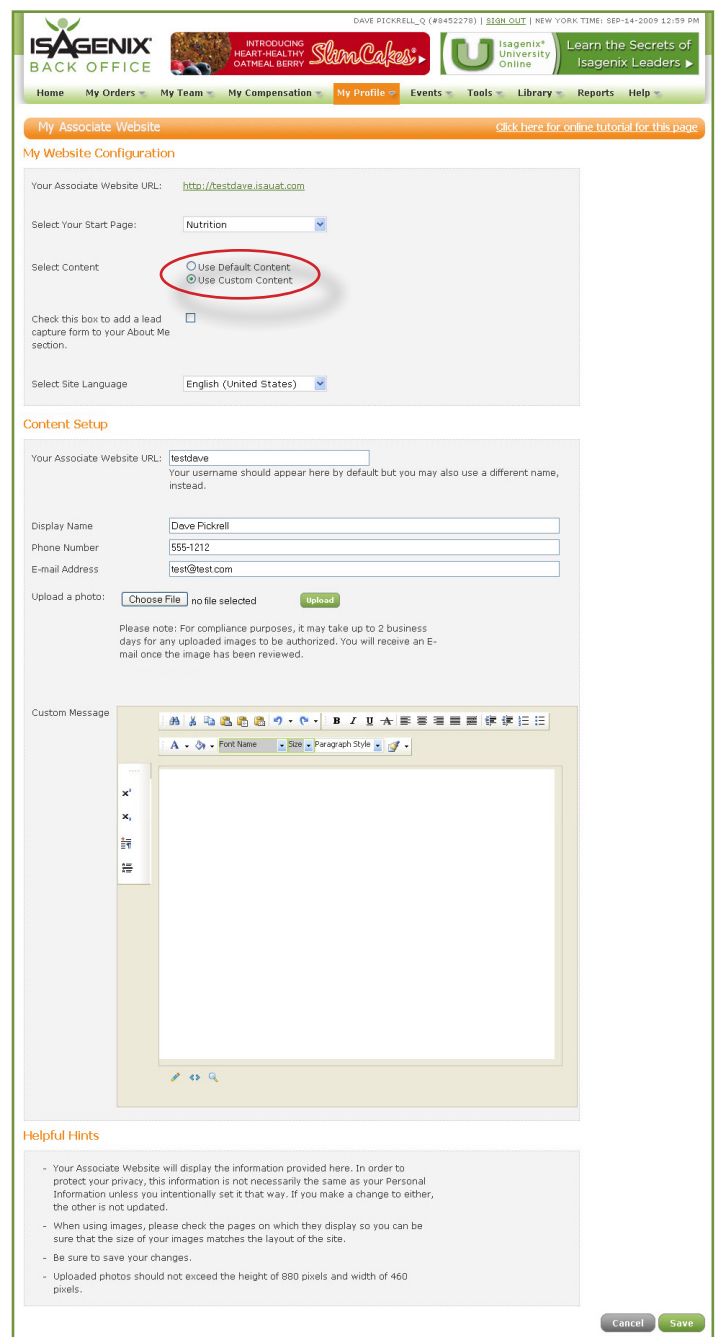
Customize Your Home Page (continued)

Follow these steps to **Setup Custom Content**:

1. Select **Use Custom Content**, in the **My Website Configuration** section. *(Circled in red)*
2. Under **Content Setup**, enter your **Associate Web site URL**. Note: Your **User Name** should appear here by default, but you have the option of entering another name.
3. Enter your **Display Name, Phone Number, and E-mail Address**.*
4. Click the **Choose Photo** button to upload a **photo**, if desired.
5. Locate the file, and select **Open** in the **Upload file** window.
6. Click the **Upload** button.

Important Notes:

- When using images, please check the pages on which they display so you can be sure that the **size** of your image matches the **layout** of the site.
 - Uploaded photos should not exceed the height of **880 pixels** and width of **460 pixels**.
 - For **compliance purposes**, it may take up to **2 business days** for any uploaded images to be authorized. You will receive an e-mail once the image has been reviewed.
7. Enter your **Custom Message**, in the area provided.
 8. Apply **text formatting**.
 9. Click the **Save** button when finished.



DAVE PICKRELL_Q (#8492278) | SIGN OUT | NEW YORK TIME: SEP-14-2009 12:59 PM

ISAGENIX BACK OFFICE

INTRODUCING HEART-HEALTHY OATMEAL BERRY *StemCakes*

Isagenix University Online Learn the Secrets of Isagenix Leaders

Home My Orders My Team My Compensation My Profile Events Tools Library Reports Help

My Associate Website [Click here for online tutorial for this page](#)

My Website Configuration

Your Associate Website URL:

Select Your Start Page:

Select Content: Use Default Content Use Custom Content

Check this box to add a lead capture form to your About Me section.

Select Site Language:

Content Setup

Your Associate Website URL:
Your username should appear here by default but you may also use a different name, instead.

Display Name:

Phone Number:

E-mail Address:

Upload a photo: no file selected

Please note: For compliance purposes, it may take up to 2 business days for any uploaded images to be authorized. You will receive an E-mail once the image has been reviewed.

Custom Message

Helpful Hints

- Your Associate Website will display the information provided here. In order to protect your privacy, this information is not necessarily the same as your Personal Information unless you intentionally set it that way. If you make a change to either, the other is not updated.
- When using images, please check the pages on which they display so you can be sure that the size of your images matches the layout of the site.
- Be sure to save your changes.
- Uploaded photos should not exceed the height of 880 pixels and width of 460 pixels.

*Note: Your **Isagenix Web site** will display the information you provide on the **My Web site Configuration** page. In order to protect your privacy, this information is not necessarily the same as your Personal Information, unless you intentionally set it that way. If you make a change to either, the other is not updated.

Associate Back Office My Profile

Isagenix Web site

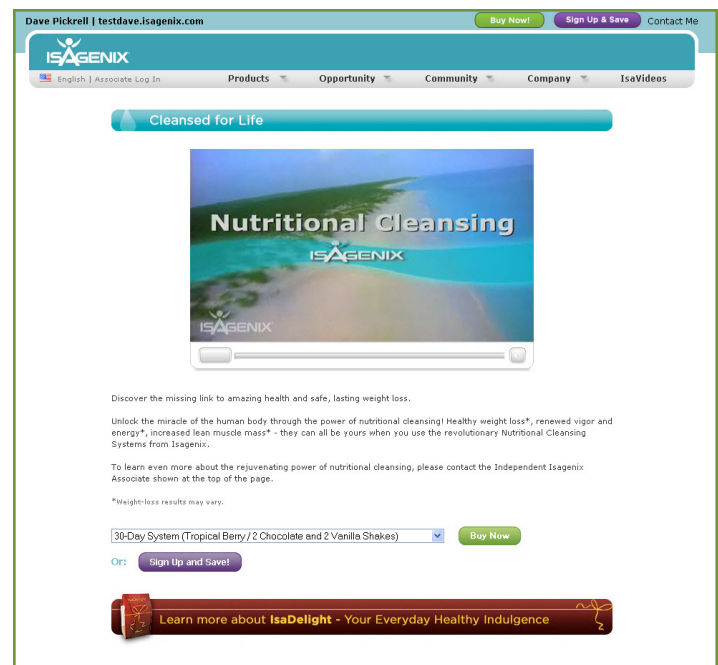
Click your **Associate Web site Address** link at the top of the **My Associate Web site** page to preview your site.

Your **Isagenix Web site** is very similar to the Isagenix Corporate Web site, with a very polished look and feel.

Your **name** and your **Web site address** are displayed in the upper left corner of the page.

The **Contact Me** link presents another page providing your contact information and other information about you. All these items are customizable on the **My Profile** page of your **Associate Back Office**.

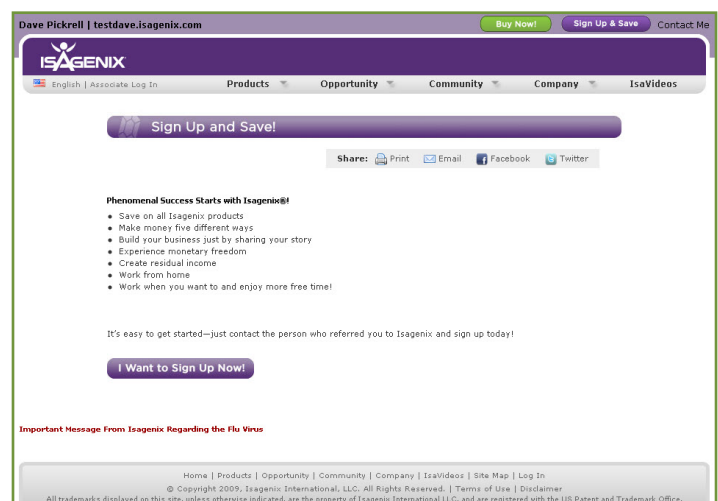
Visitors to your site can browse the latest **product information**, and then purchase Isagenix products from you using the **Buy Now** button.



Sign-Up and Save

Visitors can also learn about the Isagenix business opportunity, and are given the option of becoming an **Isagenix Associate** using the **Sign Up and Save** button.

Note: Enrolling through this link places them in your downline according to the **Preferred Placement** option you selected on the **My Profile** page, under **Placement and Compensation**.



Associate Back Office My Profile

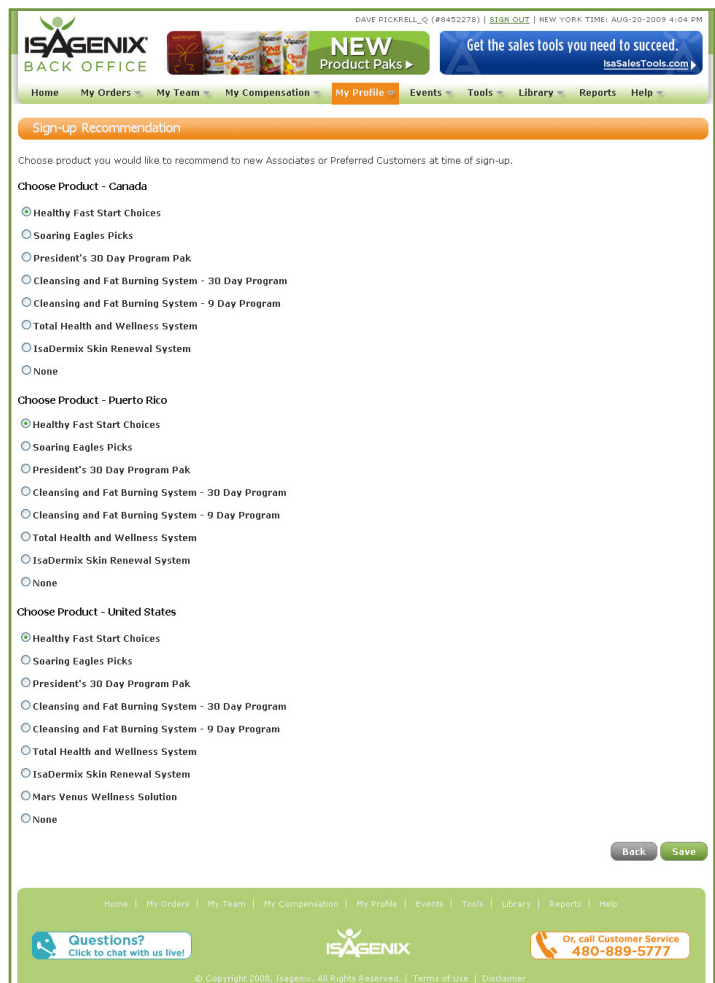
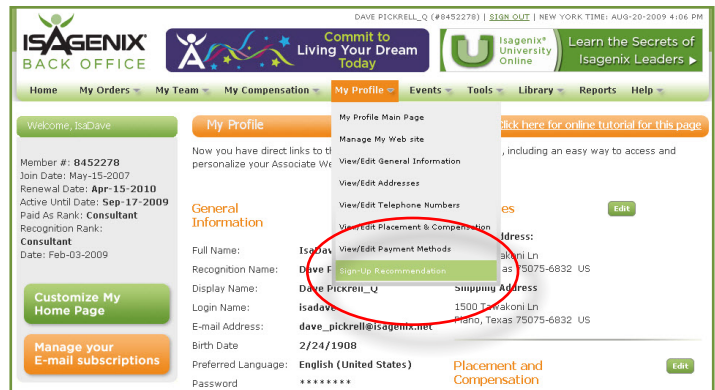
Sign Up Recommendation

The **Sign Up Recommendation** page lets you choose products you would like to recommend to new Associates or Preferred Customers at time of sign-up.

Follow these steps to create a **Sign Up Recommendation**:

1. Go to **My Profile** on the **Main Navigation Bar**.
2. Select **Sign Up Recommendation** from the drop-down menu. *(Circled in red)*
3. Make a selection for each country, then click the **Save** button.

Note: **Sign Up Recommendation** applies to Associates who enroll on your team through your **Isagenix Associate Web site**, using the **Sign Up and Save** option.



Associate Back Office **My Profile**

Manage E-mail Subscriptions

Select the **news and information** you wish to receive in your inbox from Isagenix®. Whether it's articles on our products, business opportunity, local events or much more— we've got you covered. You can change your subscriptions at any time.



Isagenix E-mail Subscriptions

Select the news and information you wish to receive in your inbox from Isagenix®. Whether it's articles on our products, business opportunity, local events or much more—we've got you covered. You can change your subscriptions at any time.

<input checked="" type="checkbox"/> IsaNews	weekly	Features the latest news, events, success stories, product information, promotions, conference call schedule and much more
<input type="checkbox"/> Conference Calls	weekly	Features the schedule and information on our weekly conference calls including topics and guest speakers
<input type="checkbox"/> Balanced Life	monthly	Features expert insight and articles on our products as well as tips from the industry leaders on how to build your business.
<input type="checkbox"/> IsaNews	quarterly	Be the first to read our newsletter before it arrives in your product order
<input type="checkbox"/> Local Events	varies	Features information on Isagenix® events including those happening in your area
IsaDiary	daily	Click here for more information on the IsaDiary subscriptions available

Your Name:

Email Address:


Country: *

* Your country (and state) are required as subscriptions are location based.

Subscribe

To unsubscribe from one or more of these lists, please go to our [unsubscribe page](#)

If you need assistance with your subscription, please contact Isagenix Customer Service via e-mail at support@isagenix.net, or phone 480-889-5777.



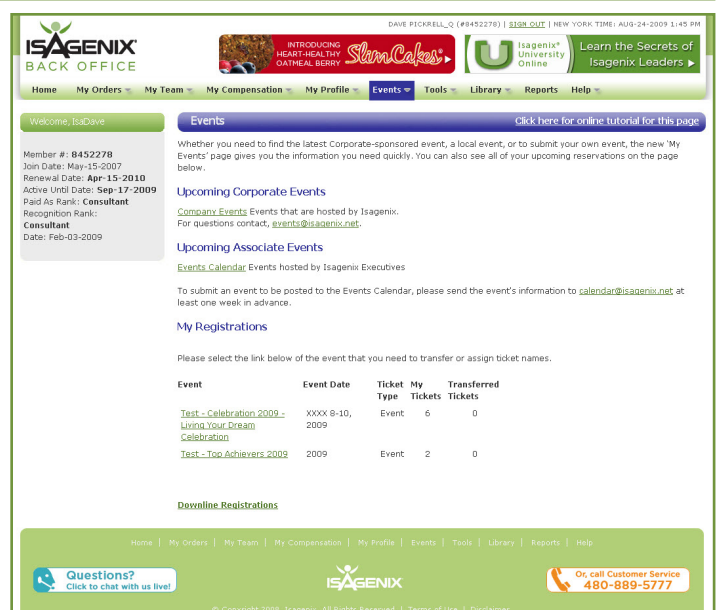
Associate Back Office Events

Events Page Overview

Whether you need to find the latest Corporate-sponsored event, a local event, or to submit your own event, the **My Events** page gives you the information you need quickly. You can also see all of your upcoming reservations on this page.

The following sections are found on the **Events** page:

- **Upcoming Corporate Events**
- **Upcoming Associate Events**
- **My Registrations**
- **Downline Registrations**



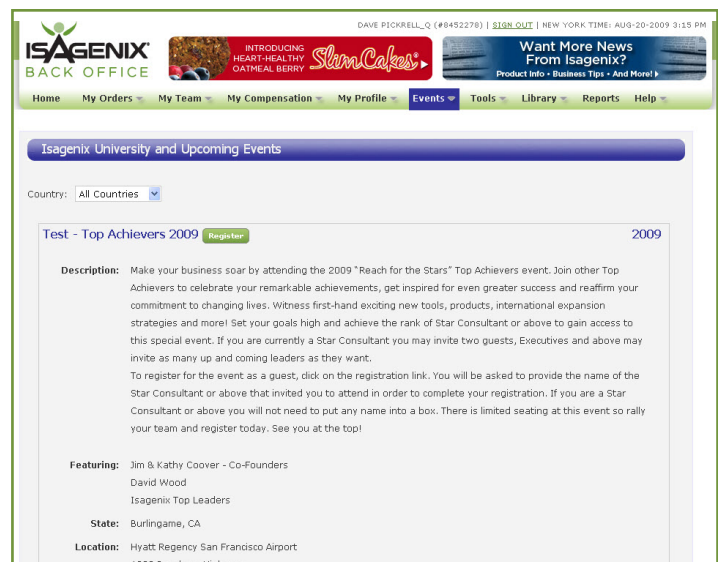
The screenshot shows the ISAGENIX BACK OFFICE Events page. The user is logged in as DAVE PICKRELL_Q (#8452278). The page includes a navigation menu with options like Home, My Orders, My Team, My Compensation, My Profile, Events, Tools, Library, Reports, and Help. A welcome message for ISADave is displayed, along with member information: Member # 8452278, Join Date: May-15-2007, Renewal Date: Apr-15-2010, Active Until Date: Sep-17-2009, Paid As Rank: Consultant, Recognition Rank: Consultant, Date: Feb-03-2009. The main content area is titled 'Events' and contains sections for 'Upcoming Corporate Events', 'Upcoming Associate Events', 'My Registrations', and 'Downline Registrations'. A table under 'My Registrations' shows event details:

Event	Event Date	Ticket Type	My Tickets	Transferred Tickets
Test - Celebration 2009 - Living Your Dream Celebration	XXXX 8-10, 2009	Event	6	0
Test - Top Achievers 2009	2009	Event	2	0

Corporate Events

Follow these steps to **View Upcoming Corporate Events**:

1. Click the **Company Events** link under **Upcoming Corporate Events**
2. Use the drop-down **Country Selector** menu, or use the default selection, **All Countries**.
3. Scroll down the page to **locate an event** and **view event details**.



The screenshot shows the ISAGENIX BACK OFFICE Events page with the 'Test - Top Achievers 2009' event selected. The page includes a navigation menu and a 'Country' dropdown menu set to 'All Countries'. The event details are as follows:

Test - Top Achievers 2009 [Register](#) 2009

Description: Make your business soar by attending the 2009 "Reach for the Stars" Top Achievers event. Join other Top Achievers to celebrate your remarkable achievements, get inspired for even greater success and reaffirm your commitment to changing lives. Witness first-hand exciting new tools, products, international expansion strategies and more! Set your goals high and achieve the rank of Star Consultant or above to gain access to this special event. If you are currently a Star Consultant you may invite two guests, Executives and above may invite as many up and coming leaders as they want.

To register for the event as a guest, click on the registration link. You will be asked to provide the name of the Star Consultant or above that invited you to attend in order to complete your registration. If you are a Star Consultant or above you will not need to put any name into a box. There is limited seating at this event so rally your team and register today. See you at the top!

Featuring: Jim & Kathy Coover - Co-Founders
David Wood
Isagenix Top Leaders

State: Burlingame, CA

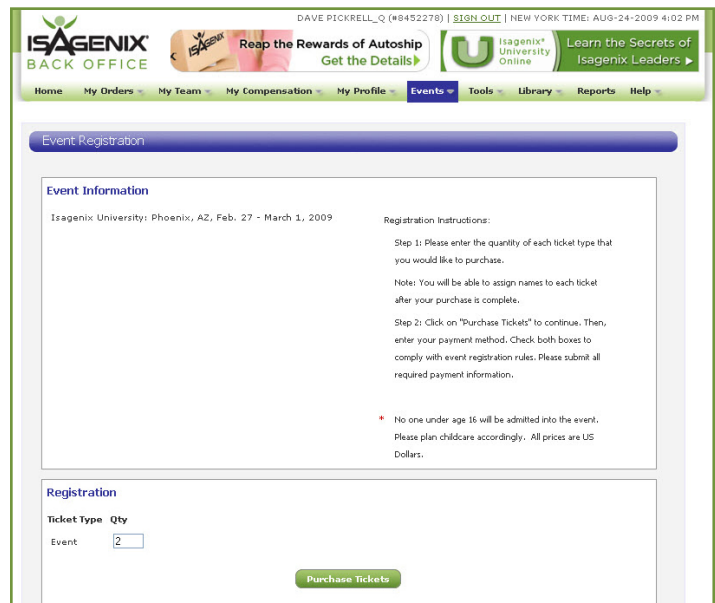
Location: Hyatt Regency San Francisco Airport
1333 Bayshore Highway

Associate Back Office Events

Register for Corporate Event

Follow these steps to **Register for a Corporate Event**:

1. Click the **Register** button next to the event you would like to attend.
2. Read the **Registration Instructions** carefully; these may be different for each event.
3. Enter the **number of tickets** you would like to purchase. Note: you will be able to assign names to each ticket after your purchase is complete.
4. Enter the name of the **Star Consultant, or above**, that invited you. *(If applicable)*
5. Click the **Purchase Tickets** button.
6. Review all of the information on the **Review & Checkout** page and edit as necessary before placing your order.
7. Enter your **payment information**.
8. Click the **Place Order** button. *(Not shown)*



DAVE PICKRELL_Q (#8452278) | SIGN OUT | NEW YORK TIME: AUG-24-2009 4:02 PM

ISAGENIX BACK OFFICE

Reap the Rewards of Autoship Get the Details

Isagenix University Online Learn the Secrets of Isagenix Leaders

Home My Orders My Team My Compensation My Profile **Events** Tools Library Reports Help

Event Registration

Event Information

Isagenix University: Phoenix, AZ, Feb. 27 - March 1, 2009

Registration Instructions:

Step 1: Please enter the quantity of each ticket type that you would like to purchase.

Note: You will be able to assign names to each ticket after your purchase is complete.

Step 2: Click on "Purchase Tickets" to continue. Then, enter your payment method. Check both boxes to comply with event registration rules. Please submit all required payment information.

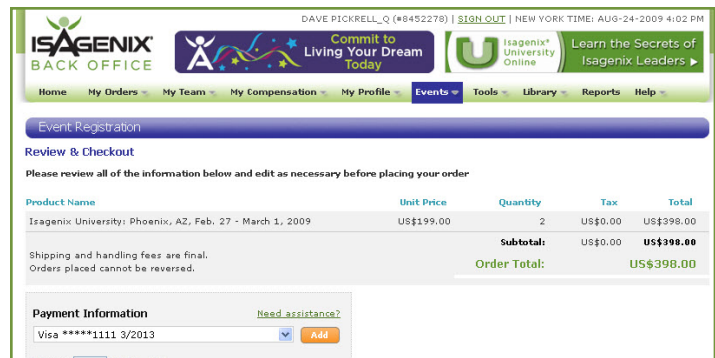
* No one under age 16 will be admitted into the event. Please plan childcare accordingly. All prices are US Dollars.

Registration

Ticket Type Qty

Event

Purchase Tickets



DAVE PICKRELL_Q (#8452278) | SIGN OUT | NEW YORK TIME: AUG-24-2009 4:02 PM

ISAGENIX BACK OFFICE

Commit to Living Your Dream Today

Isagenix University Online Learn the Secrets of Isagenix Leaders

Home My Orders My Team My Compensation My Profile **Events** Tools Library Reports Help

Event Registration

Review & Checkout

Please review all of the information below and edit as necessary before placing your order

Product Name	Unit Price	Quantity	Tax	Total
Isagenix University: Phoenix, AZ, Feb. 27 - March 1, 2009	US\$199.00	2	US\$0.00	US\$398.00
			Subtotal:	US\$398.00
Shipping and handling fees are final. Orders placed cannot be reversed.				Order Total:
				US\$398.00

Payment Information [Need assistance?](#)

Visa *****1111 3/2013

Assign Names to Tickets

Follow these steps to **Assign Names to Tickets**:

1. Go to the **My Registrations** section on the **Events** main page.
2. Click the **link to the event** that you like to change or assign tickets already purchased.
3. Click the **Change** button to re-assign tickets to another Associate or non-member.
4. Click the **Assign** button to assign tickets to another Associate or non-member.
5. Click **Save** when finished.



DAVE PICKRELL_Q (#8452278) | SIGN OUT | NEW YORK TIME: AUG-24-2009 4:27 PM

ISAGENIX BACK OFFICE

Reap the Rewards of Autoship Get the Details

Want More News From Isagenix? Product Info - Business Tips - And More!

Home My Orders My Team My Compensation My Profile **Events** Tools Library Reports Help

Event Tickets

Event Details

Event: Test - Top Achievers 2009 - 2009 Location: Hyatt Regency San Francisco Airport

Time: General Session Times: 1333 Bayshore Highway, Burlingame, CA 94010, US

Thursday, February 5, 2009: Top 50 Dinner (special invitation only)

Friday, February 6, 2009: 2:00 - 7:00 pm

Saturday, February 7, 2009: 9:00 am - 6:00 pm

Sunday, February 8, 2009: 9:00 am - 4:00 pm

Notes: Online registration closes on Sunday, xxxxx 1, 2009 at 9 pm Pacific Time

My Tickets **Transferred Tickets**

Ticket #	Ticket Type	Assigned To	
15615	Event	IsaDave Pickrell	<input type="button" value="Change"/>
15616	Event	Unassigned 1	<input type="button" value="Assign"/>

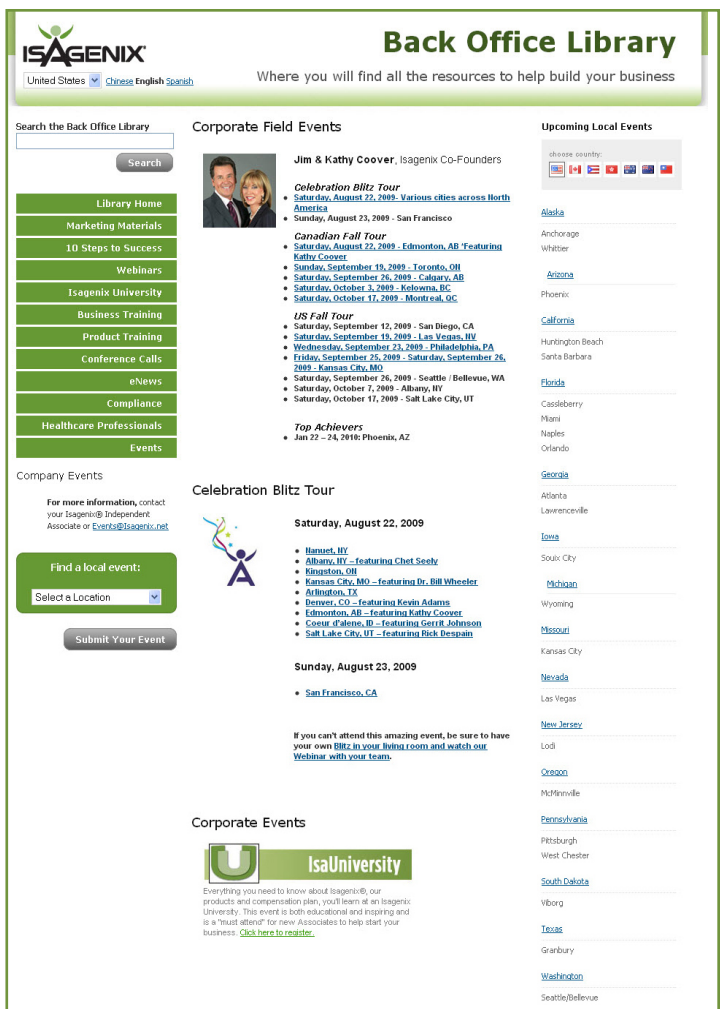
Associate Back Office Events

Executive-Sponsored Events

Follow these steps to **View Upcoming Executive-Sponsored Events:**

1. Click the **Events Calendar** link under **Upcoming Associate Events**.
2. Go to the **Upcoming Local Events** list on the right side of the page
3. Click a **flag icon** to select a country.
4. Click the **link for your geographic area** to view upcoming local events.
5. **Registration information** for these events is found under the **Contact** section for each event.

Note: The **Events Calendar** displays both **Corporate Sponsored** and **Executive Sponsored** events.



The screenshot shows the 'Back Office Library' page. At the top, it says 'Where you will find all the resources to help build your business'. Below this is a search bar and a navigation menu with options like 'Library Home', 'Marketing Materials', '10 Steps to Success', 'Webinars', 'Isagenix University', 'Business Training', 'Product Training', 'Conference Calls', 'eNews', 'Compliance', 'Healthcare Professionals', and 'Events'. The main content area is titled 'Corporate Field Events' and features a photo of Jim & Kathy Coover, Isagenix Co-Founders. It lists several events including 'Celebration Blitz Tour' (Saturday, August 22, 2009 - Various cities across North America), 'Canadian Fall Tour' (Saturday, August 22, 2009 - Edmonton, AB), and 'US Fall Tour' (Saturday, September 12, 2009 - San Diego, CA). There is also a 'Find a local event' section with a dropdown menu for 'Select a Location' and a 'Submit Your Event' button. On the right side, there is a section for 'Upcoming Local Events' with a list of states and cities including Alaska, Arizona, California, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, and Wyoming.

Isagenix® University

Everything you need to know about Isagenix, our products and compensation plan, you'll learn at an **Isagenix University**. This event is both educational and inspiring and is a "must attend" for new Associates to help start your business.



Follow these steps to **Register for Isagenix University:**

- Select the **Click here to register** link under **Corporate Events**.

Associate Back Office Events

Submit an Event

Follow these steps **if you are an Isagenix Associate and wish to host your own event:**

1. Click the **Submit Your Event** button on the **Library** page
2. Enter your **event details**
3. Click the **Submit** button

Note: An **e-mail will be created** to submit your event details. Please **attach digital photos** (named accordingly) of each presenter to the e-mail.

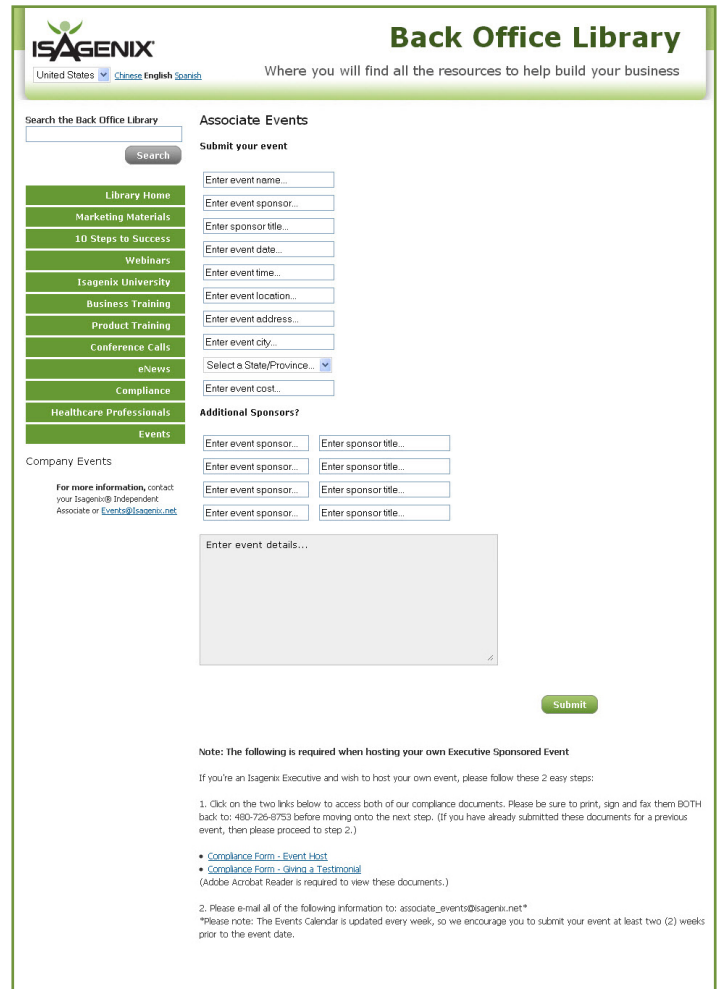
The following is required when hosting your own **Executive Sponsored Event:**

Follow these steps **if you're an Isagenix Executive and wish to host your own event:**

1. Click on the two links (listed below) to access both of our compliance documents. Please be sure to **print, sign and fax them BOTH** back to: 480-726-8753 before moving onto the next step. (If you have already submitted these documents for a previous event, then please proceed to step 2.)

- **Compliance Form - Event Host**
- **Compliance Form - Giving a Testimonial** (Adobe Acrobat Reader is required to view these documents.)

2. Please e-mail all of the information to: **associate_events@isagenix.net** *



The screenshot shows the 'Back Office Library' page with a search bar and a navigation menu. The 'Events' link is highlighted. The 'Associate Events' section contains a 'Submit your event' form with the following fields:

- Enter event name...
- Enter event sponsor...
- Enter sponsor title...
- Enter event date...
- Enter event time...
- Enter event location...
- Enter event address...
- Enter event city...
- Select a State/Province...
- Enter event cost...

Below these fields are sections for 'Additional Sponsors?' and 'Company Events', each with 'Enter event sponsor...' and 'Enter sponsor title...' fields. A 'Submit' button is located at the bottom right of the form area.

Note: The following is required when hosting your own Executive Sponsored Event

If you're an Isagenix Executive and wish to host your own event, please follow these 2 easy steps:

1. Click on the two links below to access both of our compliance documents. Please be sure to print, sign and fax them BOTH back to: 480-726-8753 before moving onto the next step. (If you have already submitted these documents for a previous event, then please proceed to step 2.)

- [Compliance Form - Event Host](#)
- [Compliance Form - Giving a Testimonial](#) (Adobe Acrobat Reader is required to view these documents.)

2. Please e-mail all of the following information to: associate_events@isagenix.net

*Please note: The Events Calendar is updated every week, so we encourage you to submit your event at least two (2) weeks prior to the event date.

*Please note: The **Events Calendar** is updated every week, so we encourage you to submit your event at least two (2) weeks prior to the event date.

Associate Back Office Tools

Tools Page Overview

Use the **Tools** page to find recruitment tools, sales tools or access partner sites.

The following links are found on the **Tools** page:

Recruitment & Sales Tools

- Our **recruitment tools** allow you to share key videos or content that you can forward to a friend.*
- Our **sales tools** provide the product and coaching information you need to build your Isagenix® business.

Corporate Blogs

- Access all of the latest and greatest information about products, incredible deals, breaking news, tips to build your business and much more are now in one place online!
- Get answers to some of the most commonly-asked product questions and more!
- Download our weekly training calls straight to your iPod, send your prospects a simple link to the audio or even listen in to the recorded calls from one place.

Partner Sites

- Our **partner sites** are created by our leaders to help you educate, mentor and lead your downline members.

The following link is found on the **Tools** drop-down menu:

- **Mylsagenix**

Mylsagenix is your **Isagenix Front Office** which will enable you to:

- Market your Isagenix business on the Internet (through our exciting new tool called SPOT Marketing and two personal marketing Web sites for each Associate)
- Attract and capture prospects and purchase leads
- Communicate with and convert leads to new Isagenix members

* The **Forward-to-a-Friend** feature is a service provided for the benefit of Isagenix® Independent Associates. Isagenix does not gather or store any information from this function or from these sites.



The screenshot shows the 'Tools' page in the Isagenix Back Office. The page has a green header with the Isagenix logo and navigation links: Home, My Orders, My Team, My Compensation, My Profile, Events, Tools (selected), Library, Reports, and Help. There are three promotional banners on the left: 'Explode Your Business with SixFigureMakers.com', 'Get the sales tools you need to succeed. IsaSalesTools.com', and 'ISAGENIX OFFICIAL PODCAST LISTEN NOW'. The main content area is titled 'Tools' and contains three sections: 'Recruitment & Sales Tools' with links to 'CleansedforLife.com', 'IsaBellight.com', 'IsabodyChallenge.com', 'Isagenix.com', 'IsaLeanShakes.com', and 'Are You Toxic?'; 'Corporate Blogs' with links to 'IsagenixNews.com', 'IsagenixHealth.net', and 'IsagenixPodcast.com'; and 'Partner Sites' with links to 'Healthcare Benefits Provider Information Web Site', 'This 8-Minute Business Overview', and 'Weight Loss Hall of Fame'. A footer note states: '* The "Forward-to-a-Friend" feature is a service provided for the benefit of Isagenix® Independent Associates. Isagenix does not gather or store any information from this function or from these sites.'

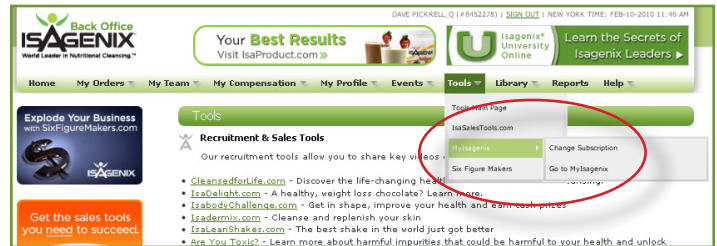
Associate Back Office Tools

Mylsagenix

Mylsagenix is a new prospecting support tool for Isagenix Associates.

Follow these steps to **open Mylsagenix**:

- Log in to your **Associate Back Office**.
- Go to the **Tools** menu and select **Mylsagenix**. *(circled in red)*
- Choose **Go to Mylsagenix**.
- Click the **Mylsagenix Manual** link on the **Mylsagenix Home** page for a complete user guide.



Selecting a Subscription

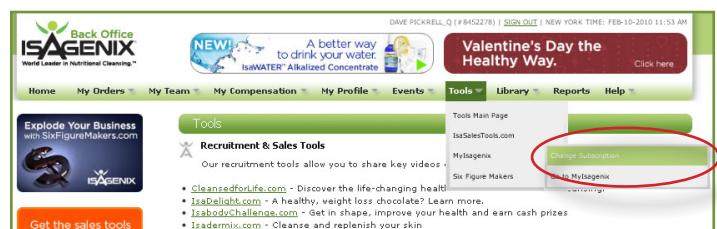
If you are relatively new to network marketing, but want to try your hand at building a business, or would just like to earn enough commissions to pay for your own products, then we suggest you **stay on Autoship** and select the **FREE Entry Level** subscription.

For those wanting to try marketing your business on a social networking site, like Facebook, you can step up to the **New Business Builder** subscription (only \$9.95/month if on Autoship) and build your own lead capture forms (SPOTs) to share on the web.

If you would like to be contacted immediately when a prospect completes one of your SPOTs, select either the **Experienced Business Builder** (\$19.95/month if on Autoship) or **Elite Business Builder** (\$29.95/month if on Autoship) subscriptions which both include Instant Contact minutes.

Follow these steps to **change your Mylsagenix subscription***:

- Go to your **Associate Back Office**.
- Go to the **Tools** menu and select **Mylsagenix**. *(circled in red)*
- Choose **Change Subscription**.



*Please note that any changes you make today will go into effect during the next billing cycle.

Associate Back Office Library

Library Overview

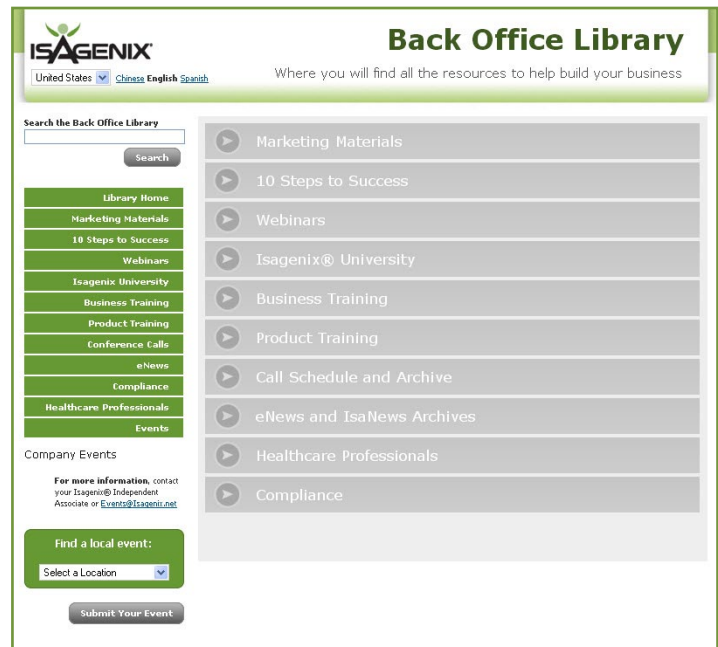
The **Library** is where you will find all the resources to help build your business.

At the top of the page, under the Isagenix logo, you will find a **Country Selector drop-down menu**. There are also **links to view the Library in different languages**.

Use the **search field** in the upper left column to quickly locate materials within your **Associate Back Office Library**.

The **Resource links** in the left column will remain visible on any page in the **Library** to make navigating the site easier.

Search for **local events** using the drop-down list. There is also a button to **Submit Your Event** on this page.



Your **Associate Back Office Library** is the place to find:

- **Marketing Materials:** Browse our huge selection of downloadable marketing materials, designed to help your business soar
- **10 Steps to Success:** Steps to becoming a successful entrepreneur in Isagenix
- **Webinars:** Our training videos focus on the precise steps to help jump-start your Isagenix business to incredible success.
- **Isagenix University:** Get the training and tools to begin your journey toward greater health and financial freedom
- **Business Training:** Learn how to increase your business from Isagenix Co-Founders and top earners
- **Product Training:** Our product webinars and guides allow you to add to your product knowledge to better share the Isagenix experience
- **Call Schedule and Archive:** View our most up-to-date schedule of business and training calls here
- **eNews and IsaNews Archives:** Miss an edition of eNews? No worries... we have past issues here
- **Healthcare Professionals:** Learn how to approach a healthcare professional or set up your own healthcare professional Isagenix business.
- **Compliance:** Policies & Procedures, Forms & Letters, Internet Use Guidelines, and Marketing the Compliant Way

Associate Back Office Library

Submit an Event

Follow these steps **if you are an Isagenix Associate and wish to host your own event:**

1. Click the **Submit Your Event** button on the **Library** page
2. Enter your **event details**
3. Click the **Submit** button

Note: An e-mail will be created to submit your event details. Please **attach digital photos** (named accordingly) of each presenter to the e-mail.

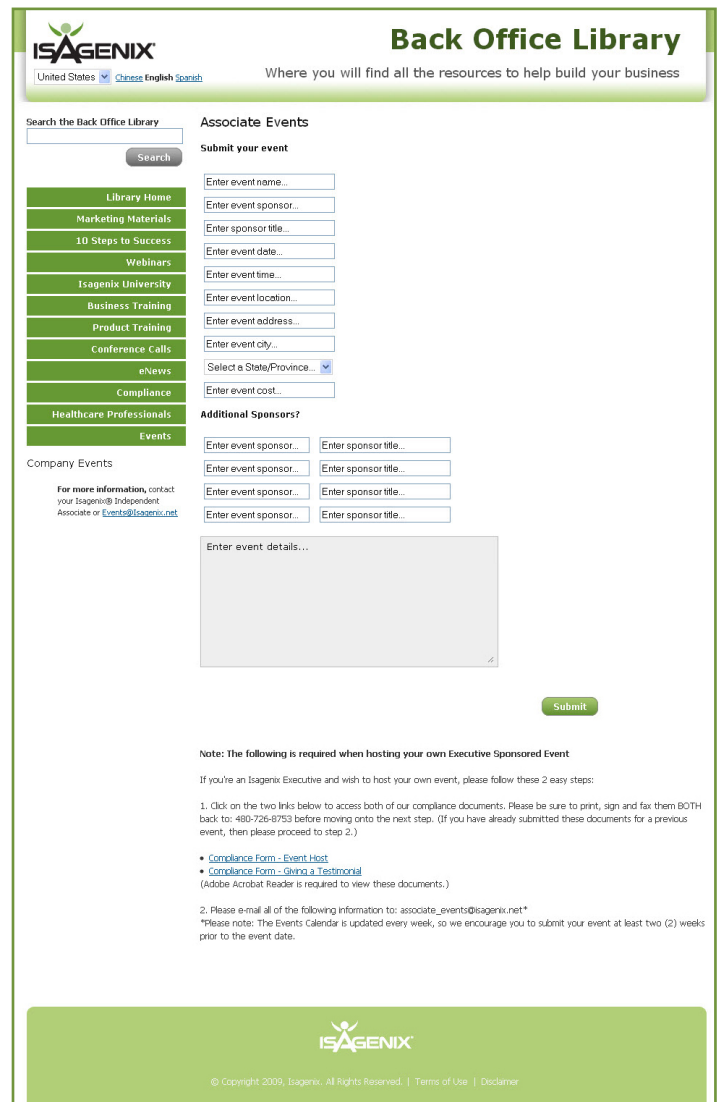
The following is required when hosting your own **Executive Sponsored Event:**

Follow these steps **if you're an Isagenix Executive and wish to host your own event:**

1. Click on the two links (listed below) to access both of our compliance documents. Please be sure to **print, sign and fax them BOTH** back to: 480-726-8753 before moving onto the next step. (If you have already submitted these documents for a previous event, then please proceed to step 2.)

- **Compliance Form - Event Host**
- **Compliance Form - Giving a Testimonial** (Adobe Acrobat Reader is required to view these documents.)

2. Please e-mail all of the information to:
associate_events@isagenix.net *



The screenshot shows the 'Back Office Library' page with a search bar and a navigation menu. The 'Associate Events' section is active, displaying a form for submitting an event. The form includes fields for event name, sponsor, date, time, location, address, city, state/province, and cost. There are also sections for 'Additional Sponsors?' and 'Company Events'. A 'Submit' button is located at the bottom right of the form area. Below the form, a note states: 'Note: The following is required when hosting your own Executive Sponsored Event. If you're an Isagenix Executive and wish to host your own event, please follow these 2 easy steps: 1. Click on the two links below to access both of our compliance documents. Please be sure to print, sign and fax them BOTH back to: 480-726-8753 before moving onto the next step. (If you have already submitted these documents for a previous event, then please proceed to step 2.)' The links provided are 'Compliance Form - Event Host' and 'Compliance Form - Giving a Testimonial'. A second note says: '2. Please e-mail all of the following information to: associate_events@isagenix.net* *Please note: The Events Calendar is updated every week, so we encourage you to submit your event at least two (2) weeks prior to the event date.'

*Please note: The **Events Calendar** is updated every week, so we encourage you to submit your event at least two (2) weeks prior to the event date.

Associate Back Office Reports

Reports Page Overview

The **Reports** page gives you a quick and convenient access to a wide array of data, from – recent enrollments in your team, to orders placed in your downline.

The following sections are found on the **Reports** page:

- **Member Reports**
- **Downline Reports**

Member Reports contain information specific to enrollments on your team.

This report will show:

- Members you have **personally enrolled** in your team
- Members on your team who have **not renewed** their Isagenix membership
- All members on your team for the **past month broken down by team leg**

You can also download both the **Personally Enrolled - Renewed** and **Personally Enrolled - Non Renewed** reports in an **Excel** file.

The **Downline Reports** column contains reports showing:

- **Orders** placed by your downline team
- Any **event registrations** your team has made

Be sure to review your available **Reports**, as they will help you effectively manage your Isagenix team.

More **Reports** will be added periodically, so make sure to check this page often.



The screenshot shows the Isagenix Back Office Reports page. At the top, there is a navigation bar with links for Home, My Orders, My Team, My Compensation, My Profile, Events, Tools, Library, Reports, and Help. The Reports section is highlighted in red. Below the navigation bar, there are two columns of links: Member Reports and Downline Reports. The Member Reports column includes links for View Personally Enrolled - All, View Personally Enrolled - Summary, View Personally Enrolled - Renewed, View Personally Enrolled - Non-Renewed, Download Personally Enrolled - Renewed, Download Personally Enrolled - Non Renewed, and View New Member Report (past 30 days). The Downline Reports column includes links for Orders in Downline, Downline Event Registrations, and Downline IsaBody Challenge Registrations. At the bottom of the page, there is a footer with a 'Questions? Click to chat with us live!' button, the Isagenix logo, and a 'Or, call Customer Service 480-889-5777' button.

Associate Back Office Help

Contact Us

To open this page, go to the **Help** menu and select **Contact Us** from the drop-down list.

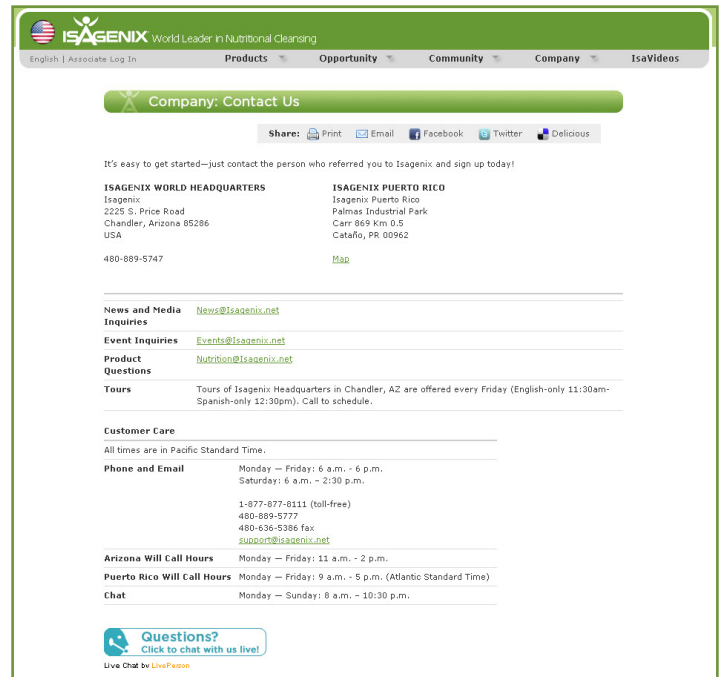
This page provides contact information for **Isagenix World Headquarters** and **Isagenix Puerto Rico**.

Click the **Map** link to see directions to the Isagenix offices in Puerto Rico.

Other useful links on this page include:

- **Printer-friendly version**
- **E-mail**
- **Social Media**
- **News and Media Inquiries**
- **Event Inquiries**
- **Product Questions**

Information regarding **Tours** of the World Headquarters, and **Customer Care** hours and phone numbers are also found on this page.

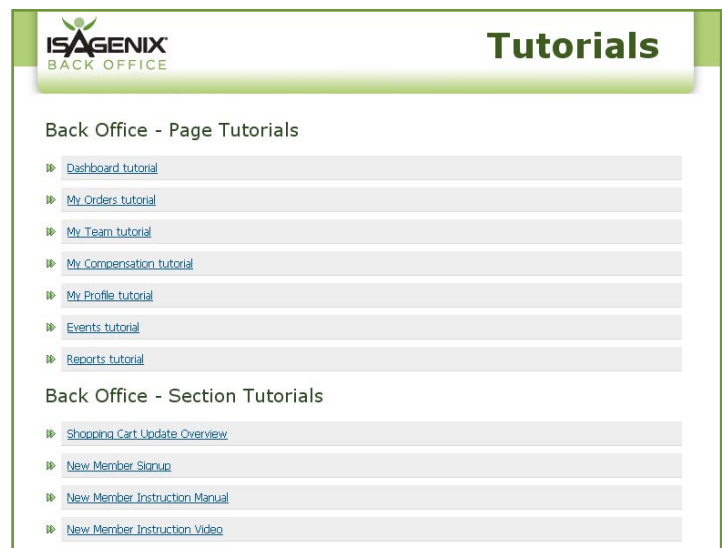


The screenshot shows the 'Company: Contact Us' page. At the top, there is a navigation bar with links for English, Associate Log In, Products, Opportunity, Community, Company, and IsaVideos. Below the navigation bar is a green header with the text 'Company: Contact Us'. Underneath, there are social media sharing options for Print, Email, Facebook, Twitter, and Delicious. The main content area is divided into two columns. The left column is for 'ISAGENIX WORLD HEADQUARTERS' and the right column is for 'ISAGENIX PUERTO RICO'. Below these columns are sections for 'News and Media Inquiries', 'Event Inquiries', 'Product Questions', 'Tours', 'Customer Care', 'Phone and Email', 'Arizona Will Call Hours', 'Puerto Rico Will Call Hours', and 'Chat'. At the bottom, there is a 'Questions? Click to chat with us live!' button with a Live Chat by LivePerson logo.

Tutorials

To open this page, go to the **Help** menu and select **Tutorials** from the drop-down list.

This page provides a list of all the **on-line tutorials** available for your **Associate Back Office**.



The screenshot shows the 'Tutorials' page. At the top, there is a navigation bar with the Isagenix logo and the text 'BACK OFFICE'. To the right of the navigation bar is the title 'Tutorials'. Below the navigation bar is a green header with the text 'Tutorials'. The main content area is divided into two sections: 'Back Office - Page Tutorials' and 'Back Office - Section Tutorials'. Each section contains a list of tutorial links with a right-pointing arrow icon next to each link.