

How to register/join a new consultant or preferred client...

You will need to log in. Click on internet consultants; enter your Arbonne ID & pin

1st step: Generate a registration code:

(You will need to take a note of this code so write it down on the top of their application form), Click on “Tools” (top left menu)

Click on “Consultant Registration Management”, then “Generate New Registration Code” on the left menu. Enter the “First Name”, “Surname” and “Email Address”. Tick box which confirms sponsor. Click “Generate Code Now”.

(A unique “Registration Code” is generated for this new consultant that you want to register. This unique code will allow you to register them at arbonne.com. This registration code identifies the person and links them to your Consultant ID. It is only used for registering online and expires within 90 days. If you and your new consultant are working off the same computer, please make sure the Sponsor has logged out before entering the registration code via the “Join Arbonne” link on the Arbonne homepage.)

The prospective consultant will automatically receive an email which includes the registration code and a link that will take them directly into the “Online Independent Consultant Application” where they can register and place their first order, OR you can also access the “Online Independent Consultant application” at arbonne.com by using the registration code. (see below)

2nd step: Register your new consultant/preferred client:

If you want to continue to register your new consultant/preferred client click on “arbonne.com.” (top right of page) to take you back to the home page

On the home page, click “Join Arbonne”

Type in the new registration code which you just generated and wrote on the application form, click continue

Choose retail client, preferred client or consultant; select country and language; confirm sponsor details, click continue

No. 1 (Sponsor’s Information) - Type in **new consultant** initials. Scroll to number 2 (Application Information) on the same page and type in all the details of the new consultant. **When entering birth date and phone numbers follow the format in the example given.** Scroll

down to No. 3 (Starter Kit) – the kit selected should correspond to the application selected. Scroll down page to No.4 (Policies & Agreement) – tick “yes” box. Scroll down to No. 5 (Shop Online) – click “Continue To Shop Online” (if not placing an order click “Continue To Shop Online” and proceed to Shopping Cart to check out.

Check address is correct, click on Use Selected Address. If not correct, scroll down page and change.

3rd step: Ordering product – Shop Online Page

If purchasing a RSVP: Click on “You Qualify For An RSVP” at top of page in the green section.

You will be given 3 options:

“Quick shop for this special offer”: Allows you to select product categories, then individual product, enter quantities for each product and when finished click “Add To Order”; OR

“Quick form for this special offer”: Gives you a blank order form (no pictures); type in order number & quantities. Product description and prices are automatically displayed. You need to know item numbers so have a catalogue handy if you don’t have them recorded on your order forms. When finished “Add To order” OR

“Browse for this special offer”: Takes you back to the Shop Online page; select product categories, select product, enter quantities, add to cart. Each category is entered separately and added to cart.

Shopping Cart Page:

Your starter kit & RSVP order should be displayed. (The price shown excludes GST – this is added further down the page)

Click continue shopping to add more products to order; select product category, select product, enter quantity, click order now

Scroll to bottom of page to “Special Products Qualifications”

The Special Product Qualifications are all in this section and include the Purchase With Purchase specials and Hostess Specials. It lists all the extra offers which you qualify for depending on your sales. It also tells you how much you need to spend to receive a special offer. If you qualify you can click and add the product. This is where the \$25 body duo Purchase with Purchase, the RE9 travel set & the Bronzer/Kabuki Brush Purchase with Purchase offers are found.

Free product: Scroll down, click “You Qualify for 1 New Consultant Free product”, click “Continue with this Special Offer”, select product category, select product, enter 1, click “Order Now”

Click on each product offer to see whether you want to purchase. If you decide not to

purchase click on “Return To Shopping” & “View Cart”

Click Continue Shopping to add internet special, click on internet special above the product catalogue pictures, enter quantity, click order now

To order business aids, (product catalogues, sample packs etc.) click on Continue Shopping, click on Business Aids (top left of page), select product category, select product, enter quantity, click order now

If you want to remove a product, tick the “remove” box next to the product; click “update shopping cart”

When you have finished shopping, checked the qualification specials, hostess specials and internet specials, scroll to the bottom of the page, click on Complete Purchase

If you want the order to go to a different address, type in the new information, click continue

Check address – click “Use Selected Address”

If using more than 1 credit card click on the box that says 1 and change to the number of cards that are to be used, click continue

Check summary, add credit card details, click continue

Check product order is correct, click Complete Order

Print out receipt

Once the new consultant completes the application, they receive a confirmation email with their consultant ID and pin number within 1 hour. As the sponsor, you will also receive a confirmation email. The new consultant is now “active” in the Arbonne system.

The new consultant/preferred client will receive an email with details of when their order will be dispatched. They will also receive the ID and pin in the mail.

Ordering once registered:

Once registered, you can order online from the home page by clicking Shop Online, log in and then continue shopping as described above