

# JP Colecciones Website Tutorial

**Prepared by: Sean Narvasa**

## MEMBER USER (Link: <https://www.jpcoleccion.com/account/>)

- **Registration**

- After member registration, you will receive email verification on your email address. You need to click the verification link and proceed to login page.

- Email Video attachment is configurable in Admin "Set Email Video".

- Referral Bonus For Package is connected on Commission Rates.



Register a new membership

### Membership Plan

Referral Bonus For Package 1	▼
First Name	👤
Last Name	👤
Middle Name	👤
Sponsor ID	📋
Email	✉
Password	🔒
Retype password	↺

☐ I agree to the terms

Register



Type the text:

[I already have a membership](#)

- **Login**

- After checking verification link, member should upload proof of photo and invoice photo. Otherwise, member will stay inactive. (Please note that Admin will not activate member account until he the member/user is not uploading his POP and Invoice photo).

- If the member/user is not yet Activated by Admin, main menu will not be visible on his end.



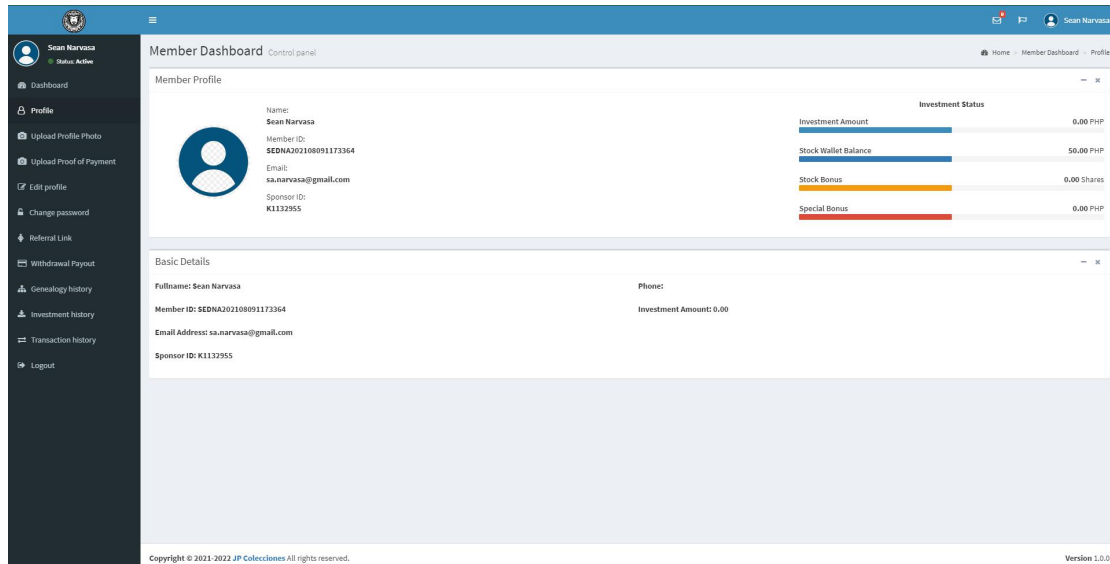
### JP Colecciones Member Login

Email/Member ID	✉
Password	🔒
<a href="#">Sign In</a>	

[I forgot my password](#)  
[Register a new membership](#)  
[Back to Main Site..](#)

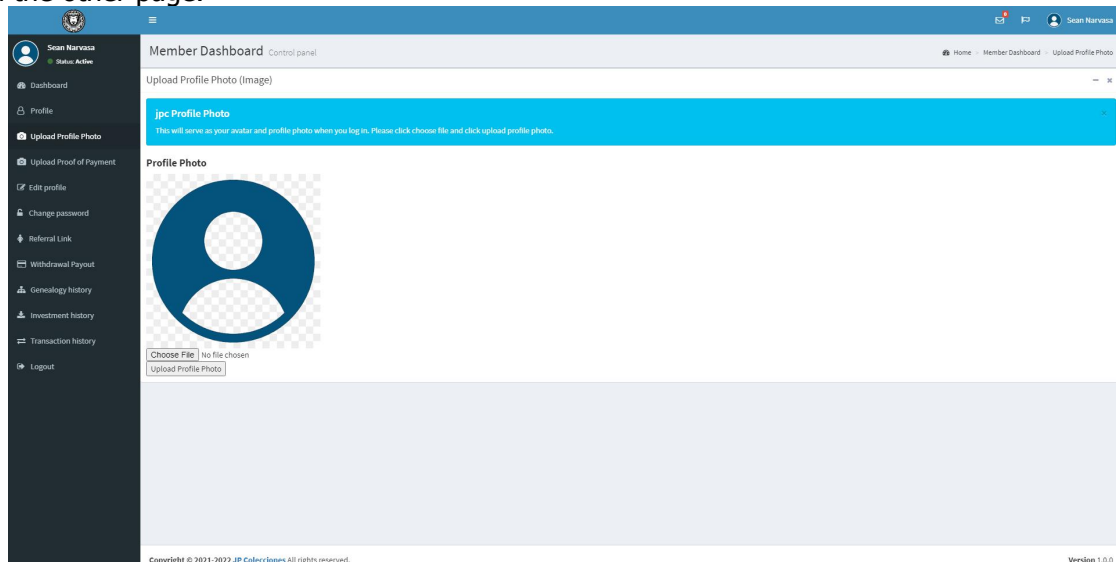
## ● Profile

- You can see all personal user information and Investment Status.
- Investment Amount value is depending on your selected Membership Plan (e.g. Referral Bonus for Package 1/2/3/4/5) upon registration. See admin > Commision Rates page for more info.
- Stock Wallet Balance, Stock Bonus, Special Bonus is depending on your transaction and will be discuss later.



## ● Upload Profile Photo

- You can change your profile photo in the System and this is different from photo id on the other page.



## ● Upload Proof of Payment

- Change Personal ID Photo and Invoice Photo will be customize and this is required and must click the upload button to save your image. Otherwise, you will not be activated in the System.

The screenshot shows the 'Member Dashboard' with a sidebar on the left containing navigation links: Dashboard, Profile, Upload Profile Photo, Upload Proof of Payment (selected), Edit profile, Change password, Referral Link, Withdrawal Payout, Genealogy history, Investment history, Transaction history, and Logout. The main content area is titled 'Upload Proof of Payment (Images)' and features a blue banner with 'JPC Requirements'. Below the banner, there are two upload sections: 'Personal ID Photo' and 'Invoice Photo'. Each section has a large circular icon placeholder (blue for ID, orange for Invoice) and a 'Choose File' button with the text 'no file chosen'. Below each icon is an 'Upload' button. At the bottom of the page, there is a copyright notice 'Copyright © 2021-2022 JPC Collections All rights reserved.' and a version number 'Version 1.0.0'.

## ● Edit Profile

- As you can see on the Profile page, by default and new register user, phone input field is blank and you can update/add personal information like Phone, Gender, etc.

The screenshot shows the 'Edit Profile' page within the 'Member Dashboard'. The sidebar is identical to the previous screenshot. The main content area is titled 'Edit Profile' and contains a form with the following fields: First Name (Sean), Last Name (Narvaza), Middle Name (D), Email Address (sa.narvaza@gmail.com), Gender (dropdown menu), Date of Birth (dd/mm/yyyy), Investment Amount (0.00), Membership Plan (Referral Bonus For Package 4), Address, Country (dropdown menu), State (dropdown menu), City, Country Code, Phone, Zip Code, Bank Name, and Bank Account Number. The form is designed for updating user information.

## ● Change Password

- You can change password and re-type password for confirmation and update to save changes to your user account.

The screenshot shows the 'Change Password' page within a 'Member Dashboard'. The dashboard has a dark sidebar on the left with a menu containing: Dashboard, Profile, Upload Profile Photo, Upload Proof of Payment, Edit profile, Change password (highlighted), Referral Link, Withdrawal Payout, Genealogy history, Investment history, Transaction history, and Logout. The main content area is titled 'Change Password' and contains two input fields: 'New Password' and 'Re-Enter Password'. An 'Update' button is located at the bottom right of the form. The footer of the page includes the copyright notice 'Copyright © 2021-2022 JP Colecciones All rights reserved.' and the version number 'Version 1.0.0'.

## ● Referral Link

- You can copy + paste the referral link in order to recruit other members by clicking the Copy button or highlight the URL and paste it into your friends and other social media(s).

The screenshot shows the 'Referral Link' page within the same 'Member Dashboard'. The sidebar menu is identical to the previous screenshot, with 'Referral Link' now highlighted. The main content area is titled 'Referral Link' and displays a 'Referral Link (Copy Paste)' with the URL: <https://prolecciones.com/dev-test-anon-discovery/account/referral.php?r=SEDA20210809117384>. A 'Copy' button is positioned to the right of the link. The footer remains the same with the copyright notice and version number.

## ● Withdrawal Payout

- Amount of payout to be withdrawn is depending on your Current External Wallet Balance, All inputs are required except for the Member ID input field (Member ID is shown on the Profile page), not unless you will be transfer your Wallet Balance into another Member account and just type the Member ID and click Save button.

- You will receive an email after you request Withdrawal Payout

- Basis is "Current External Wallet Balance" - (minus) "Current Withdrawable Balance" and please note that you can withdraw payout unless you have 1,000.00 PHP and above. Otherwise, 1,000.00 below will not be withdrawn on your balance account and it should approve by Admin user after you process or Withdrawal Payout.

**Member Dashboard** Control panel

**Add New Withdrawal Payout**

Current External Wallet Balance (50.00 PHP)  
Current Withdrawable Balance (-950 PHP)

Amount of Payout to be withdrawn

Payout Amount:

Reason of withdrawal

Reason:

Member ID (Payout to -> Member Account to be transferred) Leave blank if not applicable.

Member ID:

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## ● Genealogy history and Investment history

- This will be populated transaction(s) only if you refer new member using the Referral Link that we discuss earlier.

**Member Dashboard** Control panel

Home Member Dashboard Genealogy History

Genealogy history

No.	Join Date/Time	Member	Member ID	Level	Upline ID	Upline Name
8	2021-08-08 13:23:46	Juan Test Dela Cruz	JUTEDE202108091173364	1	SEDNA202108091173364	Sean D Narvasa
11	2021-08-08 14:18:15	John T Doe	JOTDO202108091173367	1	SEDNA202108091173364	Sean D Narvasa
10	2021-08-08 13:57:08	Knight T Test	KNTTE202108091173363	2	JUTEDE202108091173364	Juan Test Dela Cruz

1

**Member Dashboard** Control panel

Home Member Dashboard Investment History

Investment history

No.	Transaction ID	Sponsor ID	Sponsor Name	Pay Amount (PHP)	Commission Amount (PHP)	Date/Time	Processing Status
1	8	JUTEDE202108091173364	Juan Test Dela Cruz	1000.00	100.00	2021-08-08 13:23:46	Processed
2	11	JOTDO202108091173367	John T Doe	70.00	3.50	2021-08-08 14:18:15	Pending
3	10	KNTTE202108091173363	Knight T Test	3500.00	35.00	2021-08-08 13:57:08	Pending

1

- **Transaction history**

- This is consider as your Inventory and/or Transaction Lists where you can see all the Transactions that you made and it includes Date/Time, Description, IN and OUT PHP.

Member Dashboard <small>Control panel</small>				
<div>HomeMember DashboardTransaction History</div>				
Transaction history				
No.	Date/Time	Description	IN (PHP)	OUT (PHP)
30	2021-08-08 13:50:29	Processed Personal Wallet Balance	50.00	0.00
31	2021-08-08 13:50:29	Processed External Wallet Balance	50.00	0.00
1				

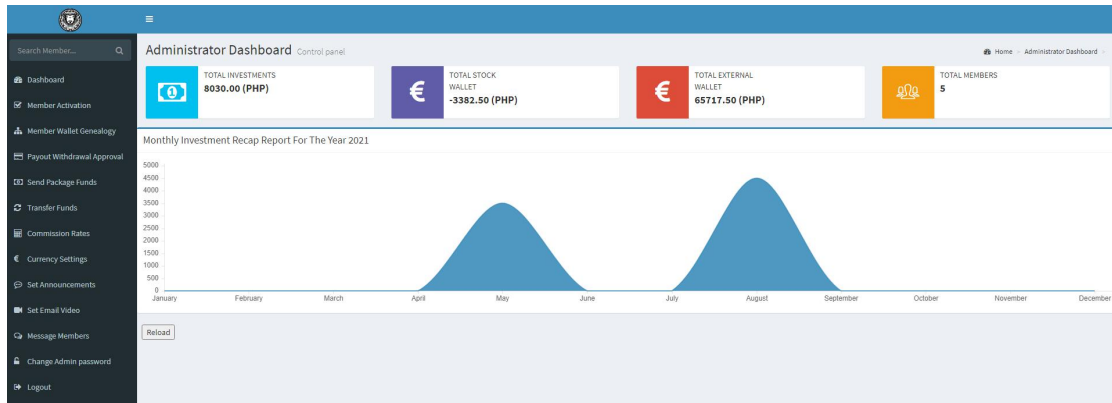


ADMIN (Link: <https://www.jpcolecciones.com/account/admin/>)

### ● Dashboard

- Where you can see all the Total investments, Total stock wallets, Total external wallet, Total members that made on the Web Application System.

- Monthly Investment Recap for this current year (2021) is depending on the Investment monthly. You can click the reload button to refresh the page.



### ● Member Activation

- Admin user can activate member user account(s) by clicking the Activation button and will be reflected only if the Member is already "Active" Status and uploaded his/her Proof of Photo (POP) and Invoice Photo (POP), else, prompt alert will be shown in the System and saying "ID or Invoice Proof of Payment (POP) is incomplete or missing!".

- Please note that Member Activation page has Pagination in the lower left below (e.g. 1, 2, 3, etc) to next/previous page (only if there are many users in the System).

The screenshot shows the Member Activation page with the following table:

No.	Photo	Member ID	Member Name	Membership Plan	ID (POP)	Invoice (POP)	Status	Actions
1		WAAQNA2147480983	Julius Casiple Penseriga	Referral Bonus For Package 2			Active	<a href="#">Activate</a> <a href="#">Delete</a>
2		JEGRR921474809838	Jean Grey Gray	Referral Bonus For Package 1			Active	<a href="#">Activate</a> <a href="#">Delete</a>
3		PHCAAR202105291173363	Philip Caodtoy Arcuino	Referral Bonus For Package 1			Active	<a href="#">Activate</a> <a href="#">Delete</a>
4		SEDNA202108091173364	Sean D Naranva	Referral Bonus For Package 4			Active	<a href="#">Activate</a> <a href="#">Delete</a>
5		JUTED202108091173364	Juan Test Della Cruz	Referral Bonus For Package 5			Active	<a href="#">Activate</a> <a href="#">Delete</a>

At the bottom left of the table, there is a pagination control showing '1' and '2'.

## ● Member Wallet Genealogy

- First thing first, you need to click the "Filter Member" button and select your desired to process member wallet. After that, click the button of "Process Member - {member name} Wallet"

and prompt alert confirmation will be shown and you will see the summary of his details and click "Process" button to save changes.

No.	Join Date/Time	Member Name	Member ID	Level	Upline Name	Upline ID	Pay Amount (PHP)	Commission Amount (PHP)	Processing Status	Action
1	2018-05-27 23:14:59	Jean Grey Gray	JEGRGK21474809838	1	Julius Casiple Penseriga	WAAQNA2147480983	30.00	1.50	Processed	Delete
4	2021-05-28 19:43:40	Philip Caocloy Arcuino	PHCAAR202105291173363	1	Julius Casiple Penseriga	WAAQNA2147480983	3500.00	35.00	Pending	Delete
8	2021-08-08 13:23:46	Juan Test Dela Cruz	JUTEDE202108091173364	1	Sean D Narvasa	SEDNA202108091173364	1000.00	100.00	Processed	Delete
9	2021-08-08 13:57:08	Knight T Test	KNTTE202108091173363	1	Juan Test Dela Cruz	JUTEDE202108091173364	3500.00	35.00	Processed	Delete
11	2021-08-08 14:18:15	John T Doe	JOTDO202108091173367	1	Sean D Narvasa	SEDNA202108091173364	70.00	3.50	Pending	Delete

Total Pending = 3 (73.50 PHP) Total Processed = 3 (136.50 PHP) [Process Member Wallet](#)

## ● Payout Withdrawal Approval

- When Member user process his/her Withdrawal Payout on his account, payout withdrawal request by member will be populated on Payout Withdrawal Approval on Admin page.

- Please note that Admin user need to Process the Withdrawal Payout of member before the process make updated. Click the button Process to save changes.

No.	Date	Member Name/ID	Withdrawable Balance (PHP)	Withdraw Amount (PHP)	Reason	Transfer Name/ID	Actions
Total Payout Withdrawal Approval = 0 ( PHP)							

## ● Send Package Funds

- Enter the "Amount to Send" and select Package 1 and it will be sent into Member(s) External Wallet Balance after you click the button of "Send" to save changes.

## ● Transfer Funds

- Direct transfer funds to Member Wallet Balance account and all members with stock wallet balance above 100 can transfer funds only.

## ● Commission Rates

- Admin can Update Membership Plans (Referral Bonus For Package 1, 2, 3, 4, and 5).

Membership Plan	Level 1 (%)	Level 2 (%)	Level 3 (%)	Level 4 (%)	Level 5 (%)	Level 6 (%)	Level 7 (%)	Level 8 (%)	Level 9 (%)	Level 10 (%)	Investment Amount	Stock Bonus Share	Special Bonus	Actions
Referral Bonus For Package 1	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	3500.00	2.00	500.00	<a href="#">Update</a>
Referral Bonus For Package 2	0.05	0.10	0.01	0.10	0.04	0.07	0.00	0.00	0.00	0.00	70.00	21.00	0.00	<a href="#">Update</a>
Referral Bonus For Package 3	0.05	0.10	0.01	0.10	0.04	0.07	0.10	0.03	0.03	0.03	280.00	40.00	0.00	<a href="#">Update</a>
Referral Bonus For Package 4	0.04	0.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">Update</a>
Referral Bonus For Package 5	0.10	0.10	0.10	0.10	0.10	0.04	0.04	0.04	0.04	0.04	1000.00	180.00	0.00	<a href="#">Update</a>

## ● Currency Settings

- Admin can Update Currency Value, Prefix, Symbol and Wallet Maintaining Balance.

The screenshot shows the 'Currency Settings' page in the Administrator Dashboard. The left sidebar contains a search bar and a list of menu items: Dashboard, Member Activation, Member Wallet Genealogy, Payout Withdrawal Approval, Send Package Funds, Transfer Funds, Commission Rates, Currency Settings (highlighted), Set Announcements, Set Email Video, Message Members, Change Admin password, and Logout. The main content area is titled 'Currency Settings' and contains four input fields: 'Currency Value' (with 'php' entered), 'Currency Prefix' (with 'PHP' entered), 'Currency Symbol' (with a dropdown arrow), and 'External Wallet Maintaining Balance' (with '1000.00' entered). An 'Update' button is located at the bottom right of the form.

## ● Set Announcements

- Send an announcement on members and will be shown in top navigation bar.

The screenshot shows the 'Set Announcements' page in the Administrator Dashboard. The left sidebar is identical to the previous screenshot, with 'Set Announcements' highlighted. The main content area is titled 'Set Announcements' and contains a text input field labeled 'Type your announcement here' with the text 'Hello Everyone, welcome to jpc MLM Website!' entered. A 'Send' button is located at the bottom right of the form.

## ● Set Email Video

- Admin can update Email video attachment when member verify user account on his/her email account. Just type copy and paste the youtube embed link.

The screenshot shows the 'Set Email Video' page in the Administrator Dashboard. The left sidebar is identical to the previous screenshots, with 'Set Email Video' highlighted. The main content area is titled 'Set Email Video' and contains two text input fields. The first field is labeled 'Type your video link here' and contains a video embed code. The second field is labeled 'Type your video message or copy and paste from youtube by selecting the video then click share and click embed!' and contains a YouTube embed code. An 'Update' button is located at the bottom right of the form.

- **Message Members**

- Admin can send message individually and enter message depending on selected member.

The screenshot shows the 'Message Members' page within the Administrator Dashboard. The left sidebar contains a search bar and a list of navigation items: Dashboard, Member Activation, Member Wallet Genealogy, Payout Withdrawal Approval, Send Package Funds, Transfer Funds, Commission Rates, Currency Settings, Set Announcements, Set Email Video, Message Members (highlighted), Change Admin password, and Logout. The main content area has a header 'Message Members' and a sub-header 'Control panel'. Below this, there is a 'Select Member' dropdown menu, a 'Type your message here' text area, and a 'Message' text area. A 'Send' button is located at the bottom right of the message input section.

- **Change Admin Password**

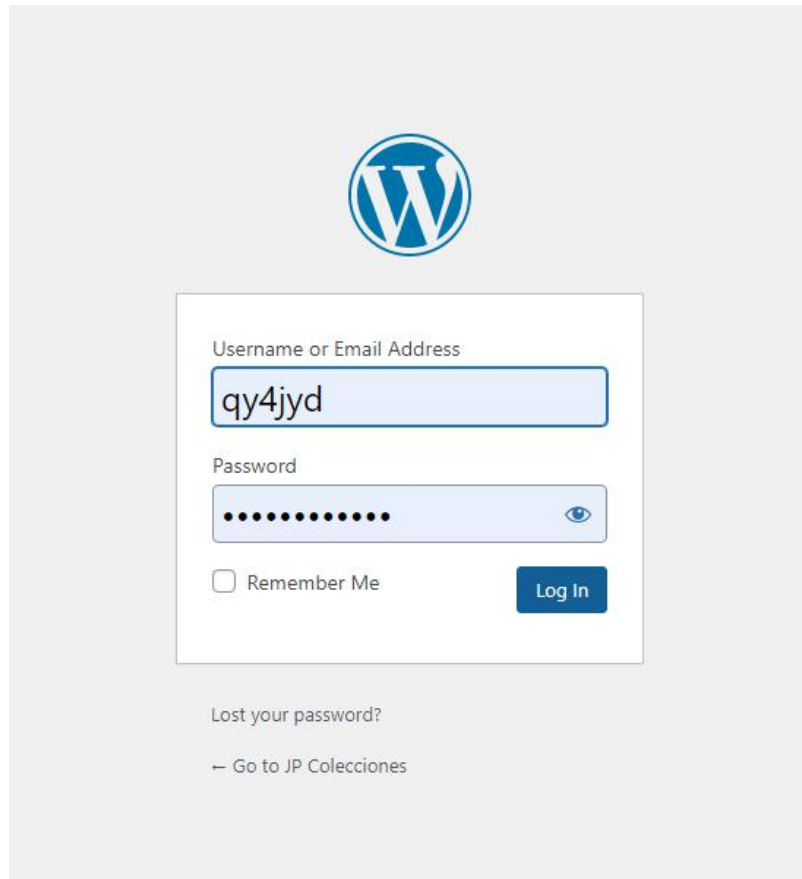
- Update admin password and its very important to remember his Admin password.

The screenshot shows the 'Change Admin Password' page within the Administrator Dashboard. The left sidebar is identical to the previous screenshot, with 'Change Admin password' highlighted. The main content area has a header 'Change Password' and a sub-header 'Control panel'. Below this, there are two input fields: 'New Password' and 'Re-Enter Password'. An 'Update' button is located at the bottom right of the form.

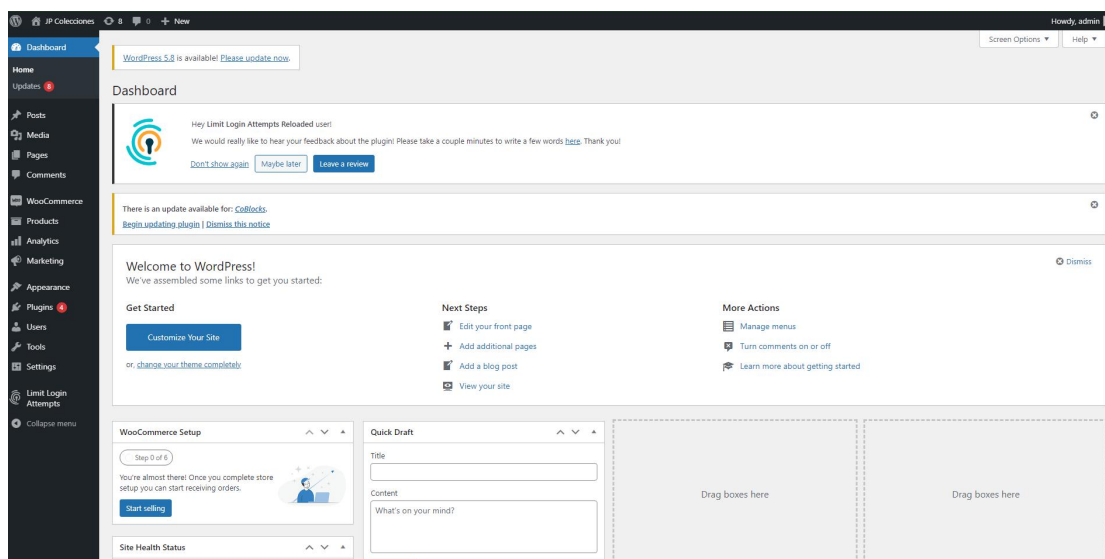
## Shop Admin Website

(Link: <https://www.jpcolecciones.com/shop/wp-login.php>)

- **Where you can customize your Shop Website**
  - Users in jpcolecciones shop website is NOT the same with membership account website on -> <https://www.jpcolecciones.com/account/>



The image shows the WordPress login interface for the JP Colecciones website. At the top center is the WordPress logo. Below it is a white login box with a light blue border. Inside the box, there are two input fields: 'Username or Email Address' with the text 'qy4jyd' and 'Password' with masked characters. Below the password field is a checkbox labeled 'Remember Me' and a blue 'Log In' button. Below the login box, there is a link 'Lost your password?' and a link 'Go to JP Colecciones' with a left-pointing arrow.

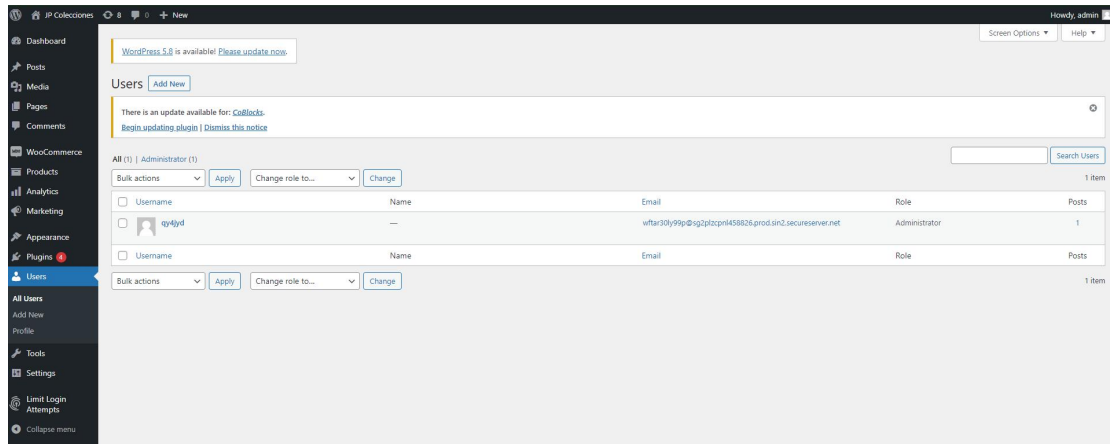


The image is a screenshot of the WordPress dashboard for the JP Colecciones website. The top navigation bar includes the site name 'JP Colecciones', a user profile 'Howdy, admin', and links for 'Screen Options' and 'help'. The left sidebar contains a menu with links to Dashboard, Home, Updates, Posts, Media, Pages, Comments, WooCommerce, Products, Analytics, Marketing, Appearance, Plugins, Users, Tools, Settings, Limit Login Attempts, and Collapse menu. The main content area shows several widgets: a 'WordPress 5.8' update notice, a 'Hello Limit Login Attempts Reloaded' plugin notice, a 'Colloids' update notice, a 'Welcome to WordPress!' section with 'Get Started' and 'Next Steps' links, a 'WooCommerce Setup' widget showing 'Step 0 of 6', a 'Quick Draft' widget with fields for Title and Content, and a 'Site Health Status' widget. The bottom right of the dashboard features two large 'Drag boxes here' placeholders.

## • Manage Users

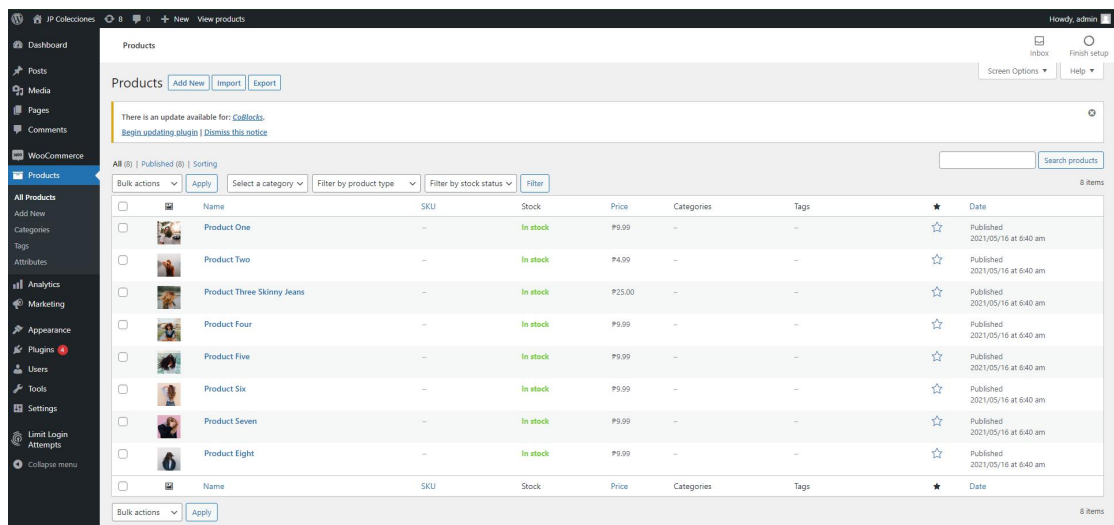
- Administrator can add more users using this link ->

<https://www.jpcoleccion.com/shop/wp-admin/users.php> or check the side menu > Users > All users.



## • Manage Products

- Products is also customization and allow you to View, Add, Delete and edit product(s). Just go to Products > All Product.



## Shop Main Website (Link: <https://www.jpcoleccion.com/shop/>)

- Landing/Main Website of JP colecciones.

