

ORDERING AND ENROLLING NEW CUSTOMERS & MEMBERS

There are 3 ways for existing members to order:

1. Set up an auto-delivery order in your back office using the *Auto-Delivery* link on the left navigation.

Having an auto-delivery order set up does not affect commissions and bonuses in any way. You do not increase earnings by having one, nor are your earnings decreased by not having one. However, auto-delivery orders receive an additional 5% in MRP points.

2. Place a manual order in your back office using the *Place an Order* link on the left navigation.
3. Place an order by calling Customer Care during normal business hours. You will need the Consultant ID# to which the order will be assigned, products you wish to order, the shipping address, and the credit card information to pay for the order (credit card numbers are not stored, so this number will be needed even if you have previously placed an order).

There are 3 ways to place retail sales:

1. During scheduled parties and events, use the unique party order link provided when the event was scheduled from your back office.
2. Click the *Buy Retail* link from the front of your goDésana website.
3. Take your customer's retail order and place the order yourself from within your back office by clicking the *Enroll Retail Only* link found at the top of the page.

There are 3 ways to enroll a Wholesale Customer:

1. When hosting parties and events, you can choose to share the benefits of the Wholesale Customer program and have guests join as a Wholesale Customer instead of ordering at retail prices.

When hosting a Wholesale Event, guests simply go to your website and shop by clicking the *Join Wholesale Customer* link.

You can also hand out order forms and then manually process the orders at a later time using the *Enroll Wholesale Customer* link at the top of the page in your back office.

2. Click the *Join Wholesale Customer* link from the front of your goDésana website.
3. Take your **new** Wholesale Customer's order and place the order yourself from within your back office by clicking the *Enroll Wholesale Customer* link found at the top of the page

There are 2 ways to enroll a Product Consultant:

1. Click the *Join Product Consultant* link from the front of your goDésana website.
2. Take your **new** Product Consultant's order and place the order yourself from within your back office by clicking the *Enroll Product Consultant* link found at the top of the page.