



USER GUIDE



PART 1: How To Encode Your Downline

PART 2: How To Transfer Your Entry Codes

PART 3: How to Add Heads

PART 4: How to Claim your Earnings and Rewards (SENIOR STAR)

PART 5: How to Track your Income history

PART 1: How To Encode Your Downline

This part covers:

- ▶ Adding your new Downline
- ▶ Completing your Downline Information
- ▶ Placing your new Downline
- ▶ Adding Pictures and ID

PART 1: How To Encode Your Downline

Sample Scenario



Jojie De Guzman
(as Gold Elite REGISTERED Member)



Anne Quetalig
(as Gold Elite Recruit)

PART 1: How To Encode Your Downline

Requirements To Register Your New Recruits



Jojie De Guzman
(as Gold Elite REGISTERED Member)

- Active Gold Elite Account
- Available Gold Elite Entry Code (s) on your account
- New Recruit Information

PART 1: How To Encode Your Downline



Jojie De Guzman
(Registered Gold Elite Member as
JDEGUZMAN)

1. LOGIN REGISTERED GOLD ELITE ACCOUNT

Essensa Elite Login

jdeguzman

[Forgot Password?](#)


Sign In

2. AVAILABLE GOLD ELITE REGISTRATION CODES

PA-12EA268C-A3C7-4E15-B680-E1868C00D07E

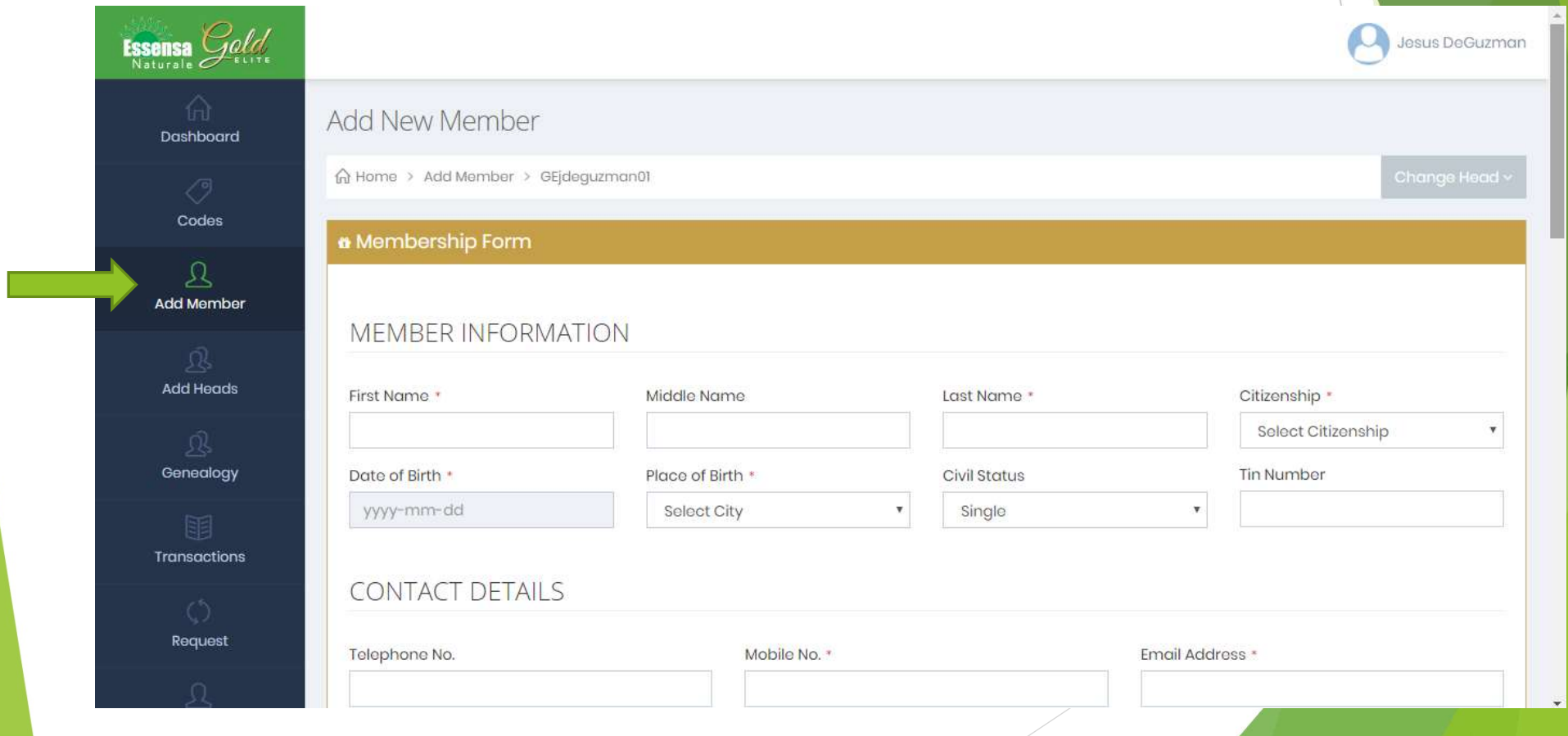
PAID

3. REGISTRATION FORM OF NEW RECRUIT

GOLD ELITE MEMBERSHIP APPLICATION FORM			
 2nd Floor QUEDSA Plaza Bldg. Edsa Cor. Quezon Avenue Quezon City Contact Number: (02) 832-7409 Website: www.essensanaturale.com			
PERSONAL INFORMATION			
Name (Last, First, Middle): ANNE QUETALIG			
Home Address: QUESDA PLAZA BLDG. PANAY Q.AVE QUEZON CITY			
Date of Birth (Year, Month, Day)	Place of Birth	Civil Status	Citizenship
CONTACT DETAILS			
Telephone No.	Mobile No.	Email Address	
GOLD ELITE PLACEMENT DETAILS			
PLACEMENT POSITION <input type="checkbox"/> Left Group <input type="checkbox"/> Right Group	Upline Placement Username	Desired Username	Desired No. of Heads
Sponsor's Name	Sponsor's Username	Sponsor's Contact No.	
VERSION 2 PLACEMENT DETAILS			
Ver 2 Top Account Username	Ver 2 Top Account UserID	Ver 2 Top Account Name	
GOLD – ELITE PROGRAM TERMS AND CONDITION			
<ol style="list-style-type: none">Dealers / Members are allowed a maximum of 3 accountsService Centers are allowed a maximum of 7 accountsBusiness Centers are allowed a maximum of 15 accountsAny member who exceeds the above allowable accounts, excess accounts shall be blocked without any need of further notice and as such shall be blocked forever.Considering that the maximum accounts is 15, only 4 levels of the same names shall be allowed. Any excess in 4 levels with the same name shall be considered as void, thus shall be blocked without need of further notice.Hierarchy of the existing organization shall be observed, therefore, no cross-linking shall be allowed.Any member found re-heading to another upline, such account shall be automatically blocked without need of further notice.Separated members (Resigned / Terminated) are not entitled to join.The existing Membership Terms and Condition of Essensa Naturale Inc, and all the other Policies and Rules and Regulation promulgated by the company shall still apply to this new BSD Gold-Elite Membership.Any misrepresentation of information on this Application Form, proven after due process, shall be a ground for termination of membership.			
Conforme:			
Signature over printed Name			Date
_____ Signature over printed Name			TIN Number (required)
ENCODING DETAILS (for employee)			
Encoded By:	Date Received:	Encoded Date:	Encode ID:

PART 1: How To Encode Your Downline

CLICK "ADD MEMBER" TO REGISTER NEW RECRUIT



The screenshot displays the 'Add New Member' interface of the Essensa Gold Elite system. The left sidebar contains navigation options: Dashboard, Codes, Add Member (highlighted with a green arrow), Add Heads, Genealogy, Transactions, Request, and a profile icon. The main content area is titled 'Add New Member' and shows a breadcrumb trail: Home > Add Member > GEJdeguzman01. A 'Change Head' button is located next to the breadcrumb. Below the breadcrumb is a 'Membership Form' section. The form is divided into two parts: 'MEMBER INFORMATION' and 'CONTACT DETAILS'. The 'MEMBER INFORMATION' section includes fields for First Name, Middle Name, Last Name, and Citizenship (a dropdown menu with 'Select Citizenship' as the current selection). It also includes Date of Birth (a date picker showing 'yyyy-mm-dd'), Place of Birth (a dropdown menu with 'Select City' as the current selection), Civil Status (a dropdown menu with 'Single' as the current selection), and Tin Number. The 'CONTACT DETAILS' section includes fields for Telephone No., Mobile No., and Email Address. The top right corner of the application shows a user profile for 'Jesus DeGuzman'.

Essensa Gold ELITE Naturale

Dashboard

Codes

Add Member

Add Heads

Genealogy

Transactions

Request

Jesus DeGuzman

Add New Member

Home > Add Member > GEJdeguzman01 Change Head

Membership Form

MEMBER INFORMATION

First Name *	Middle Name	Last Name *	Citizenship *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<select><option>Select Citizenship</option></select>
Date of Birth *	Place of Birth *	Civil Status	Tin Number
<input type="text" value="yyyy-mm-dd"/>	<select><option>Select City</option></select>	<select><option>Single</option></select>	<input type="text"/>

CONTACT DETAILS

Telephone No.	Mobile No. *	Email Address *
<input type="text"/>	<input type="text"/>	<input type="text"/>

PART 1: How To Encode Your Downline

FILL UP FORM BASED ON NEW RECRUITS INFORMATION

The screenshot displays the 'Membership Form' interface for Essensa Gold Elite. On the left is a dark blue sidebar with icons and labels for 'Codes', 'Add Member', 'Add Heads', 'Genealogy', 'Transactions', 'Request', 'Profile', and 'Logout'. The top right corner shows a user profile for 'Jesus DeGuzman'. The main form area is titled 'Membership Form' and contains three sections: 'MEMBER INFORMATION', 'CONTACT DETAILS', and 'ADDRESS'. The 'MEMBER INFORMATION' section includes fields for First Name (*), Middle Name, Last Name (*), Citizenship (*), Date of Birth (*), Place of Birth (*), Civil Status, and Tin Number. The 'CONTACT DETAILS' section includes Telephone No., Mobile No. (*), and Email Address (*). The 'ADDRESS' section includes a Full Address (*). The form is filled with sample data for a member named Anne Cruz Quetalig.

Essensa Gold ELITE
Natuale

Codes

Add Member

Add Heads

Genealogy

Transactions

Request

Profile

Logout

Jesus DeGuzman

Membership Form

MEMBER INFORMATION

First Name *	Middle Name	Last Name *	Citizenship *
Anne	Cruz	Quetalig	Filipino
Date of Birth *	Place of Birth *	Civil Status	Tin Number
1989-04-21	Manila	Single	041125218

CONTACT DETAILS


Telephone No.	Mobile No. *	Email Address *
4310248	09462254783	essensacustomercare@essensanatuale.org


ADDRESS

Full Address *

PART 1: How To Encode Your Downline

FILL UP FORM BASED ON NEW RECRUITS INFORMATION



 Jesus DeGuzman

Province *	Town / City
Metro Manila	Quezon City

PLACEMENT DETAILS

Upline Placement Position *	Placement Position *
GEjdeguzman01	Left
Code Type *	Code *
Paid	PA-832ID433-B710-41B8-A063-452BA4969ECD

ACCOUNT INFORMATION

Desired Username *
annequetalig

PHOTOS

PART 1: How To Encode Your Downline

REMINDERS

*FILL OUT ALL BOX WITH ASTERISK (INFORMATION IS REQUIRED)

*VOID / NULL INFORMATION IS PROHIBITED

*ACTIVE EMAIL IS REQUIRED FOR ACCOUNT ACTIVATION (NO DUPLICATE EMAIL)

- *INFORMATION OF NEWLY REGISTERED MEMBER IS FINAL ONCE REGISTRATION IS DONE

PART 1: How To Encode Your Downline

CLICK “ I AGREE & SAVE “ BUTTON

The screenshot shows the 'Essensa Gold Elite' application interface. A modal dialog titled 'Confirm Details' is centered on the screen. The dialog contains the following information:

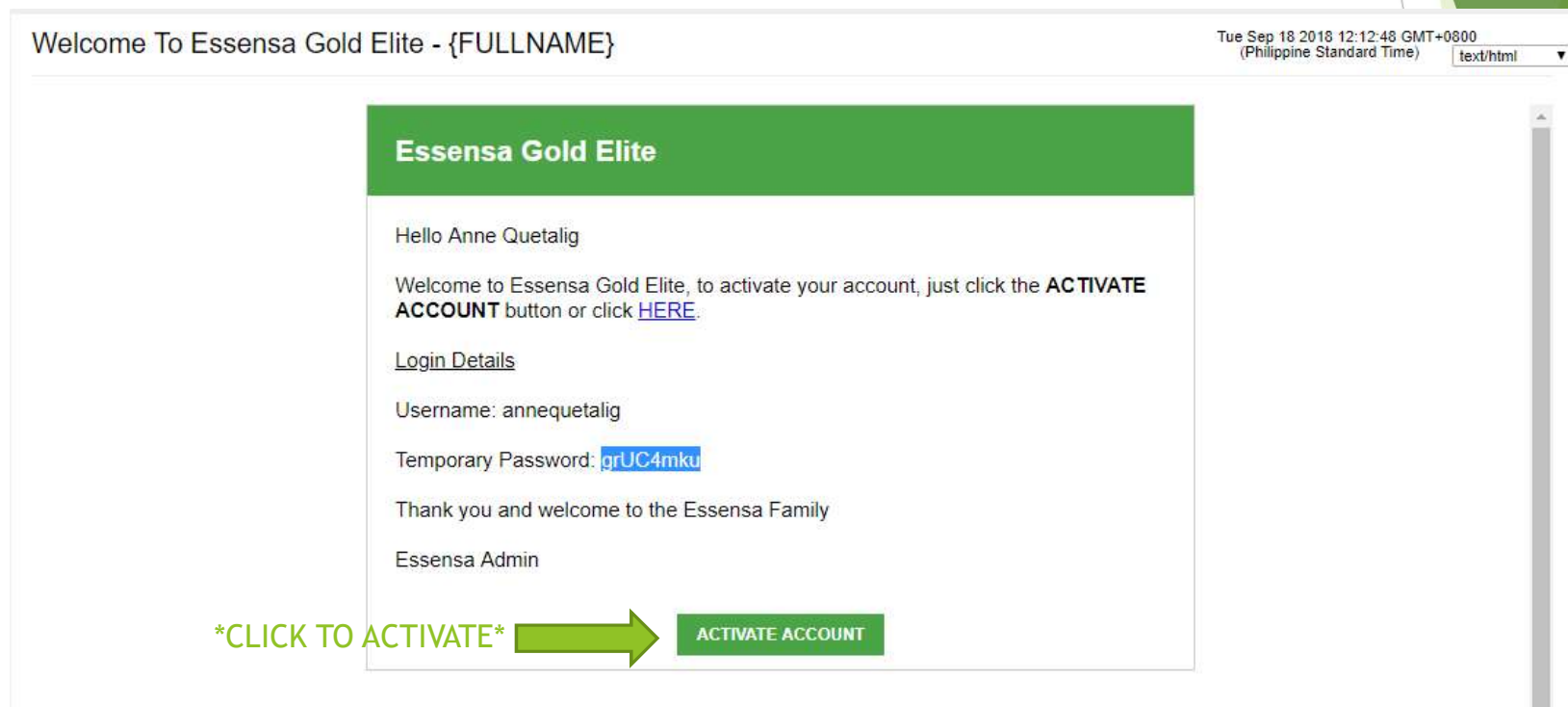
- Sponsor Name: GEjdeguzman01
- Placement Name: Anne Cruz Quetalig
- Member Username: annequetalig

Below this information, the dialog asks: 'Do you agree that all data that you have entered is correct? Click YES to continue'. At the bottom right of the dialog are two buttons: 'Yes' (blue) and 'No' (red).

The background application form is partially visible. It includes the 'Essensa Gold Elite' logo in the top left, a user profile 'Jesus DeGuzman' in the top right, and a list of terms and conditions on the left. At the bottom right of the form are 'Cancel' and 'Agree & Save' buttons. The footer of the application shows '2018 © Essensa Gold Elite'.

PART 1: How To Encode Your Downline

LOGIN TO YOUR REGISTERED EMAIL TO ACTIVATE YOUR GOLD ELITE ACCOUNT



PART 1: How To Encode Your Downline

CLICK THE LINK ON EMAIL TO ACTIVATE AND UPDATE PASSWORD OF GOLD ELITE ACCOUNT



Complete Membership
Activation

Tempo
password

NEW
password

Confirm
password

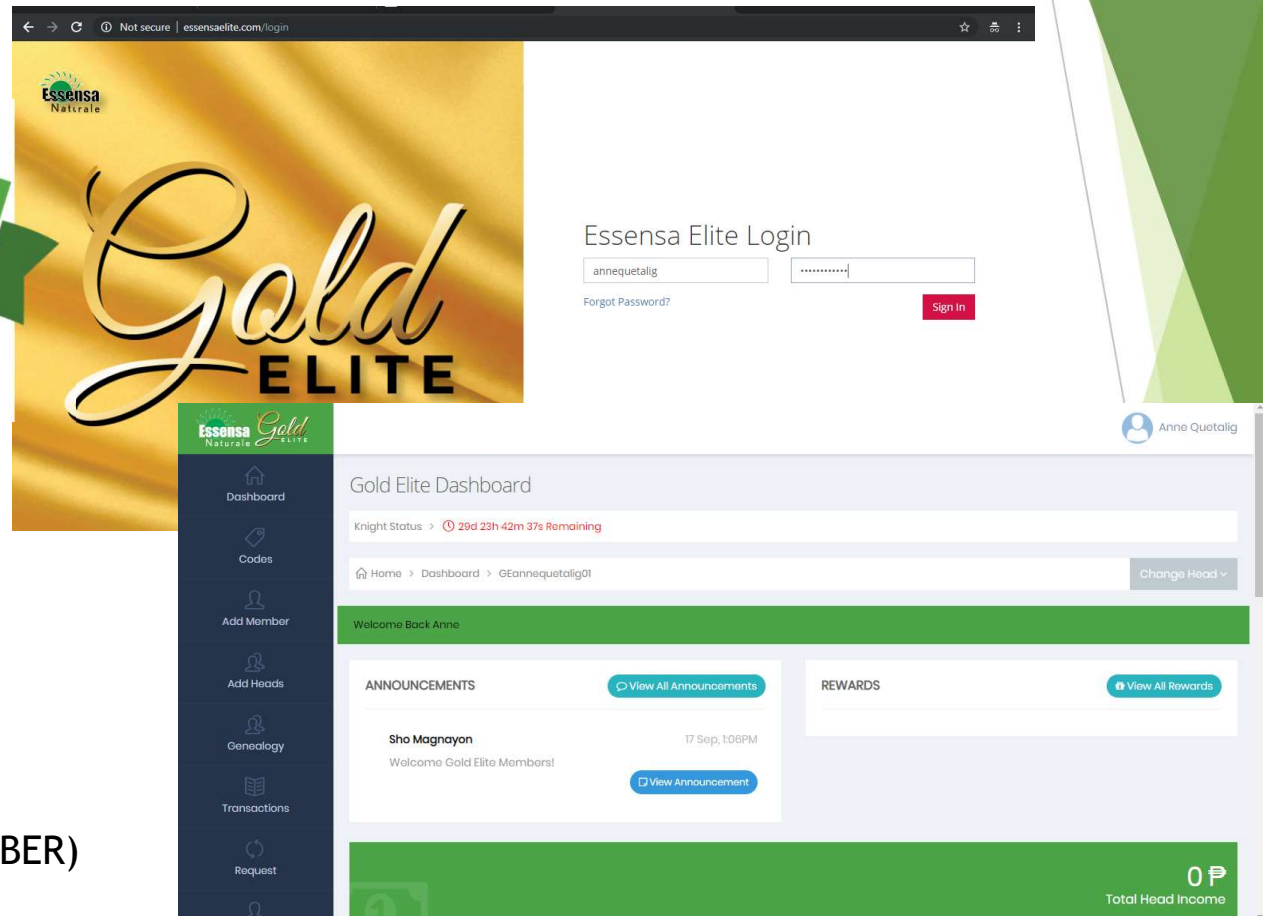
Activate Account

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PART 1: How To Encode Your Downline



Anne Quetalig
(NEWLY GOLD ELITE MEMBER)

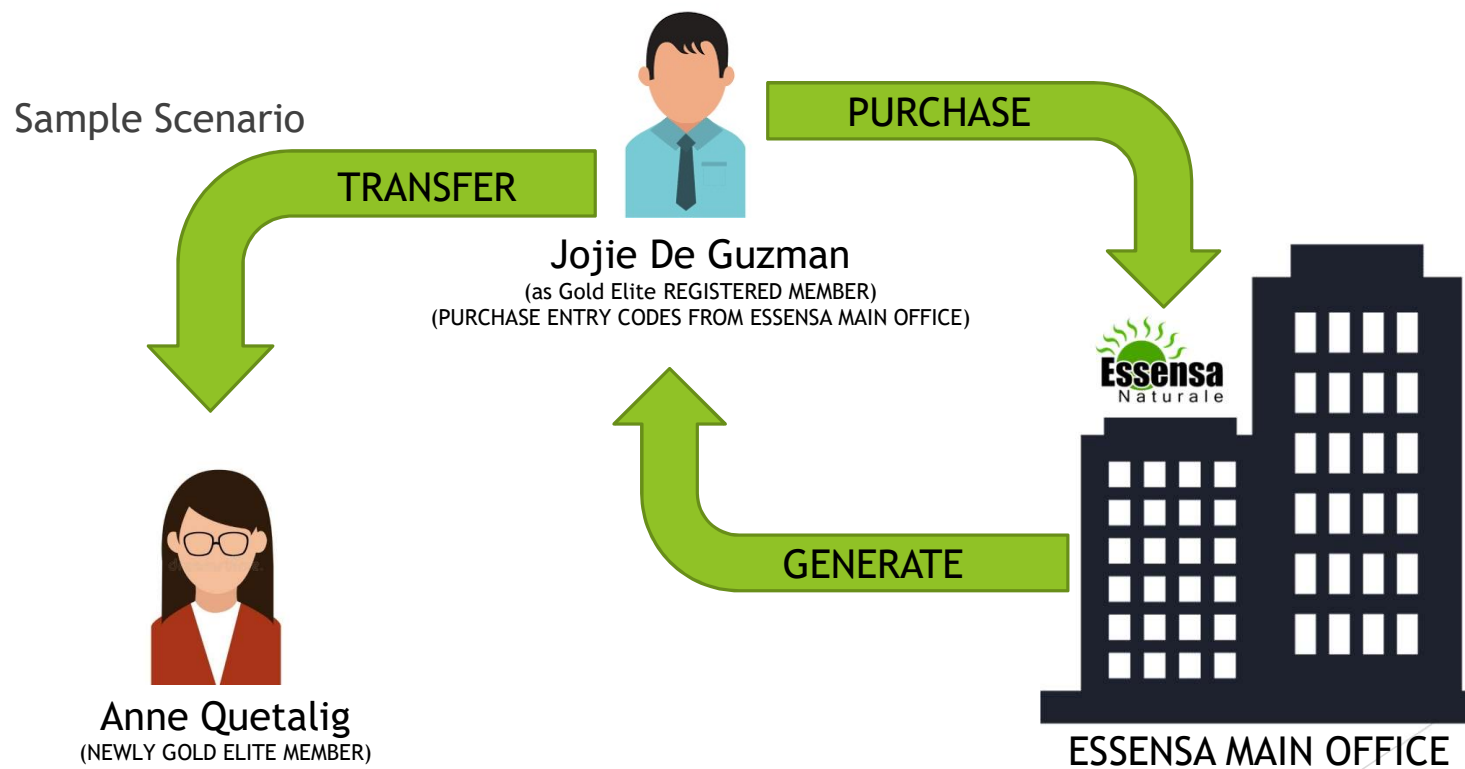


PART 2: How To Transfer Entry Codes

This part covers:

- ▶ Buying ENTRY CODES from ESSENSA OFFICE
- ▶ UPDATING your Account SECURITY PIN
- ▶ TRANSFER of ENTRY CODES to your Downline

PART 2: How To Transfer Entry Codes



PART 2: How To Transfer Entry Codes

ESSENSA MAIN OFFICE GENERATE ENTRY CODES ON JDEGUZMAN GOLD ELITE ACCOUNT



ESSENSA MAIN OFFICE

Generate Codes

CODE DETAILS

Member Account	<input type="text" value="jdeguzman"/>
Code Type	<input type="text" value="Paid"/>
Quantity *	<input type="text" value="10"/>
Purchase Number *	<input type="text" value="190920180110"/>

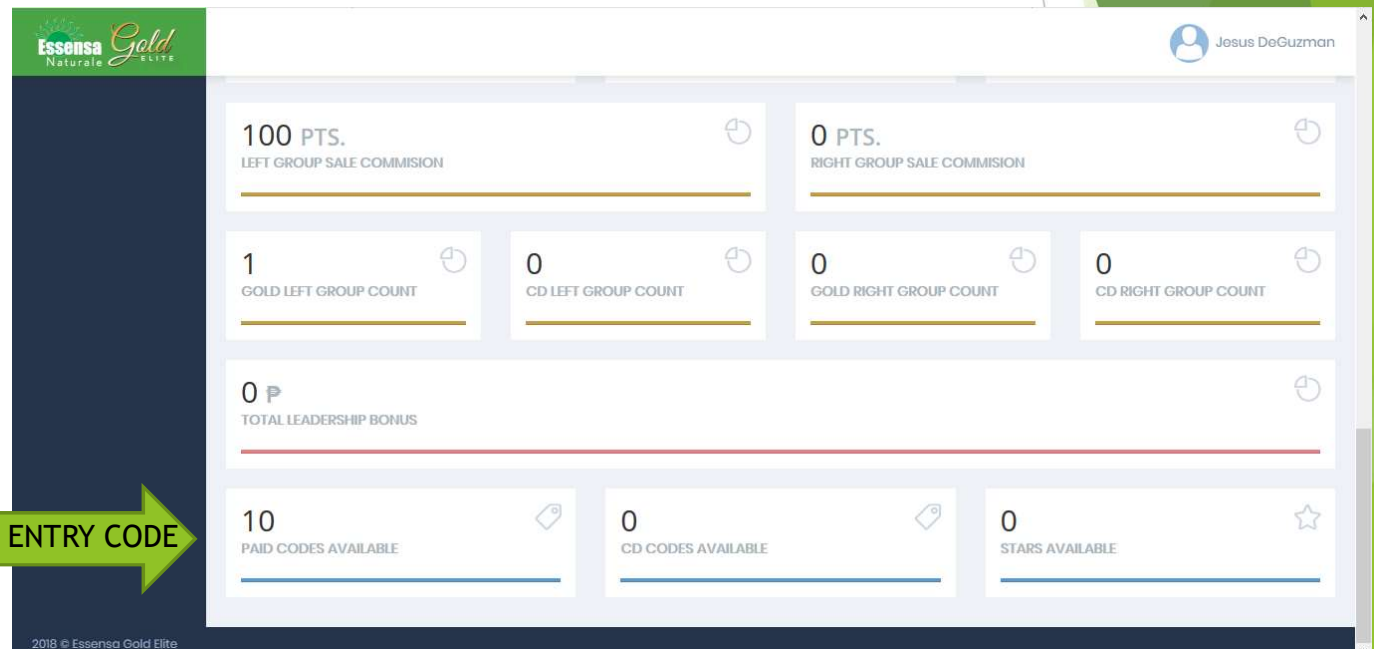
PART 2: How To Transfer Entry Codes

LOGIN YOUR GOLD ELITE ACCOUNT TO VERIFY INSERTION OF ENTRY CODES



Jojie De Guzman
(REGISTERED GOLD ELITE
MEMBER as JDEGUZMAN)

AVAILABLE ENTRY CODE



PART 2: How To Transfer Entry Codes

UPDATE YOUR SECURITY PIN ON PROFILE TAB TO CONTINUE TRANSFER CODES TO YOUR DOWNLINE


The screenshot displays the 'Essensa Gold ELITE' web application. On the left is a dark blue sidebar with icons and labels for 'Codes', 'Add Member', 'Add Heads', 'Genealogy', 'Transactions', 'Request', 'Profile', and a home icon. The main content area has a top header with the 'Essensa Gold ELITE' logo and a user profile for 'Jesus DeGuzman'. Below the header are two tabs: 'Overview' and 'Account'. The 'Account' tab is active, showing a list of options on the left: 'Personal info', 'Bank Information', 'Valid Photos', 'Change Password', and 'Security Pin'. The 'Security Pin' option is highlighted in blue. The main content area for 'Security Pin' contains the following text and form elements:

- Red text: "To activate your encashment, please enter a 6 digit security pin"
- Red text: "NOTE: if you forgot your PIN please contact Essensa Admin to update your pin"
- Section: "New Security Pin" with a 6-digit masked input field (••••••).
- Section: "Re-type Security Pin" with a 6-digit masked input field (••••••).
- Buttons: "Submit" (red) and "Cancel" (grey).

***NOTE : 1 TIME UPDATE OF SECURITY PIN ONLY (FORGOT PIN MUST REQUEST TO GE ADMINS)**

PART 2: How To Transfer Entry Codes

GO TO CODES TAB, CLICK LISTING AND SELECT CODES TO BE TRANSFERED



Dashboard

Codes

Add Member

Add Heads

Genealogy

Transactions

Request

View Codes

Home > Codes > Listings

Page 1 of 1 | View 10 records | Found total 10 records

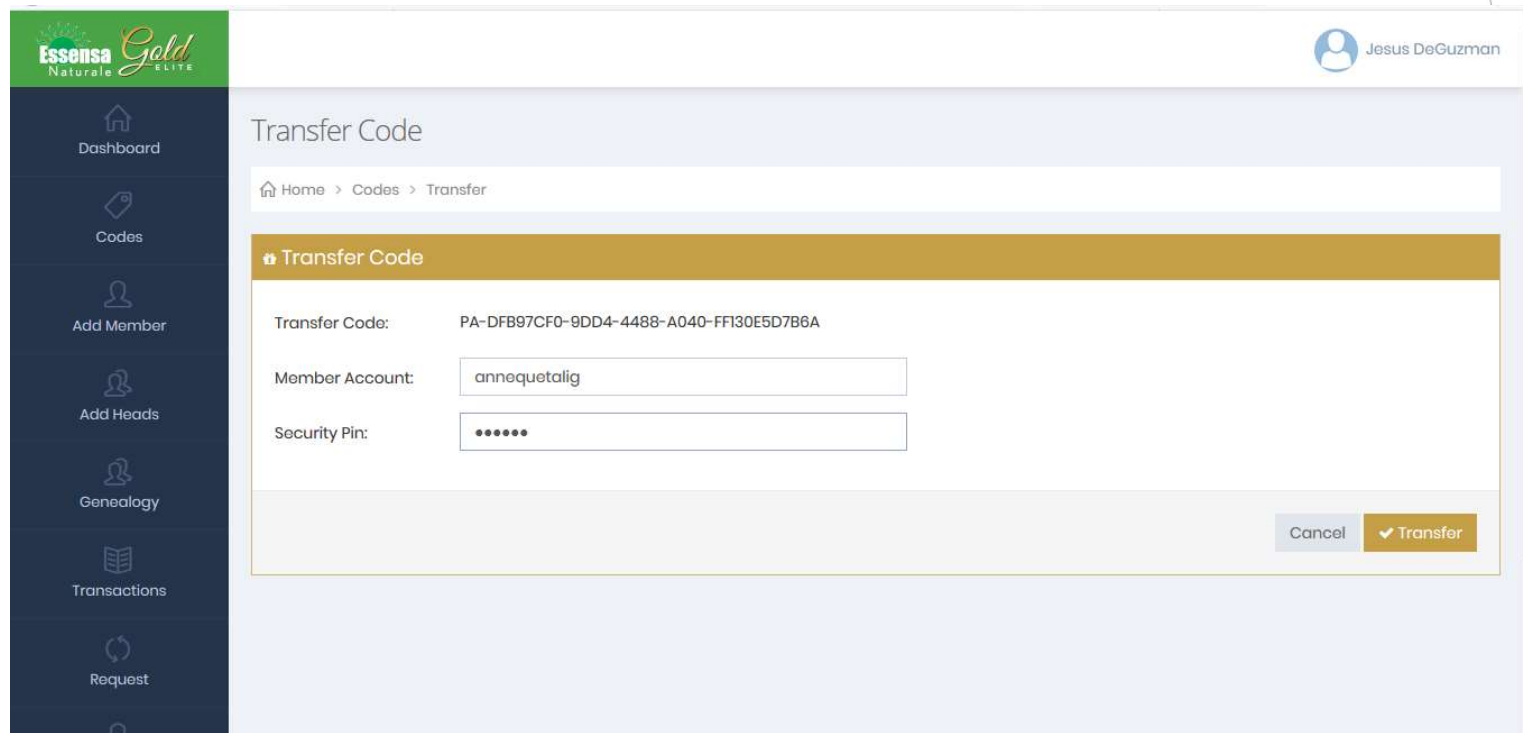
Code	Code Type	Date Purchased	Actions
			<div>Search</div> <div>Reset</div>
PA-DFB97CF0-9DD4-4488-A040-FF130E5D7B6A	PAID	2018-09-19 21:09:08	<div>Transfer</div>
PA-12EA268C-A3C7-4E15-B680-E1868C00D07E	PAID	2018-09-18 11:16:44	<div>Transfer</div>
PA-7C30B4FB-1F2D-4455-809E-F52D698C824C	PAID	2018-09-18 11:16:44	<div>Transfer</div>
PA-7E5BF5A3-38E1-4933-ADD8-5B909241F115	PAID	2018-09-18 11:16:44	<div>Transfer</div>
PA-9B1432FE-AF54-4F58-A541-CAE4A286A882	PAID	2018-09-18 11:16:44	<div>Transfer</div>
PA-ECD88509-E88B-446B-8D62-0B2404F9C6FC	PAID	2018-09-18 11:16:44	<div>Transfer</div>

Jesus DeGuzman

*NOTE : 1 PIN PER TRANSFER ONLY

PART 2: How To Transfer Entry Codes

INPUT ACCOUNT USERNAME OF THE CODES RECIPIENT



The screenshot shows the 'Transfer Code' page in the Essensa Gold Elite system. The left sidebar contains navigation links: Dashboard, Codes, Add Member, Add Heads, Genealogy, Transactions, and Request. The main content area is titled 'Transfer Code' and includes a breadcrumb trail: Home > Codes > Transfer. Below this, a section titled 'Transfer Code' contains the following fields:

- Transfer Code:** PA-DFB97CF0-9DD4-4488-A040-FF130E5D7B6A
- Member Account:**
- Security Pin:**

At the bottom right of the form, there are two buttons: 'Cancel' and 'Transfer'.

SELECT TRANSFER BUTTON TO CONTINUE SENDING CODES TO OTHER MEMBER / DOWNLINE

PART 2: How To Transfer Entry Codes

SUCCESSFUL TRANSFER OF CODES WILL BE REDIRECTED ON CODES TRANSFER HISTORY

Dashboard

Codes

Add Member

Add Heads

Genealogy

Transactions

Request

Jesus DeGuzman

Codes History

Home > Codes > History

Page < 1 > of 1 | View 10 records | Found total 1 records

Code	Transaction Type	Transferred To	Date of Transaction	Actions
PA-DFB97CF0-9DD4-4488-A040-FF130E5D7B6A	TRANSFER	annequetalig	2018-09-19 21:24:35	<div>Search</div> <div>Reset</div>

Page < 1 > of 1 | View 10 records | Found total 1 records

PART 2: How To Transfer Entry Codes

VERIFY TO THE RECIPIENT IF THE CODES IS RECIEVED

Essensa Gold ELITE

Dashboard

Codes

Add Member

Add Heads

Genealogy

Transactions

Request

View Codes

Home > Codes > Listings

Page < 1 > of 1 | View 10 records | Found total 1 records

Code	Code Type	Date Purchased	Actions
PA-DFB97CF0-9DD4-4488-A040-FFI30E5D7B6A	PAID	2018-09-19 21:09:08	Transfer

Page < 1 > of 1 | View 10 records | Found total 1 records

Anne Quetalig

Essensa Gold ELITE

Dashboard

Codes

Add Member

Add Heads

Genealogy

Codes History

Home > Codes > History

Page < 1 > of 1 | View 10 records | Found total 1 records

Code	Transaction Type	Transferred To	Date of Transaction	Actions
PA-DFB97CF0-9DD4-4488-A040-FFI30E5D7B6A	TRANSFER	annequetalig	2018-09-19 21:24:35	Search Reset

Page < 1 > of 1 | View 10 records | Found total 1 records

Jesus DeGuzman

PART 3: Adding HEADS on your ACCOUNT

This part covers:

- ▶ Adding Heads on your Account
- ▶ Correctly Placing your additional heads on structure
- ▶ Changing account dashboard on multiple heads account
- ▶ Allowed MAXIMUM HEADS per membership RANKS (Dealer, SC and LEADER, DEPOT)

PART 3: Adding HEADS on your ACCOUNT

ON YOUR DASHBOARD, NAVIGATE TO ADD HEADS TAB

The screenshot displays the 'Add New Head' interface within the Essensa Gold ELITE system. The left sidebar contains navigation links: Dashboard, Codes, Add Member, Add Heads (highlighted), Genealogy, Transactions, and Request. The main content area is titled 'Add New Head' and includes a breadcrumb trail 'Home > Add Head'. Below this is a section titled 'Member Head Form' containing a 'PLACEMENT DETAILS' form. The form includes four dropdown menus: 'Sponsor' (with 'Select Sponsor' text), 'Upline Placement Position' (with 'Select Upline' text), 'Placement Position' (with 'Select Position' text), and 'Code Type' (with 'Choose Code Type' text). A 'Code' field is also present. At the bottom of the form, there is a link for 'GOLD - ELITE PROGRAM TERMS AND CONDITION'. The top right corner shows the user profile 'Jesus DeGuzman'.

localhost/elite/member/add/heads

COMPLETE ALL NECESSARY INFORMATION BASED ON YOUR DESIRED STRUCTURE

PART 3: Adding HEADS on your ACCOUNT

CLICK AGREE & SAVE TO CONTINUE ADDING HEADS ON YOUR ACCOUNT

The screenshot displays the 'Essensa Gold-Elite' account management interface. A modal dialog titled 'Confirm Details' is centered on the screen, asking the user to confirm the entered data. The background interface includes a sidebar with 'Request', 'Profile', and 'Logout' options, and a main content area with a list of terms and conditions. The user's name 'Jesus DeGuzman' is visible in the top right corner.

Confirm Details

Do you agree that all data that you have entered is correct? Click YES to continue

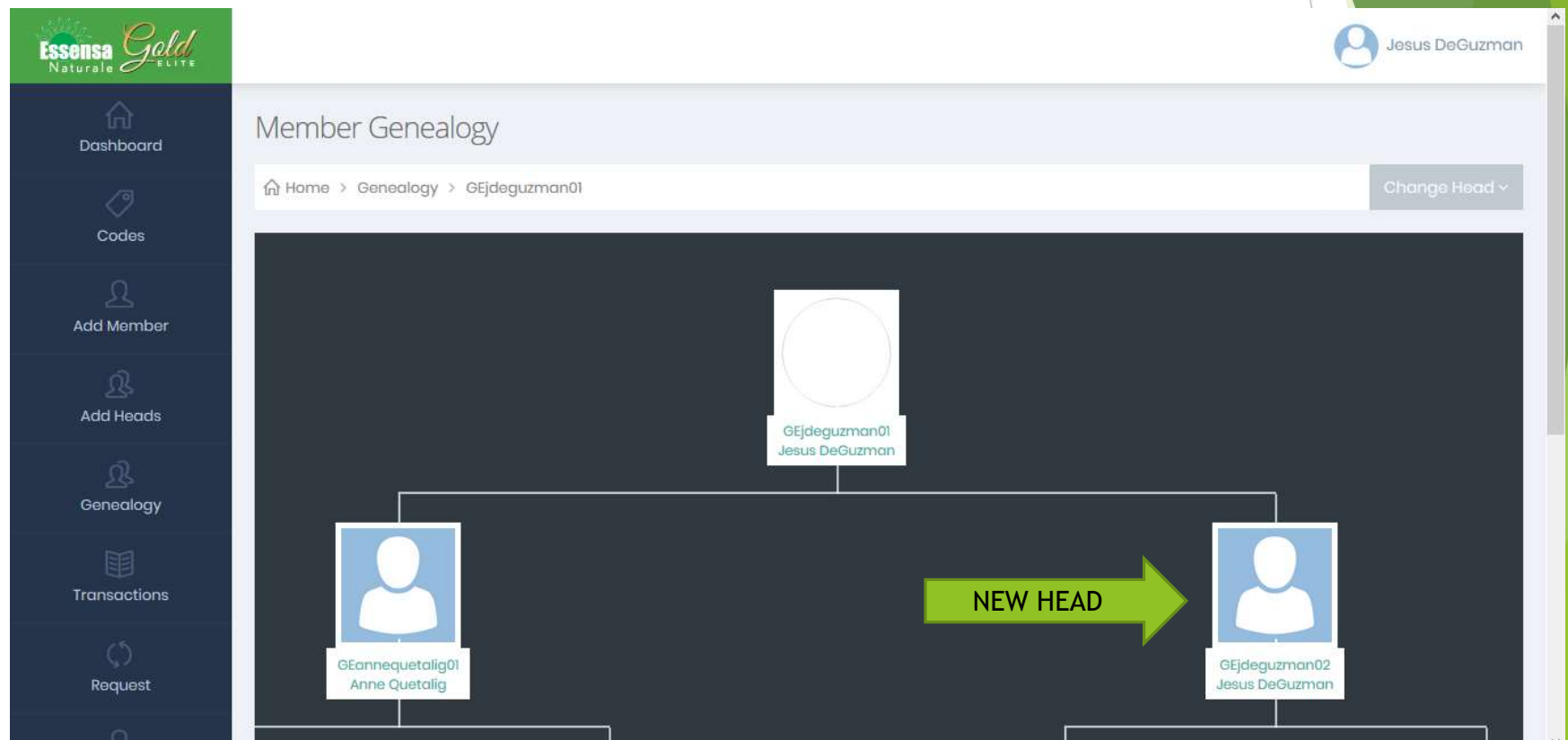
GOLD - ELITE

1. Dealers
2. Service
3. Business Centers are allowed a maximum of 10 accounts.
4. Any member who exceeds the above allowable accounts, excess accounts shall be blocked without any need of further notice and as such shall be blocked forever.
5. Considering that the maximum accounts is 15, only 4 levels of the same names shall be allowed. Any excess in 4 levels with the same name shall be considered as void, thus shall be blocked without need of further notice.
6. Hierarchy of the existing organization shall be observed, therefore, no cross-lining shall be allowed.
7. Any member found re-heading to another upline, such account shall be automatically blocked without need of further notice.
8. Separated members (Resigned / Terminated) are not entitled to join.
9. The existing Membership Terms and Condition of Essensa Naturale Inc, and all the other Policies and Rules and Regulation promulgated by the company shall still apply to this new BSD Gold-Elite Membership.
10. Any misrepresentation of information on this Application Form, proven after due process, shall be a ground for termination of membership.

*NOTE : ONCE FORM IS SUBMITTED, ALL THE HEADS INFORMATION IS FINAL (SPONSOR, PLACEMENT POSITION)

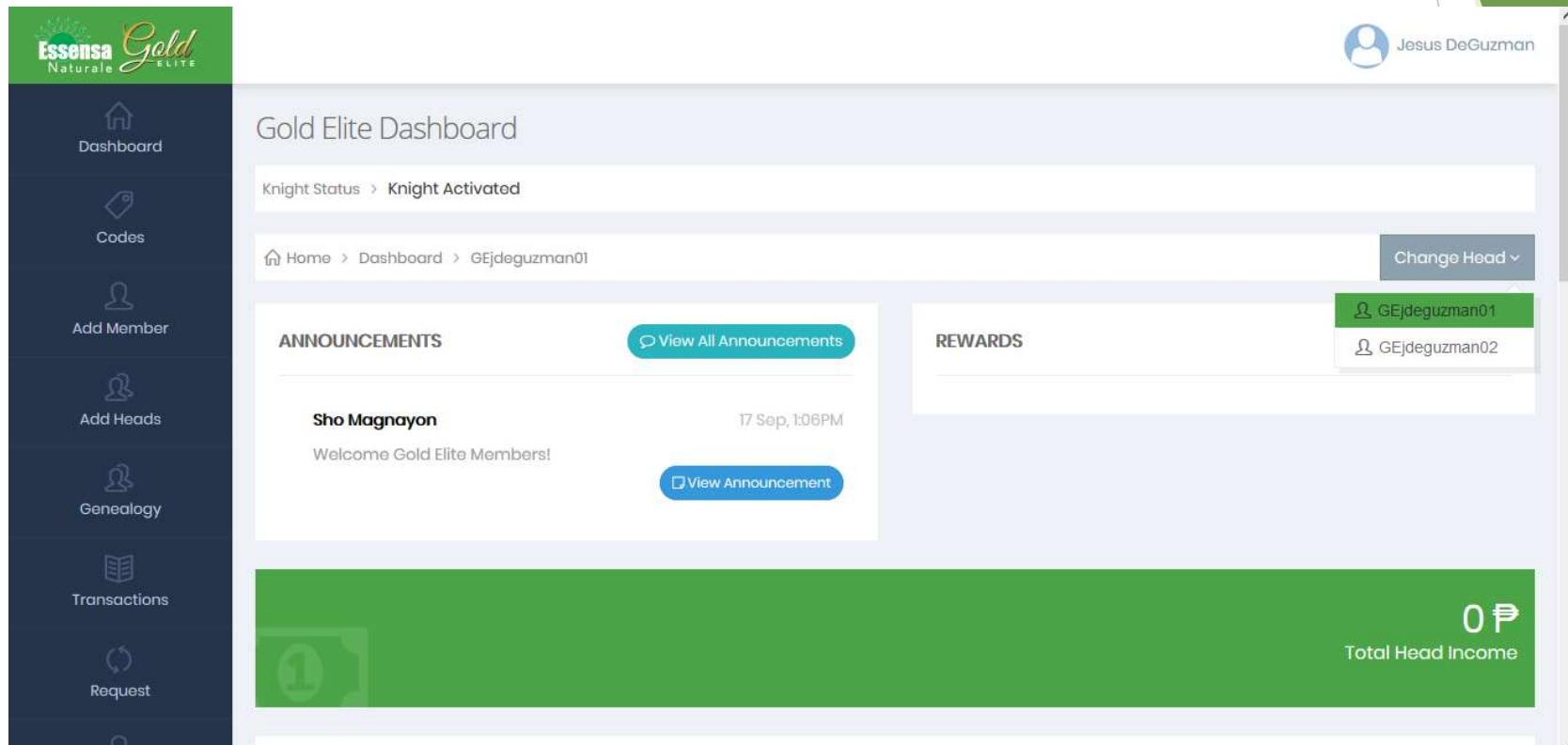
PART 3: Adding HEADS on your ACCOUNT

NEWLY ADDED HEAD ON STRUCTURE CAN VERIFY ON GENEALOGY TAB



PART 3: Adding HEADS on your ACCOUNT

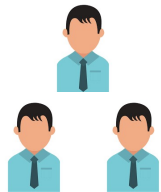
TO NAVIGATE ON YOUR NEWLY ADDED HEAD, CLICK **CHANGE HEAD** BUTTON ON YOUR DASHBOARD



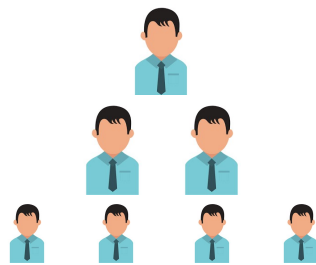
***NOTE : NO NEED TO LOGOUT YOUR ACCOUNT, SELECT THE SPECIFIC HEAD YOU WANT TO BROWSE (EACH HEAD HAS ITS OWN DASHBOARD)**

PART 3: Adding HEADS on your ACCOUNT

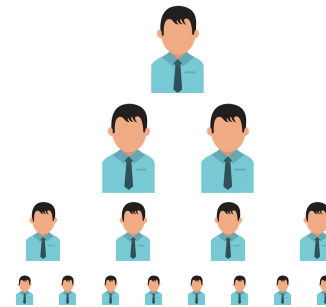
EACH MEMBERSHIP RANK HAS MAXIMUM ALLOWED HEADS TO ADD



DEALER
(MAXIMUM OF 3 HEADS)



SC and LEADER
(MAXIMUM OF 7 HEADS)



DEPOT
(MAXIMUM OF 15 HEADS)

PART 4: CLAIMING EARNINGS

This part covers:

- ▶ Updating your profile to process Encashment
- ▶ Move-to-wallet function (if you have multiple heads)
- ▶ Requesting ENCASHMENT
- ▶ Requesting REWARDS (SENIOR STAR)



PART 4: CLAIMING EARNINGS

FOR BANK TRANSFER TYPE OF ENCASHMENT, MAKE SURE TO UPDATE YOUR BANK DETAILS ON PROFILE

The screenshot displays the 'Gold Elite Rewards' account profile for a user named Jesus DeGuzman. The interface includes a dark sidebar with navigation options: Dashboard, Codes, Add Member, Add Heads, Genealogy, Transactions, and Request. The main content area shows a breadcrumb trail 'Home > Member > Profile' and a green success message: 'Successfully updated bank information'. Below this, there are two tabs: 'Overview' and 'Account'. The 'Account' tab is active, revealing a list of settings on the left: Personal info, Bank Information (highlighted), Valid Photos, Change Password, and Security Pin. The 'Bank Information' section contains three input fields: 'Bank' (set to AUB), 'Account Name' (JESUS DE GUZMAN), and 'Account Number' (000060248147826).

Essensa Gold ELITE

Jesus DeGuzman

Gold Elite Rewards

Home > Member > Profile

Successfully updated bank information

Overview Account

- Personal info
- Bank Information**
- Valid Photos
- Change Password
- Security Pin

Bank

AUB

Account Name

JESUS DE GUZMAN

Account Number

000060248147826

***NOTE : 1 TIME UPDATE ONLY (TO UPDATE YOUR BANK DETAILS, PLEASE CONTACT GE ADMIN**

PART 4: CLAIMING EARNINGS

TO PROCESS ENCASHMENT, MEMBERS MUST UPDATE ALL NECESSARY INFORMATION

- *VALID PICTURE (SCANNED COPY OF 2 VALID ID)
- *TIN NUMBER
- * UPDATED SECURITY PIN (SAME AS SECURITY PIN USE TO TRANSFER CODES)



Tin Number *

487-708-812

New Security Pin

Re-type Security Pin

Submit

Cancel

*NOTE : 1 TIME UPDATE ONLY (TO UPDATE YOUR DETAILS, PLEASE CONTACT GE ADMIN

PART 4: CLAIMING EARNINGS

NAVIGATE TO TRANSACTIONS TAB, CLICK WALLET AND CLICK MOVE TO WALLET BUTTON

Essensa Gold ELITE

Home > Wallet

Jesus DeGuzman

0 ₱
Current Wallet

Page < 1 > of 1 | View 15 records | Found total 2 records

Head	Total Income	Actions
GEjdeguzman01	3200.00	Search Reset Move To Wallet
GEjdeguzman02	0.00	

Page < 1 > of 1 | View 15 records | Found total 2 records

javascript:

12:38 PM
20/09/2018

PART 4: CLAIMING EARNINGS

ENTER THE AMOUNT YOU WANT TO MOVE IN YOUR WALLET AND INPUT YOUR SECURITY PIN

The screenshot shows the 'Move to Wallet' page of the Essensa Gold Elite system. The interface includes a dark blue sidebar with navigation icons and labels: Dashboard, Codes, Add Member, Add Heads, Genealogy, Transactions, and Request. The top header features the Essensa Gold Elite logo and the user's name, Jesus DeGuzman. The main content area is titled 'Move to Wallet' and shows a breadcrumb trail 'Home > Wallet'. Below this, a section titled 'Move to Wallet' contains three input fields: 'Current Head Income' with a value of 3,200, 'Amount to Move' with a value of 3200, and 'Security Pin' with a masked input (dots). At the bottom right of this section are two buttons: 'Cancel' and 'Transfer'.

Essensa Gold ELITE

Jesus DeGuzman

Dashboard

Codes

Add Member

Add Heads

Genealogy

Transactions

Request

Move to Wallet

Home > Wallet

Move to Wallet

Current Head Income:	3,200
Amount to Move:	<input type="text" value="3200"/>
Security Pin:	<input type="password" value="....."/>

PART 4: CLAIMING EARNINGS

NAVIGATE TO REQUEST TAB AND CLICK ENCASHMENT

The screenshot shows the 'Request Encashment' interface of the Essensa Gold ELITE system. On the left is a dark blue sidebar with icons and labels for 'Dashboard', 'Codes', 'Add Member', 'Add Heads', 'Genealogy', 'Transactions', and 'Request'. The top header features the 'Essensa Gold ELITE' logo and the user's name 'Jesus DeGuzman'. The main content area is titled 'Request Encashment' and includes a breadcrumb trail 'Home > Request > Encashment'. Below this is a section titled 'Encashment Details' with the following fields: 'Current Wallet' (3,200), 'Minimum Reward Request' (500), 'Amount to Encash' (text input with placeholder 'Enter Amount'), 'Request Type' (dropdown menu with 'Select Request Type'), and 'Security Pin' (text input with placeholder 'Enter Security Pin'). At the bottom right of the form are two buttons: 'Cancel' and 'Submit Request'.

Essensa Gold ELITE

Jesus DeGuzman

Request Encashment


Home > Request > Encashment

Encashment Details

Current Wallet:	3,200
Minimum Reward Request:	500
Amount to Encash:	<input type="text" value="Enter Amount"/>
Request Type:	<input type="text" value="Select Request Type"/>
Security Pin:	<input type="text" value="Enter Security Pin"/>

PART 4: CLAIMING EARNINGS

ENTER THE **AMOUNT** YOU WISH TO ENCASH, DESIRED **REQUEST TYPE** AND INPUT YOUR SECURITY PIN TO CONTINUE TRANSACTION



Dashboard

Codes

Add Member

Add Heads

Genealogy

Transactions

Request

Jesus DeGuzman

Request Encashment

Home > Request > Encashment

Encashment Details

Current Wallet:

3,200

Minimum Reward Request:

500

Amount to Encash:

Request Type:

Security Pin:

Cancel

Submit Request

PART 4: CLAIMING EARNINGS

CLICK SUBMIT REQUEST BUTTON TO PROCESS YOUR ENCASHMENT REQUEST

Dashboard

Codes

Add Member

Add Heads

Genealogy

Transactions

Request

Request Encashment

Home > Request > Encashment

Page < 1 > of 1 | View 10 records | Found total 1 records

Date Requested	Request Type	Amount	Tax	Payout	Encashment Status	Actions
2018-09-20 12:48:14	BANK	1500.00	150.00	1350.00	PENDING	✕ Cancel Request

Page < 1 > of 1 | View 10 records | Found total 1 records

*NOTE : ENCASHMENT WILL BE AVAILABLE ONLY ON SUNDAY 12:01 AM UPTO TUESDAY 09:00PM

PART 4: CLAIMING EARNINGS

NAVIGATE TO TRANSACTIONS TAB, CLICK STAR WALLET AND CLICK MOVE TO WALLET BUTTON

Dashboard

Codes

Add Member

Add Heads

Genealogy

Transactions

Request

Star Wallet

Home > Star Wallet

0 star(s)
Current Star Wallet

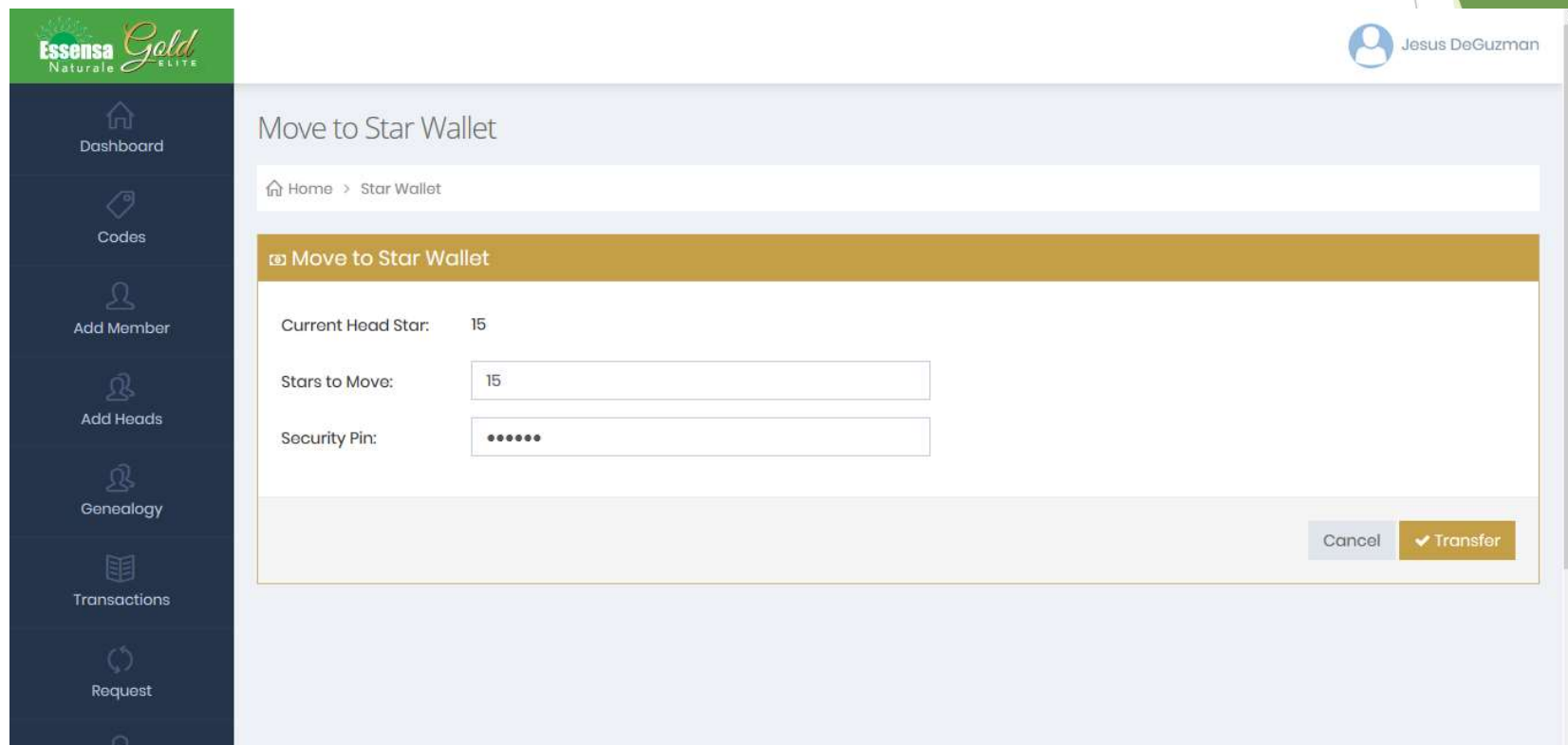
Page < 1 > of 1 | View 15 records | Found total 2 records

Head	Total Stars	Actions
<input type="text"/>		<div>Search Reset</div>
GEjdeguzman01	15	<div>Move To Star Wallet</div>
GEjdeguzman02	0	

Page < 1 > of 1 | View 15 records | Found total 2 records

PART 4: CLAIMING EARNINGS

ENTER STAR AMOUNT YOU DESIRE TO TRANSFER ON YOUR STAR WALLET, AND INPUT SECURITY PIN



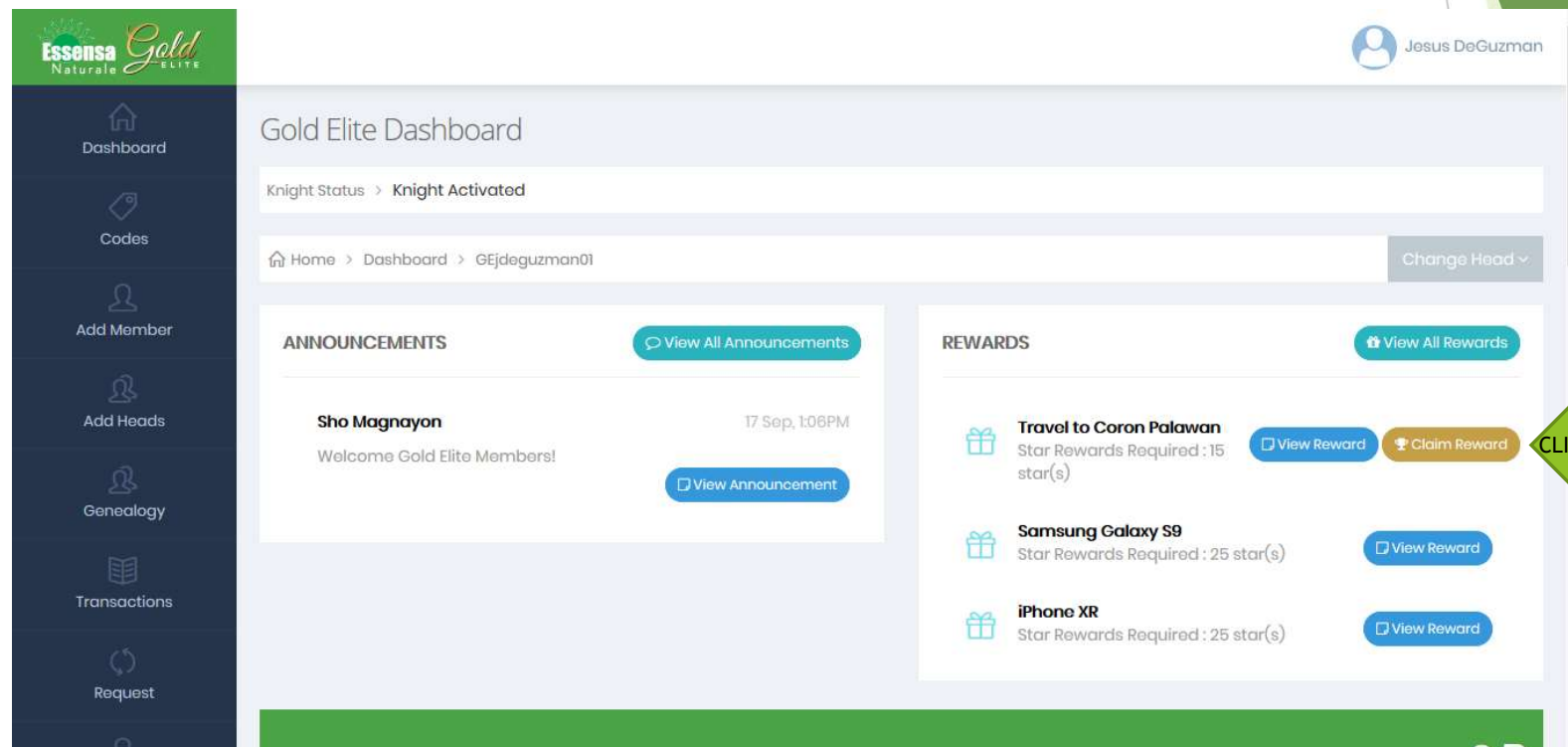
The screenshot displays the 'Move to Star Wallet' interface within the Essensa Gold Elite system. The top navigation bar includes the 'Essensa Gold ELITE' logo on the left and the user profile 'Jesus DeGuzman' on the right. A dark sidebar on the left contains icons and labels for 'Dashboard', 'Codes', 'Add Member', 'Add Heads', 'Genealogy', 'Transactions', and 'Request'. The main content area is titled 'Move to Star Wallet' and includes a breadcrumb trail 'Home > Star Wallet'. Below this, a section titled 'Move to Star Wallet' contains the following fields:

- Current Head Star:** 15
- Stars to Move:**
- Security Pin:**

At the bottom right of the form, there are two buttons: a 'Cancel' button and a 'Transfer' button with a checkmark icon.

PART 4: CLAIMING EARNINGS

CLICK CLAIM REWARD BUTTON ON YOUR DASHBOARD UNDER REWARDS PANEL



*NOTE : EACH REWARDS HAS CORRESPONDING STAR COUNT TO CLAIM

PART 4: CLAIMING EARNINGS

ONCE REWARDS IS REQUESTED, WAIT UNTIL REWARDS IS PROCESSED

Essensa Gold ELITE

Jesus DeGuzman

Request Rewards

Home > Request > Rewards

Reward Claim Details

Current Star Wallet: 15

Reward: Travel to Coron Palawan

Security Pin:


Cancel Submit Request

No records found to show


Date Requested	Reward	Stars	Reward Claiming Status	Actions
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***NOTE : REQUESTED REWARDS ARE PROCESSED ONCE A MONTH**


PART 4: CLAIMING EARNINGS





[Add Member](#)



[Add Heads](#)



[Genealogy](#)


[Transactions](#)


[Request](#)


[Profile](#)


[Logout](#)

 Jesus DeGuzman

Reward Claim Details

Current Star Wallet: 0

Reward:

Select Reward

Security Pin:

Enter Security Pin

Cancel

Submit Request

Page < 1 > of 1 | View 10 records | Found total 1 records

Date Requested	Reward	Stars	Reward Claiming Status	Actions
2018-09-20 13:54:55	Travel to Coron Palawan	15	PENDING	<div>Cancel Request</div>

Page < 1 > of 1 | View 10 records | Found total 1 records

2018 © Essensa Gold Elite

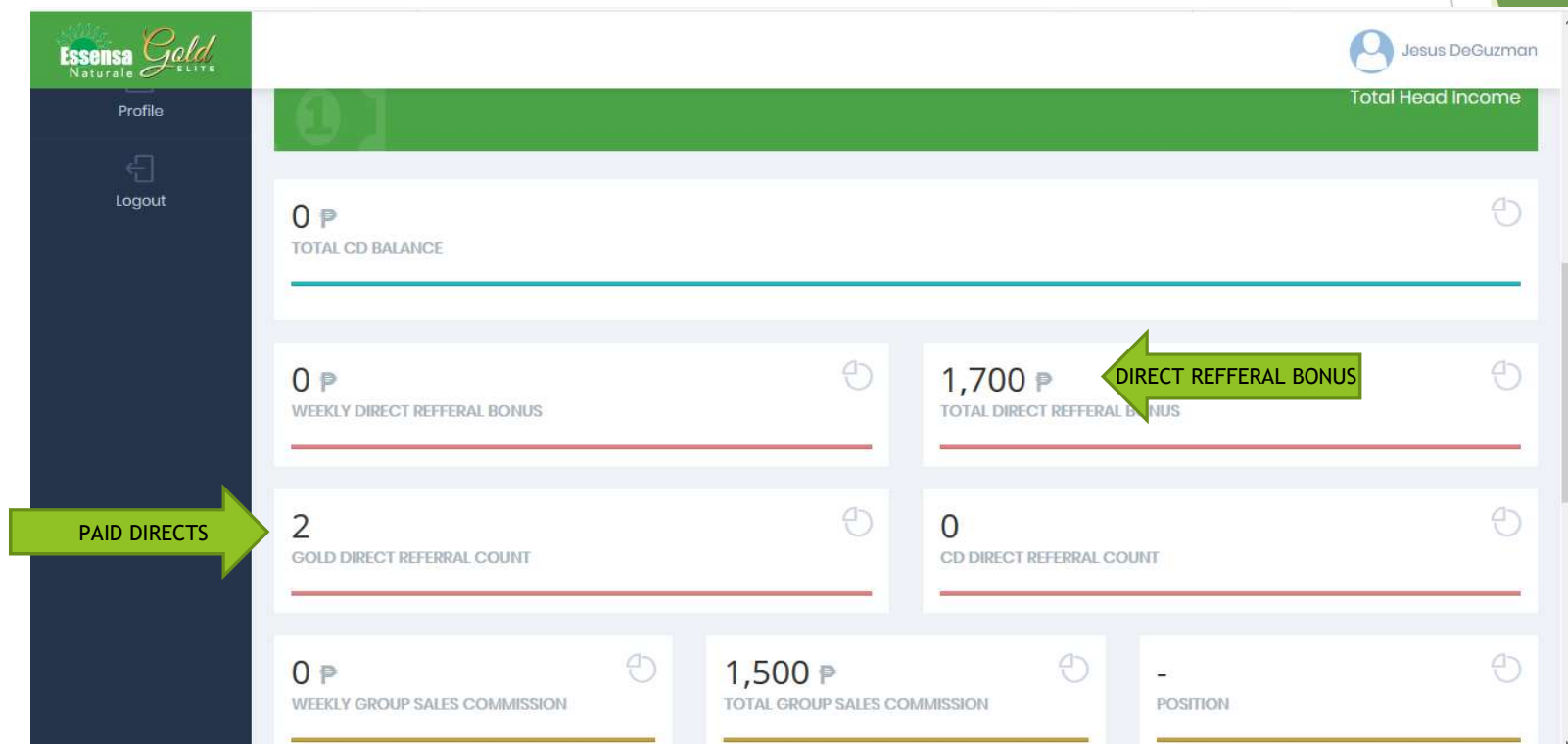
PART 5: How To Track your Income History

This part covers:

- ▶ Tracking your Direct Referral Incentives
- ▶ Tracking your Group Sale Commissions Incentives
- ▶ Tracking your Leadership Commissions Incentives

PART 5: How To Track your Income History

ON YOUR DASHBOARD, YOU CAN VIEW YOUR DIRECT REFERRAL INCENTIVE



***NOTE : DIRECT REFFERAL INCENTIVE IS P850 (CD ACCOUNT NEED TO MATURE AS PAID before Upline can CLAIM DIRECT REFERRAL INCENTIVE)**

PART 5: How To Track your Income History

ON YOUR DASHBOARD, NAVIGATE TO TRANSACTION TAB AND CLICK LEADERSHIP HISTORY


The screenshot displays the 'Essensa Gold Elite' dashboard. On the left is a dark sidebar with navigation icons for Dashboard, Codes, Add Member, Add Heads, Genealogy, Transactions, and Request. The main content area is titled 'Leadership History' and shows a breadcrumb trail: Home > Leadership > GEJdeguzman01. A 'Change Head' button is in the top right. Below the breadcrumb, pagination shows 'Page 1 of 1' and 'View 15 records | Found total 1 records'. A table with three columns is shown: 'Transaction ID', 'Date Processed', and 'Action'. The table contains one row with the transaction ID 'GE-LEADERSHIP20180916234705' and the date '2018-09-16 23:49:58'. A 'View Details' button is next to the date. Below the table, another pagination bar shows 'Page 1 of 1' and 'View 15 records | Found total 1 records'.

Transaction ID	Date Processed	Action
GE-LEADERSHIP20180916234705	2018-09-16 23:49:58	View Details

***NOTE : LEADERSHIP COMMISSION IS PROCESSED WEEKLY**

PART 5: How To Track your Income History

ON YOUR DASHBOARD, NAVIGATE TO TRANSACTION TAB AND CLICK GSC HISTORY



Dashboard

Codes

Add Member

Add Heads

Genealogy

Transactions

Request

GSC History

Home > GSC > GEjdeguzman01

Change Head

Page 1 of 1 | View 15 records | Found total 1 records

Tracking Number	Head Name	Left GSC	Right GSC	CD Left Count	CD Right Count	Gold Left Count	Gold Right Count	Direct Referral Bonus	GSC Income	CD Deduction	CD Balance	Weekly Stars	Date Process
GE-LEADERSHIP20180919232651	GEjdeguzman01	100	100	0	0	1	1	1,700	1,500	0	0	0	2018-09 23:26:52

Page 1 of 1 | View 15 records | Found total 1 records

***NOTE : GSC IS PROCESSED WEEKLY**