Vital-C

Members Area Manual

Registration, Logging In and Out

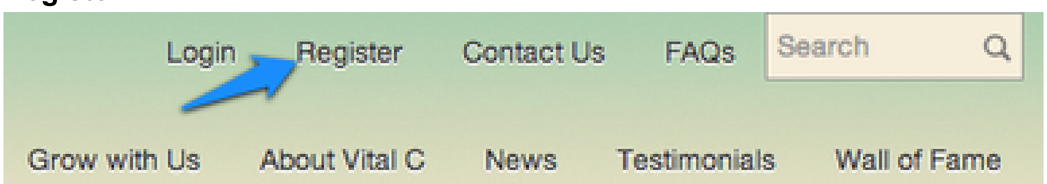
How to Register

Before you register, it is necessary that you have the following info in hand:

- Control Code
- RN
- Sponsor ID
- Upline ID

All of these are available if you have a sponsor, or registering by your self at our offices. When you have this, you may proceed with the registration.

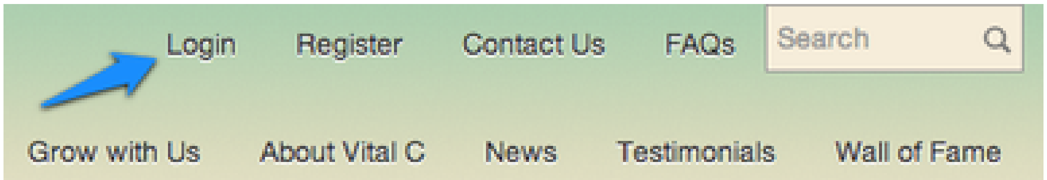
1. Go to the website: http://www.vital-c.com
2. On the top-right hand of the website is the navigation menu. From here, click **Register**.



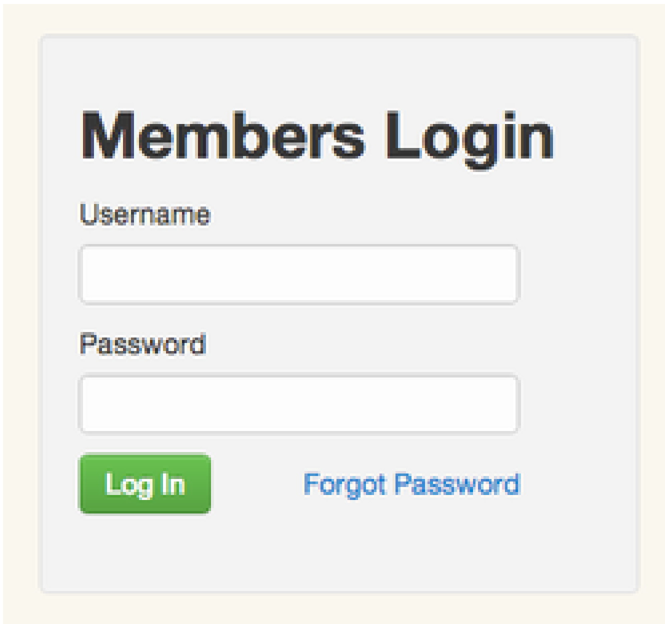
3. In the *New Distributor's Registration* page, fill in all the information, most especially the required fields.
    a. In *Account Information*, this is where you fill in the required info you prepared earlier.
        i. The Group Name will be filled up or left empty, depending on the Sponsor ID/ Upline ID you filled in. No need to worry if you can't type into it
        ii. RF ID
    b. In *Personal Information*, this is where you fill up important details about your self.
        i. You may choose to register as an individual or as a group. You can still register as an individual even if your sponsor is in a group.
        ii. The information you need to fill up differs with what type of registration you use.
    c. In *Contact Information*, this is where you fill up all your contact details.
4. Press **Submit**
5. You will receive an email after your registration where it lists your confirmation code.
6. Take note of the code and click on the link indicated in the email.
7. In the web page that loads, type down the code you noted.
8. Press Submit.
9. This will activate your registration and you now have access to all the tools in the Member's Area.

Logging In

1. Go to the website: http://www.vital-c.com
2. On the top-right hand of the website is the navigation menu. From here, click **Login**.



3. Enter your registered username and password and press **Log In**.

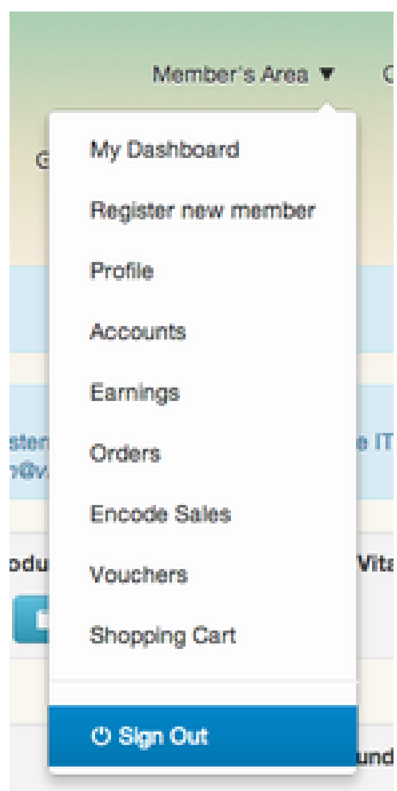


4. You will now be logged in and redirected to the *Member's Area Dashboard*.

Logging Out

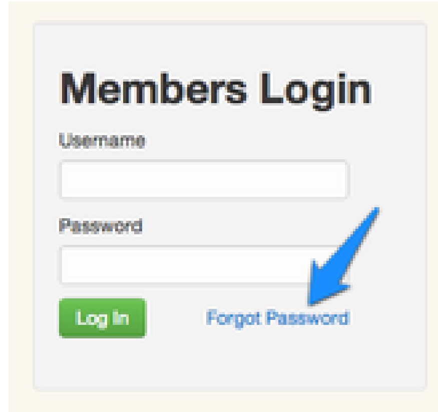
It is highly recommended that you log out whenever you're done using the site, especially with shared computers.

1. To log out, scroll up to the top of the page, and hover your mouse over the **Member's Area** link
2. A dropdown menu will appear. Scroll down to click on **Sign Out**
3. You are now logged out of the site. If you wish to access your account again, simply log in.

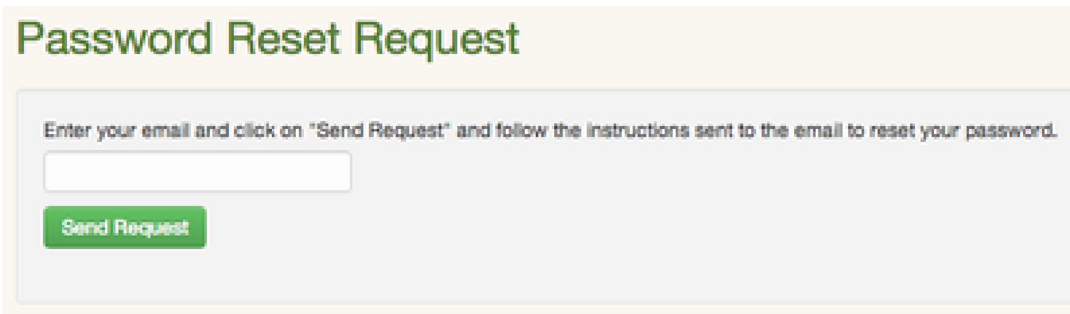


Resetting Your Password

Here are the steps if you wish to log in but are unable to remember your password:



1. In the *Members Login* form, click on **Forgot Password** link.
2. In the next screen, enter the email address that you used to register, and press **Send Request**.



3. Wait and check your email account for an email coming from [insert email address].
4. The email will have a link for you to click. Click on that.
5. You will be brought to a page for you to input your new password. Type your new password twice. Press **Reset Password**.
6. You will receive an email confirming resetting your password. You can use and try logging in again with this password.

Registering a Member into your Network

You can register a new member into your network. This is advisable if you're sponsoring a new member, recruiting a member to your group, or to simply add the member into your network. [for clarification]

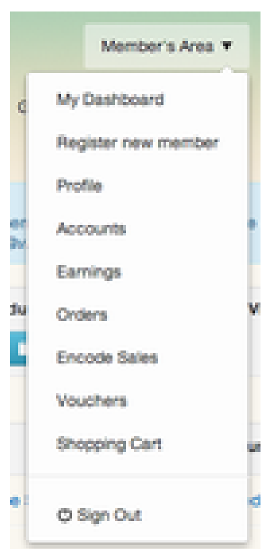
Just like when you registered your account, it is necessary that you have the following info in hand:

- Control Code
- RN
- Sponsor ID
- Upline ID
- Registrants personal and contact details

Once you have this, you may proceed with the registration.

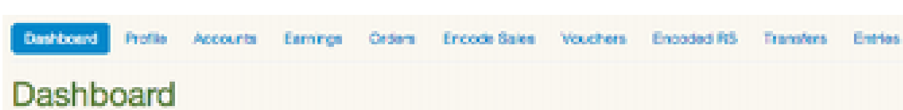
1. When logged in, hover your mouse to the Member's Area link and scroll down to **Register New Member**
2. In the *New Distributor's Registration* page, fill in all the information of the person you're registering for, most especially the required fields.
    a. In *Account Information*, this is where you fill in the required info you prepared earlier.
        i. The Group Name will be filled up or left empty, depending on the Sponsor ID/ Upline ID you filled in. No need to worry if you can't type into it
        ii. RF ID
    b. In *Personal Information*, this is where you fill up important details about the registrant.
        i. You may choose to register him/her as an individual or as part of your group. You can still register him/her as an individual even if you have a group.
        ii. The information you need to fill up differs with what type of registration you use.
    c. In *Contact Information*, this is where you fill up all the registrant's contact details.
3. Press Submit
4. Notify your recruit/ the registrant that they will receive an email after the registration. This lists the confirmation code.
5. The registrant will note the code and click on the link indicated in the email.
6. In the web page that loads, type down the code noted.
7. Press **Submit**.
8. This will activate your registration and they now have access to all the tools in the Member's Area as well.

The Member's Area

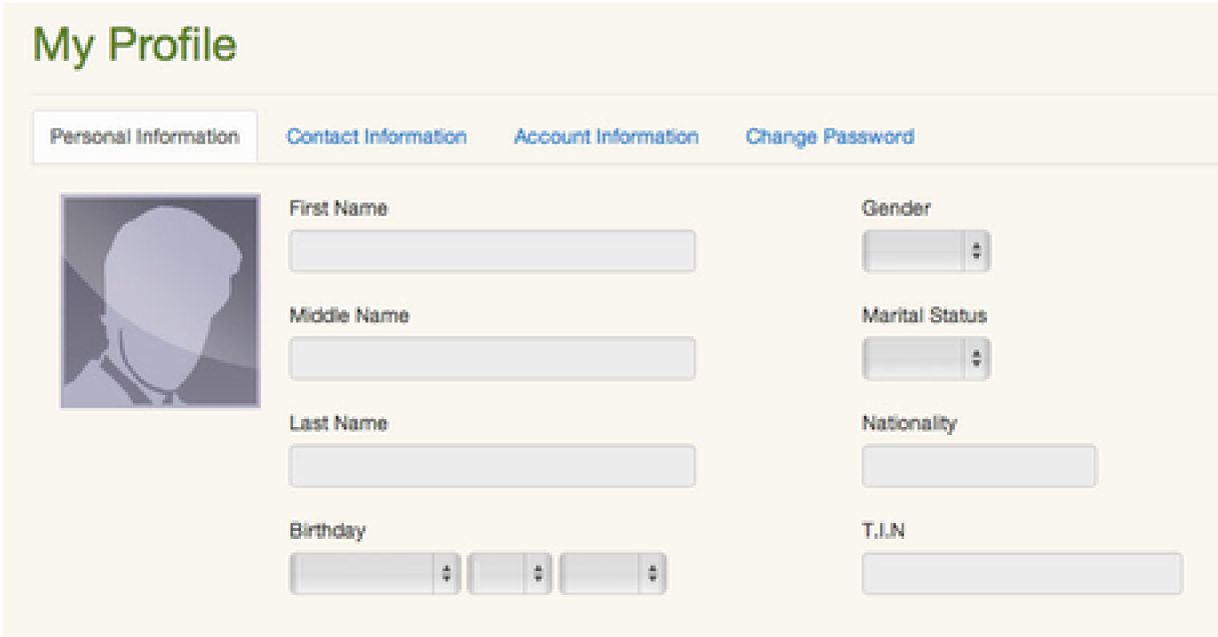


The *Member's Area* gives you access to all you need for your account. When logged in, you are immediately redirected to your *Dashboard*.

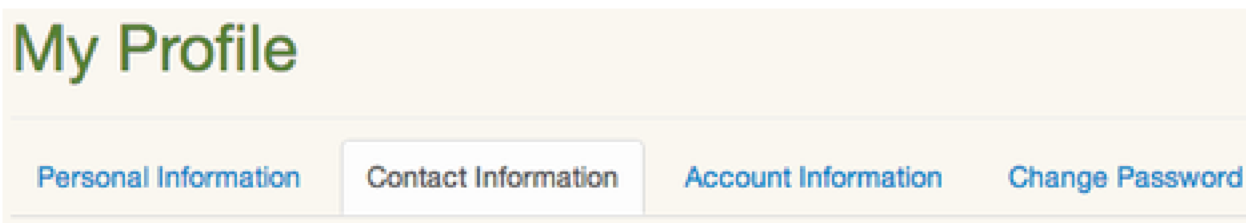
- You can go to other areas of your account by going to the top navigation and hovering your mouse over the Member's Area link and see all the options in a dropdown menu (*see image to the right*);
- Or on the page itself, under your name and on top of the page titles (*see image below*).



Your Profile



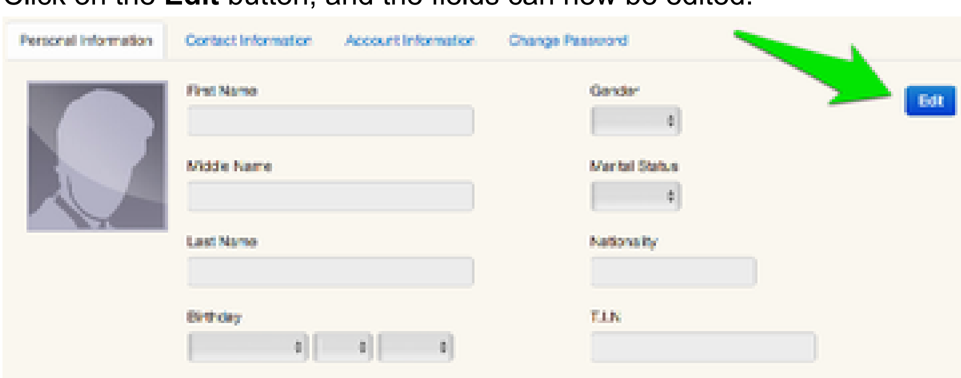
In your profile, you can update or change all your personal, contact, and account information, as well as your password.



If you wish to edit particular information, just click on the corresponding tab and look for the blue **Edit** button on the page. And just press **Save** when you're done.

Editing Your Profile Information

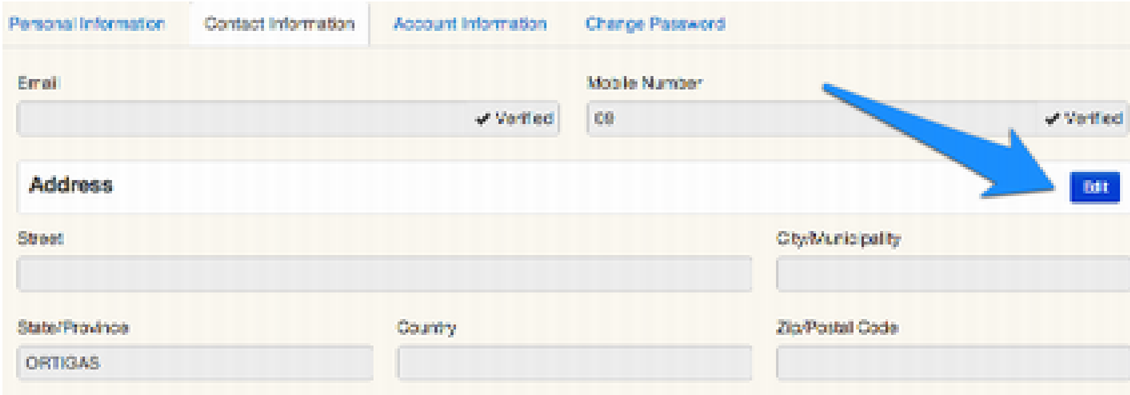
1. Click on the **Personal Information** tab.
2. Click on the **Edit** button, and the fields can now be edited.



3. Click **Save**.

Editing your Contact Information

2. Click on the **Edit** button, and the fields for the address button can now be edited.



3. Click **Save**.

Note: You cannot change your email address or telephone number once they're verified. If you really need to change them, you must submit a request to the *Vital C IT Department*.

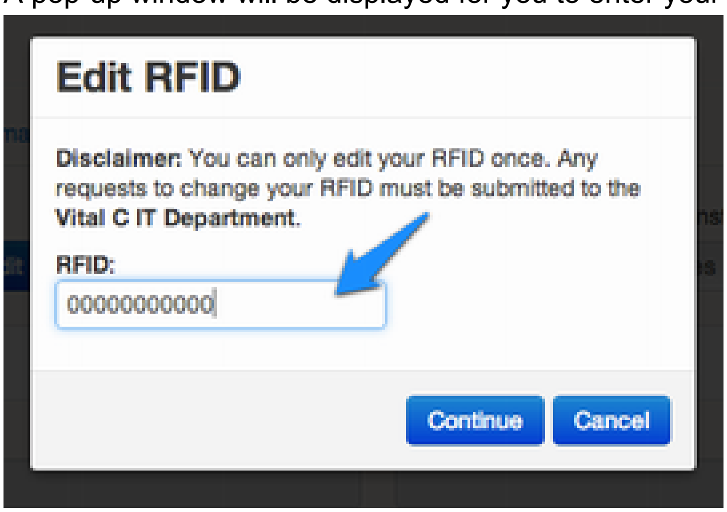
Editing your Account Information

Your *Account Information* consists of your RFID, Metrobank Paycard, beneficiaries and group.

To edit your RFID or Metrobank Paycard

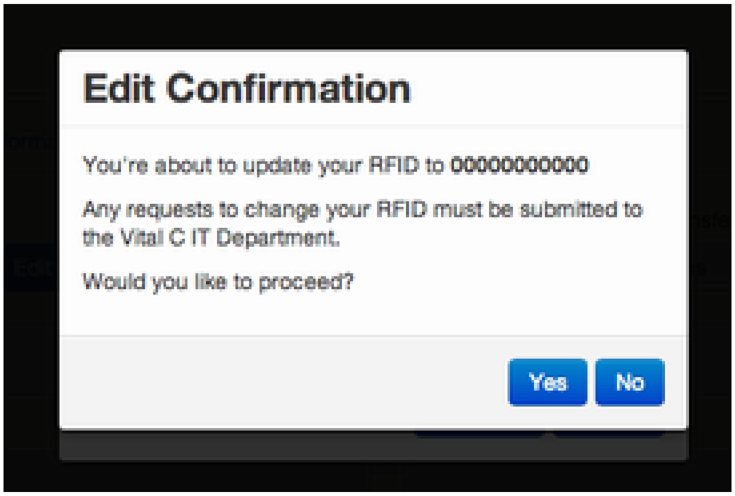
1. Click on the Edit button box beside the field.

2. **For RFID:**
   i. A pop-up window will be displayed for you to enter your RFID.



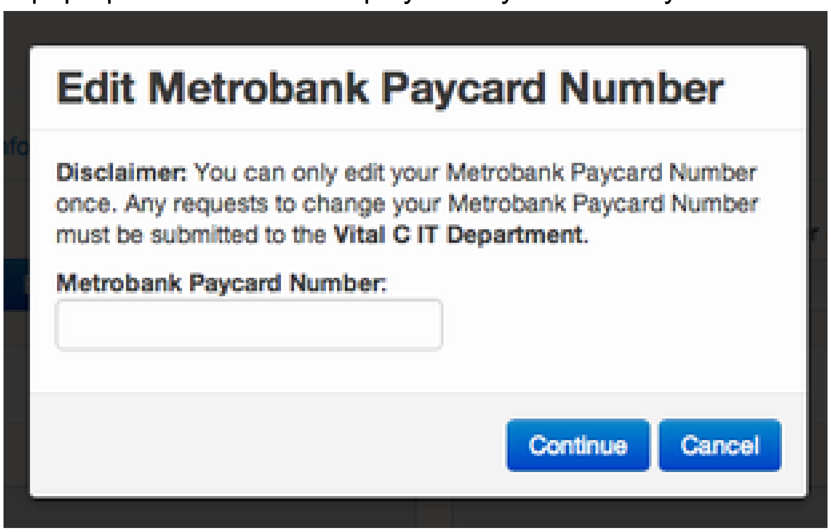
   ii. One you've typed it in, click **Continue**.
   iii. The next window will ask you to check if the RFID is correct.
   Note: You can only edit your RFID once. Any requests to change

your RFID must be submitted to the Vital C IT Department.



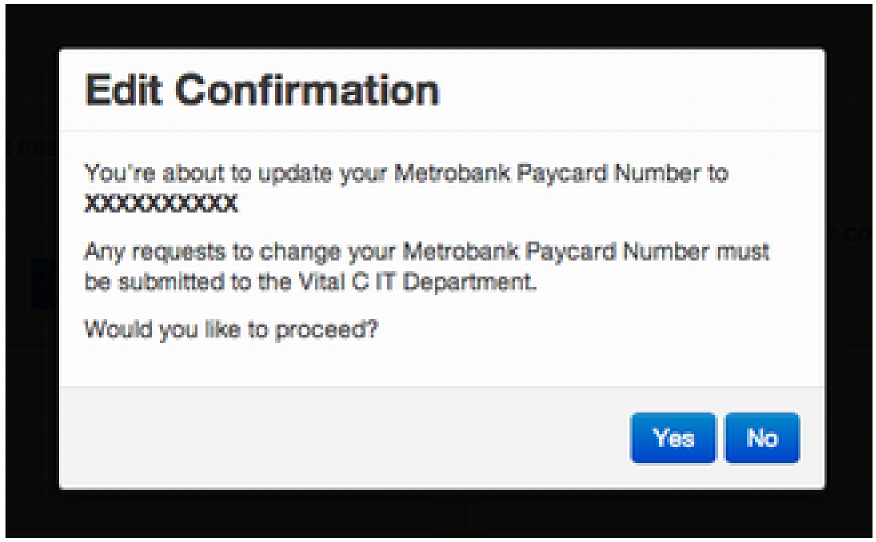
iv. Click **Yes**.

3. **For Metrobank Paycard:**
    a. A pop-up window will be displayed for you to enter your Metrobank Paycard No.



    b. One you've typed it in, click **Continue**.
    c. The next window will ask you to check if the card number is correct. *Note: You can only edit your Metrobank Paycard Number once. Any requests to change your Metrobank Paycard Number must be submitted to the Vital C IT*

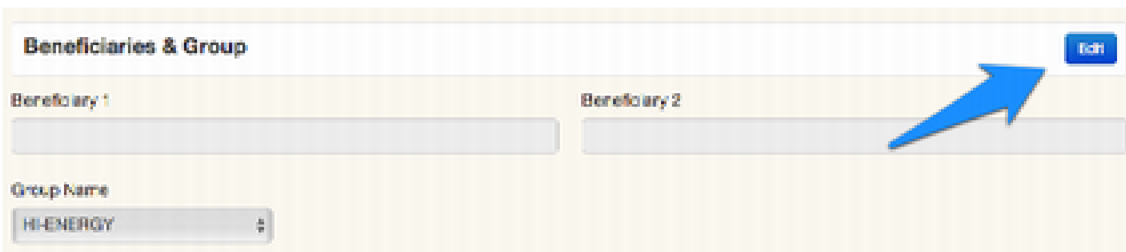
Department.



d. Click **Yes**.

To Update your Beneficiaries and/or Group

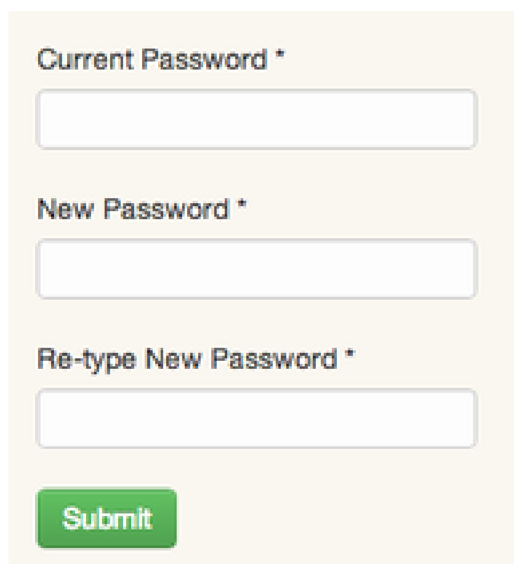
1. Click on the the **Edit** button. All the fields can now be edited.



2. Once you've entered the names and/or updated the group membership, Click **Save**.

Changing Your Password

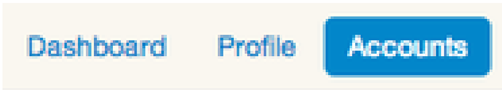
1. Click on the **Change Password** tab
2. Type your current password in *Current Password* field.
3. Type your new password twice.
4. Click the **Submit** button.



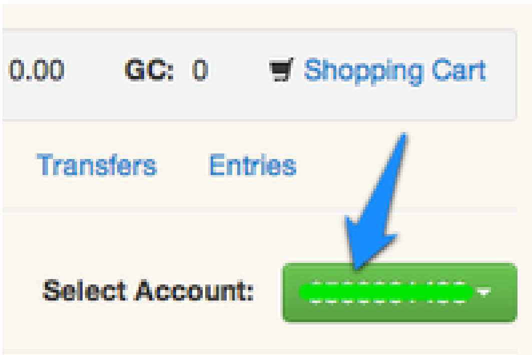
Viewing Your Accounts

In the *Member's Area*, under *Accounts*, you can see all the details about all your active and inactive accounts. As well as the genealogy of your networks, and to add a new account.

1. To view your account, simply go to the **Accounts** tab on the member's area menu.



2. If you have more than one account, make sure you are viewing the right one by selecting it in the *Select Account* dropdown.



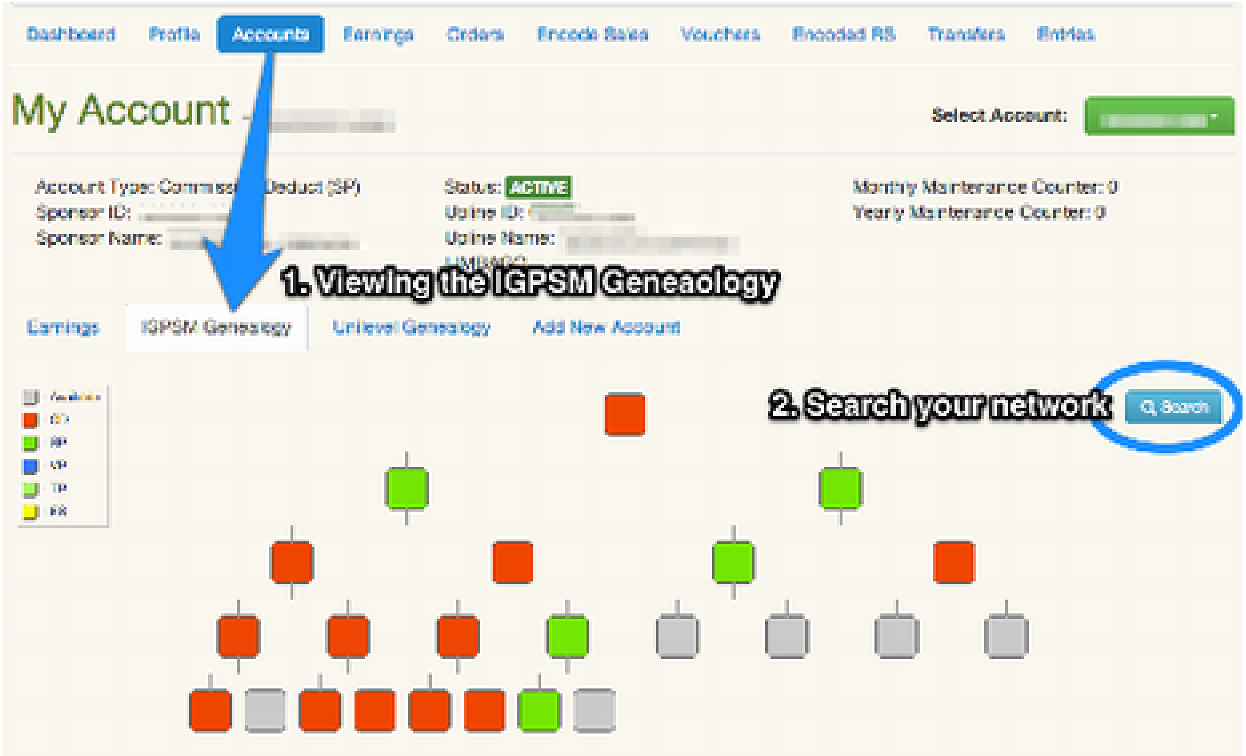
When you first go to your *Accounts* page, you are on the *Earnings* overview by default. From here you can see your earnings, commissions and history.

From here you can also see the other tabs that go into other sections of your account.

View your IGPSM Genealogy

[Define IGPSM]

To view your **IPSM Genealogy**, click on the corresponding tab, under *Accounts* in the *Member's Area*

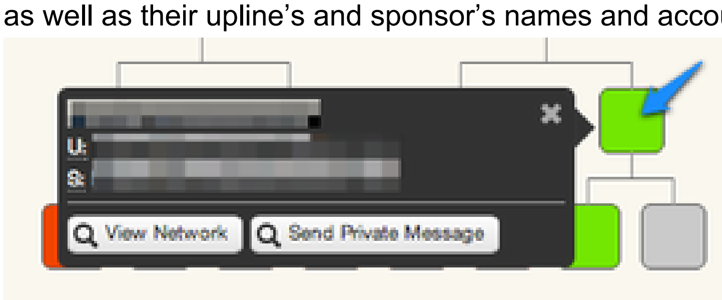


When you get here, you will see the branches of your network, color coded depending on [define legends]. You can search your network for members, or click on each of the node for each member. Below the network branch there is also a list of all the members in the network as a quick overview.

Viewing a Network

via the Genealogy

1. You can look for a member's network by clicking on a node for a quick look. In this quick view, you can see their name and account number, as well as their upline's and sponsor's names and account numbers.

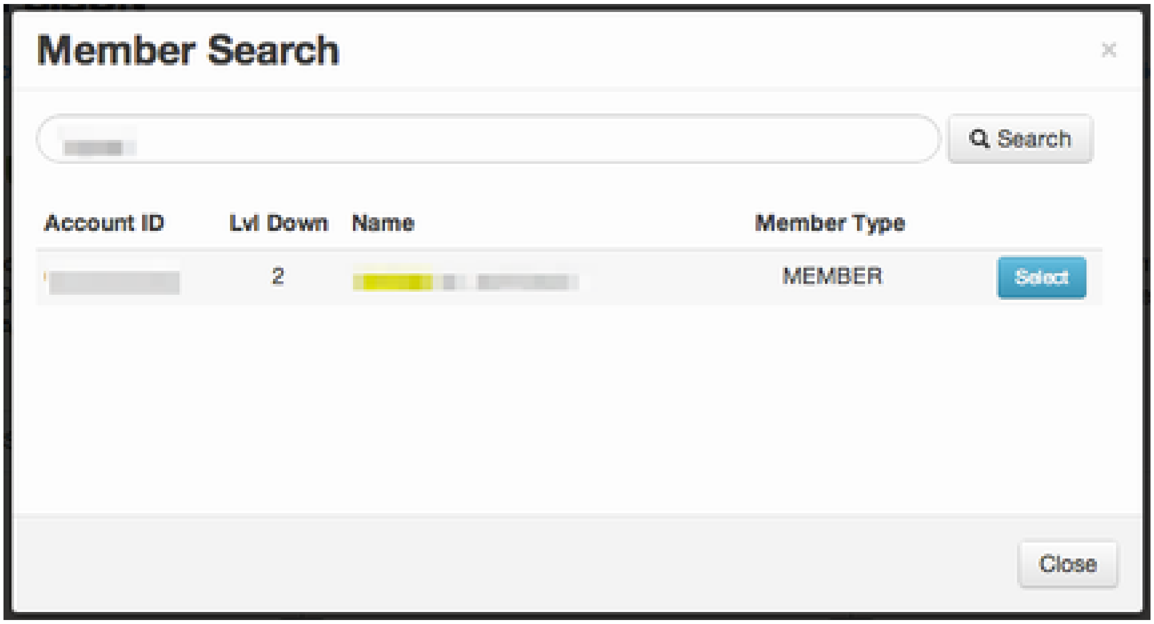


2. Click on **View Network**. This will show you that member's network with node branches with the same *View Network* and *Send Private Messages* options as well.

via the Search function

1. You can also look for a member and their network by clicking on the **Search** button on the page.

2. A pop up window will be displayed. Here you can search for a member by typing either their name or account number.

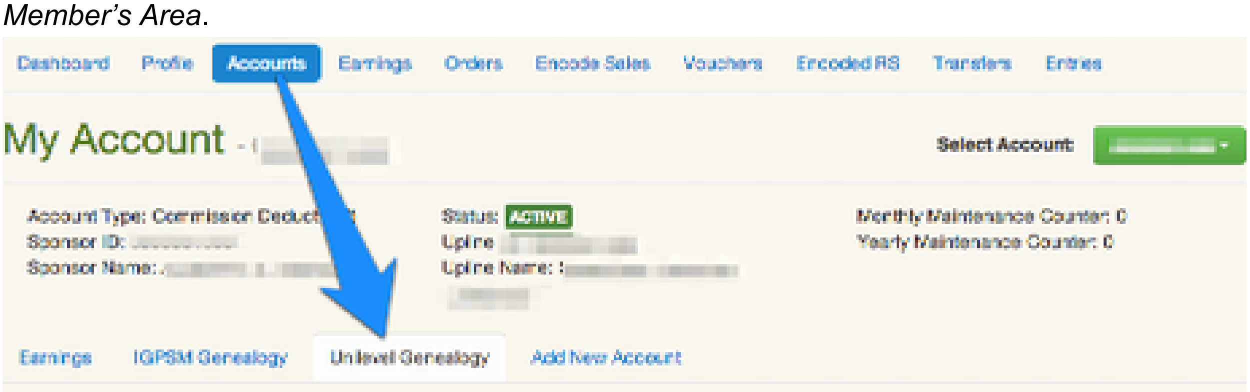


3. When you find the right member, click on **Select**. This will show you that member's network with node branches with the same View Network and Send Private Messages options as well.

View your Unilevel Genealogy

[define unilevel]

To view your **Unilevel Genealogy**, click on the corresponding tab, under *Accounts* in the *Member's Area*.

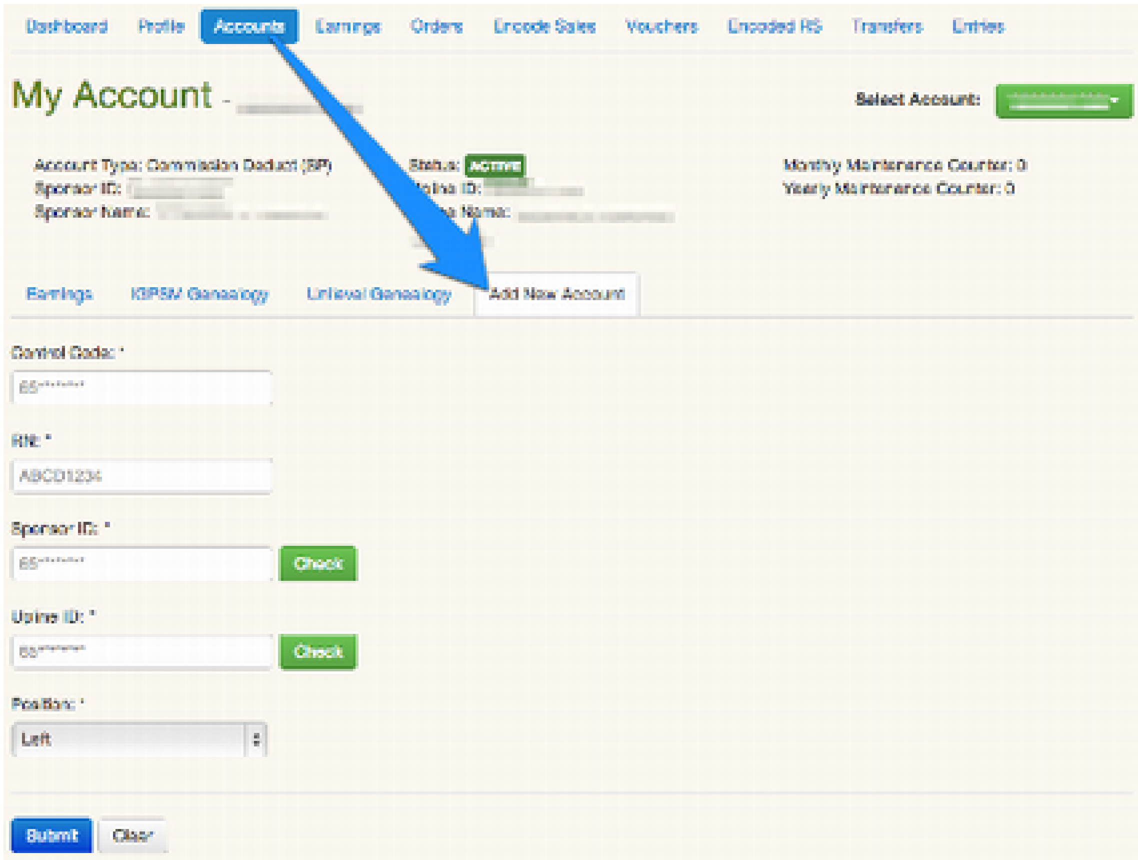


Adding a New Account

There are a number of reasons you would create a new account
[cite reasons]

To add a new account:

1. Click on **Add a New Account**, under *Accounts* in the *Member's Area*.



2. [cite how you get the info you need]
3. Fill in all the fields required with the info you acquired.
4. For the Sponsor and Upline IDs, you can check if you have the right number by clicking on the **Check** button.
5. Click **Submit**.