



## How To Navigate Your Backoffice

### 1. How to reset or create a change password:

1] RESET: Go to [www.provizion.com](http://www.provizion.com) and click on *Sign In* in the upper right hand corner. Put in your email address and then at the bottom, click on “forgot password.” A link to reset your password will be emailed to you. 2] CHANGE: Login to your back office. Click on *My Account*. In the left side vertical menu click on Security and you can your password there.

### 2. How to Register someone in Provizion.

a) Login to your back office, click on *Register* at the top of the page, select whether to put the person on the left or right side. Complete their registration details. Then send the person a text message, welcoming them to the team, and that the system has sent them an email with their login details. Tell them to login to their back office, and click on “Store” in the center menu to place their first order.

b) Login to your back office. Click on *My Account*, then click on *Settings* in the left hand vertical menu. Set your *placement default* to either your left or right side team.

c) Next, create your *Referral Link* by adding a unique ending to this url: [www.Provizion.com/\(can be your name, a word, numbers, etc\)](http://www.Provizion.com/(can be your name, a word, numbers, etc)) . Now you can send this link to your prospects to register themselves, though we suggest you help them register whenever possible.

**PLEASE NOTE:** 1] The *advantage* to doing it this way, is your new person is automatically encouraged to order in this process and to put in their credit card details, without you having to be there. 2] The *disadvantage* is you have to always make sure you change your default settings to either left or right side, *before* you send out the link to anyone. Then you need to wait for that person to complete their registration, before you can change it and send it again to some else – *and you never know when they are going to complete their registration, which is why we suggest you do it with them.*

d) **TIP:** Generate a *left side link* and generate a *right side link* within the *Link Generator*.

You will find the Link Generator by logging into your account, clicking on your name in the upper right, putting your cursor over the *Marketing* tab in the center menu, then clicking on *Link Generator*. Next click on the blue box to the right, that says New Link. Fill in the box. For the link name, put LEFT TEAM LINK. The Link Goal is “Join”, Choose Page is “Registration”. Then binary placement option select “left”. Click on create link. Now copy this link and paste it into an email that you send to yourself, with the subject line “Provizion left team registration”. Anytime you want to register someone on your left side, just copy and paste that left side link into an email or a text and send. Follow the same procedure to create your Right Team link. The nice part of using this, is when your prospect clicks on the link, they will be asked to make a purchase two different times. They can still decline and complete the registration without product – but because it is asking them to purchase, most will.

Be sure to save the links you create. Keep in mind that this link **does not work** within *Facebook*. But you can text it, send it in *WhatsApp* or via *Telegram* or email it to anyone and it will work.

### **3. How to see your Binary Tree.**

Login to your back office. Click on *Marketing* at the top. Select *Team Stats*. Then click on the black box to the right that says *Binary*. This will show you your Binary downline tree. When you click on the person at the bottom on the right or the left, the system will move that person up to the top and show you the IBO's or Preferred Customers in the first 3 positions under them. You can keep on clicking on the bottom person's name on each side to see everyone positioned in your Binary teams.

### **4. How to see your weekly Team Volumes.**

Login to your back office. Click on *Dashboard* to the left of center. Then click *View Reports*. Then select *Weekly Team Volume*. Then click on the blue box titled "*Run Reports*".

### **5. How To see your current Rank, and what you need to do to achieve a Rank.**

Login, click on *Commissions* in the center menu, and then click on *Rank Details*. Your current rank will show, with all the requirements check marked *green* and the *blue* lines completed all the way across. To advance to the next rank, you just need to fulfill the requirements not yet checked off green and that has incomplete blue lines. Click on the (?) next the word *Legend* just above the *Area Team Builder* box to see what all the abbreviations mean in the requirements.

### **6. Set up your online Wallet to receive your weekly commission payments.**

Login to your back office. Click on *My Account*. Scroll to the bottom of the left side vertical menu and click on *Wallet*. Follow the directions, then retrieve the pin number sent to your email after filling in the form. Then login to your GPG Wallet. In the upper part of the right side menu click on the Banking information link to fill in your information. You will see to the far left a bank building icon, when you return to your wallet you will click on that icon to start the transfer from your wallet to your bank.

**PLEASE NOTE:** 1] Any earned income from Provizion will not show up in your wallet until you have completed your setup. 2] You will be charged \$3 for each transfer, so we suggest you make transfers once per month rather than weekly. GPG is one of the most secure online wallets in the world and your funds will be safe there.

### **7. Make sure all your Shipping & Billing address, Email, and Phone number are correct**

This will assure that you receive all updates and text messages from the company. Login to your back office. Click on "*My Account*," then click on Personal Info at the top of the vertical menu on the left. Then double check your details are correct by clicking each tab below the Personal Profile tab.

### **8. How to ORDER**

Login to your back office, then click on "*Store*" in the center menu and place your order.

## **9. Set up a Smart Ship**

Log in to your back office. Click on My Account. At the very bottom on the left hand side, click on “*Set it and forget it*” smart ship option. Complete the order form.

## **10. How to Change the Date or Cancel your Smart Ship order.**

Login to your back office. Click on I. At the bottom of the left side vertical menu click on “*Smart Ship Subscription Order.*” On the right you will see your present Smart Ship Order, simply choose the *Change Date* or *Cancel* tabs and then complete the process as directed.