

Personal Online Office Guide

The NEW Eniva Personal Online Office is here!

As an Eniva Customer/Member, a Personal Online Office has been created just for you. It has a fresh new look with upgraded functionality to access order history, business reports, teammate activities, specials and promotions as well as a wide array of downloadable resources.

All the benefits of the previous site are still available, now it's easier to find information. The streamlined design features categories to help you navigate through the array of Eniva tools, and the easy-to-use tab design can help you quickly reach your desired topic of interest. Plus, organized categories will help you share ideas and direct others to valuable resources.

The following pages have been created to guide you through your Personal Online Office and to highlight the upgraded features. In addition, the Q & A topics provide detailed information. If you have questions about your Personal Online Office, feel free to contact your Eniva Teammates or Eniva Customer Service: 1-866-999-9191.

Just click on "Member Login" to sign in and access your Online Office. Have fun exploring your tools and resources!



New Online Office home page. Lists the current hottest items/news.

Q&A - Personal Online Office

Q. *How do I enroll someone from my Online Office?*

A. From your Personal Online Office, click on the “**Enroll**” button at the top. Have the person fill in their name, email and choose a password. Click “**Continue**” at the bottom. On the next page, click on the “**Become an Eniva Business Affiliate**” type link. On the next page, click on the type link to download fax-back pack. Have the new Affiliate fill out the W9 and Preferred Customer Application. Have him/her fax it in using the fax form in the packet.

Q. *How can I change my recurring order products, ship to, shipping option and credit card payment method?*

A. You can do this two ways:

1. Log in to your Online Office, click on the red “**My Tools**” tab and then click on “**Recurring Order Settings**” type link under the Account Settings section. This will take you to your shop.enivausa.com site **Recurring Order** page. Click on the “**Edit**” type link.
 - To change your product choices, click on “**Click here to update items in your recurring order.**” Click the “**Check Out**” when you finish changing your products.
 - To change your **shipping address**, simply fill in the address fields. Changing your address here will not change the default address you have for your Member account.
 - You can change your **shipping option** and credit card settings on the “**Recurring Order**” page, click on **Edit**.
2. You can also access the **Recurring Order** page by signing into your shop.enivausa.com site. Click on the blue “**My Account**” button at the right then on “**View Existing Easy Ship Recurring Orders**” under the “**My Orders**” section.

Q. *How can I create a recurring order?*

A. You can do this two ways:

1. Log in to your Online Office, click on the red “**My Tools**” tab and then click on “**Recurring Order Settings**” type link under the “**Account Settings**” section. This will take you to your shop.enivausa.com site product selections. In each product section, select the products you want then click on the blue “**Add to Recurring Order**” button at the bottom. Click the green “**Check Out**” button when you finish adding your products. Continue checking out and your recurring order will be set up.
2. You can also set up your recurring order by signing into your shop.enivausa.com site. Click on the blue “**My Account**” button at the right, then on “**View Existing Easy Ship Recurring Orders**” under the “**My Orders**” section. This will load the product selections. In each product section, select the products you want, then click on the blue “**Add to Recurring Order**” button at the bottom. Click the green “**Check Out**”

button when you finish adding your products. Continue checking out, and your recurring order will be set up.

Q. *How do I order products?*

A. You can do this two ways:

1. Log in to your Onine Office, click on the blue “**Shop for Products**” tab. You will be taken to your shop.enivaus.com site where you can order. If you have a custom shop site set up and want to order products not on your custom site, click on the blue “**Products**” tab at the top of the page. You will see a listing of all Eniva products available.
2. Go to your shop.enivausa.com/your Member ID or alias here. Order as usual.

Q. *Where are information downloads on products and product specials?*

A. Click on the gold “**Resource Library**” tab and then the “**Product Resources**” section.

Q. *Where is information about business building?*

A. Click on the gold “**Resource Library**” tab and then the “**Business Building**” section.

Q. *Where is information about contests and promotions?*

A. Click on the gold “**Resource Library**” tab and then the “**Contests and Promotions**” section.

Q. *Where is the Weekly Update?*

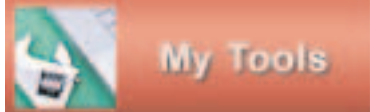
A. Click on the gold “**Resource Library**” tab and then the “**Timely Updates**” section.

Q. *Where can I find the latest news about Eniva?*

A. Click on the gold “**Resource Library**” tab and then the “**In the News**” section.

Q. *Where do I find order forms, W9, price lists, etc.?*

A. Click on the gold “**Resource Library**” tab and then the “**Forms and Corporate Information**” section.



Business Tools

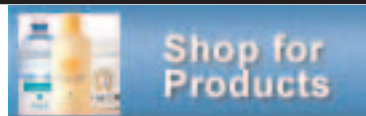
- Waiting Room
- BV Transfer Tool
- Downline
- Organization
- Organization Stats
- Reports
- Snapshot
- Real Time Commission
- Commission Stats
- Order History

Account Settings

- Recurring Order Settings
- Change Your Password
- Opt In / Opt Out of Eniva Email Broadcasts

Eniva Links

- Eniva Webinars
- Eniva Physician's Info Site
(enivaquality.com)
- Order Custom Eniva Brochures, Business Cards and More
- Eniva Visa
- Customer Awards
- Eniva Wear
- Office Depot Member Discount Program
- Eniva Voice Messeging
- Eniva Wholesale Club
- Eniva Events
- Eniva Web Info Bar
- Install Eniva Web Browser Info Bar



Product Resources

Vibe banner, audio, pdfs

Ultrashot banners

Ageless Radiance, banners, audio, pdfs

Other Products, banners, audio, pdfs

Silver & Gold Packs baner

PVP banner

Efacor, banner, pdfs

Animal Health, audio, banner, pdfs

Weight Management, banners pdfs

Newsletter Archives

No shopping in Personal Online Office, goes to Member's shop site to order products.

Business Building

EWC banner audio, pdfs

Business related pdfs, audio, banners

Contests and Promotions

Banners, pdfs

Timely Updates

Weekly Update download, Mon.,

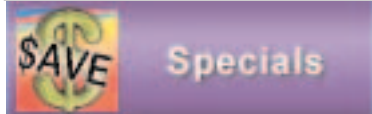
Wed. conference call audios

In the News

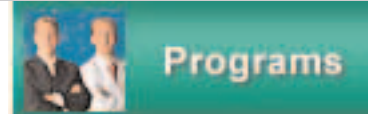
News/interview video, audio, pdfs

Forms and Corpoation Info

Forms, price list, tax forms, etc.



Product specials banners, info.



Banners of Eniva programs such as:

EWC

VISA

Office Depot

Customer Rewards

Smart Start

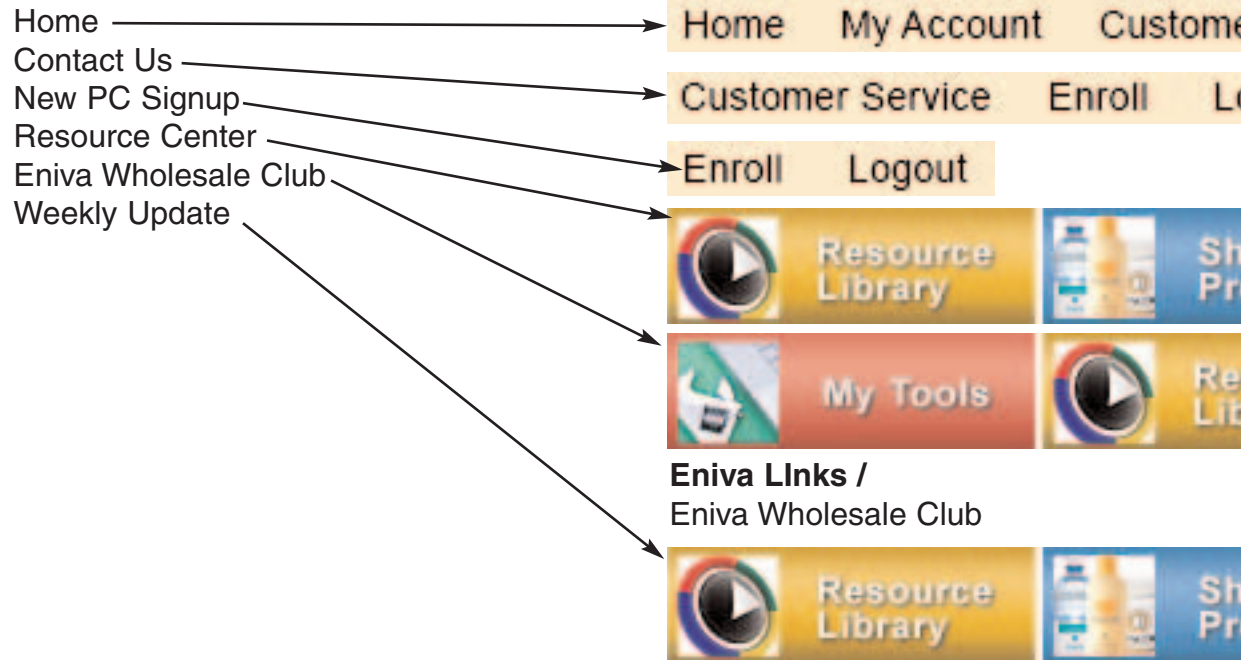
Easy Share System

Old Navigation links and New Locations



OLD ONLINE OFFICE LINKS FROM LEFT COLUMN:

WHERE THEY ARE IN NEW ONLINE OFFICE:



OLD ONLINE OFFICE LINKS FROM LEFT COLUMN:

WHERE THEY ARE IN NEW ONLINE OFFICE:

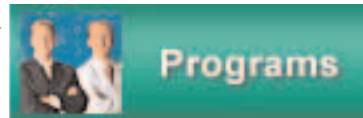
Office Links

~~Replicated Site~~

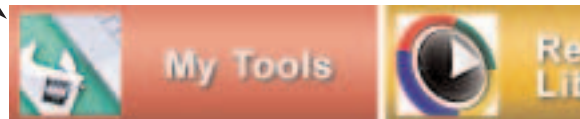
~~Smart Order/Autoship~~

~~My Waiting Room~~

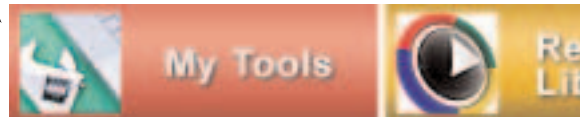
No more enivamembers.com.
Directs people to eniva.com or shop.enivausa.com



Andy/Ben banner



Account Settings/
Smart Order/Autoship



Account Settings/
Waiting Room

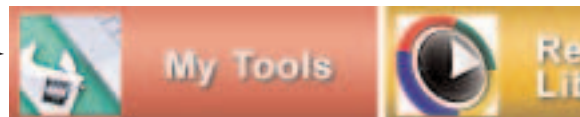
My Home

~~Account/Password~~

~~My Email~~

~~My Contacts~~

~~Meeting Schedule~~



Account Settings/
Change Your Password

Old Navigation links and New Locations



OLD ONLINE OFFICE LINKS FROM LEFT COLUMN:

My Tools

My Downline

My Organization

My Org Stats

My Reports

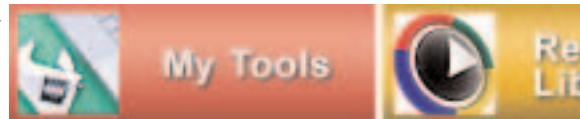
My Snapshot

Real Time Comm.

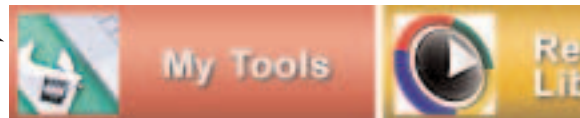
Commission Stats

Order History

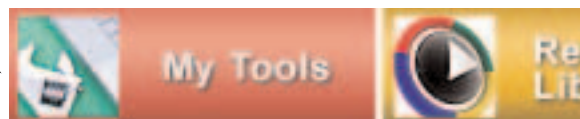
WHERE THEY ARE IN NEW ONLINE OFFICE:



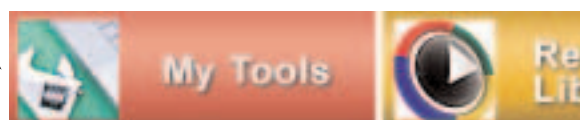
**Business Tools/
Downline**



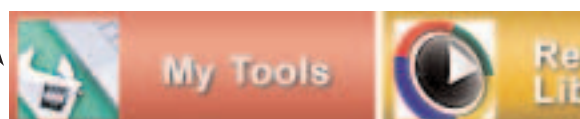
**Business Tools/
Organization**



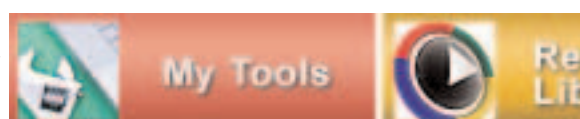
**Business Tools/
Organization Stats**



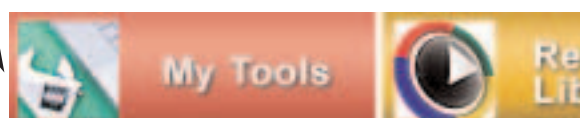
**Business Tools/
Reports**



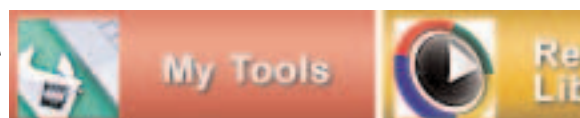
**Business Tools/
Snapshot**



**Business Tools/
Real Time Commission**



**Business Tools/
Commission Stats**

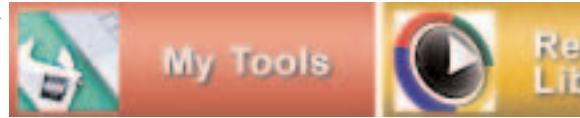


**Business Tools/
Order History**

OLD ONLINE OFFICE LINKS FROM LEFT COLUMN:

- Eniva Links** →
- enivaquality.com
- Eniva Visa
- Customer Rewards
- Eniva Wear
- Eniva Voice Messaging
- Office Depot Member Discount Program
- Custom Sales Tools
- Install Eniva Web Tool Bar
- Eniva Events Web Site

WHERE THEY ARE IN NEW ONLINE OFFICE:



- Eniva Links**
- Eniva Webinars
- Eniva Physician's Info Site
- Order Custom Eniva Brochures, Business Cards and More
- Eniva Visa
- Customer Awards
- Eniva Wear
- Office Depot Member Discount Program
- Eniva Voice Messaging
- Eniva Wholesale Club
- Eniva Events
- Eniva Web Info Bar
- Install Eniva Web Browser Info Bar