

LifeImmune System Manual

I. How to sign up to become a member:

_ Click “sign up now” on the main page

The full web address is :

<http://www.lifeimmune.com/signup.php>

*** Note:*

LifeImmune system has been designed after interviewing 4Life customers and distributor. If utilized properly, it can enhance the exposure of 4Life business and generate rapid business growth.

When you subscribe to LifeImmune web service you will be required to enter your 4Life ID member and your contact details.

Any orders generated by new customers and distributors will be electronically transferred with data encryption to respective 4Life Office. 4Life will process the orders and dispatch the products to the new member.

System will automatically notify you when you log in the back-office system of the new order generated.

All new members will be placed on your front line. You will be the enroller and the sponsor.

If you decide to shift these members to other positions in your 4Life tree, you will need to contact respective 4Life Office.

Charges: Your first payment is based on the remained period from the registered date and the 20th next month. Your normal monthly membership fee will be \$USD 14.95 if paid by USD, \$AUD 24.95 if paid by AUD, and \$NZD 29.95 if paid by NZD.

If the sign up process is successful, you can choose your sub-domain for your LifeImmune storefront online shopping website.

Your storefront address will look similar to:

http://YOUR_CHOSEN_SUBDOMAIN.lifeimmune.com

Your storefront website will contains an area that you can introduce yourself with a photograph. This information can be amended anytime in the Back-office system. (see the bellowed Back-office manual to know more details)

To login the back-office system, use your user-name and password that you provide during the registration process. We will also send you an email to confirm your registration with details of user-name and password.

Your password will be encrypted and stored in our database. To guarantee the high security of the system, we are not able to provide you your password in case you forget it. What you have to do is visit the forget-password page(<http://www.lifeimmune.com/forget.php>) and provide us your user-name. A new password will be automatically created and emailed to you. Then you can log in with the new password, and change it in the back-office system. (login and then visit page: <http://www.lifeimmune.com/modules/account/index.php>, or just simply click on the button “My Account”.)

II Back-office system manual

Main navigation bar section:

Home, Calendars, Leads, Orders, My Account, Help, Logout

1. Home:

- ✓ Clicking on home section will show the member all updated information about new orders, new leads, and all appointments they have on the current day. This page also display all new message form the LifeImmune Team.
- ✓ Forum: a place to allow person share ideas about LifeImmune System. For a member, when they log in the BackOffice website, they also login to the forum as the same username and password.

2. Calendar:

- ✓ The online calendar allow users to schedule their time based on monthly, and daily basis. There are two type of events that the users can add into the calendar. Those are call and meeting. For a call event, users also can use our existing phone script library.
- ✓ To view the daily schedule, users can click on the date in the calendar. Each box in the calendar stand for a day in a specific month and year that the users can choose. It also show the number of events added on that day.
- ✓ To add an event, users can add by click on the “new call”, or “new meeting” section in the pop up menu. Besides, they also can add in the dayview page by clicking the two small icons under the “Add new” section.
- ✓ To view the details about a specific event, the users just simply click on the events on the dayview page.
- ✓ Each event can also be edited and deleted.

3. Leads:

This section provide the members all information regarding their leads.

Clicking on the leads section will show the list of leads that member currently have.

There are three subsection in the pop-up menu: New leads, Add leads, Email tracking

- ✓ New Leads: allow members add new leads.
- ✓ List leads: show the member all their current leads. This section also allow them view and edit the details of each lead.
- ✓ Email tracking: View all email that was sent to the leads.

4. Order:

Allow member view all orders made to their front-end website.

You also can edit order system here by click on the pop-up sub-menu “edit order system”.

- ✓ Edit Order System: allow the member turn on/off the order system. (for the member who already

have 4life website and want to use its order system.) To use your my4life order system, simply provide your my4life web domain.

e.g. your my4life web address is: <http://mary.my4life.com>=> you simply just provide us your domain "mary" in the textbox.

The change will be activated immediately, all orders will come through your my4life website.

If you want to use LifeImmune Order System Again, simply tick the check box 'Tick here if you want to use our order system'.

5. My Account:

Clicking on the My Account section will allow member view and edit their current profile information.

There are 7 subsections in the pop-up menu: Edit Order System, Edit Storefront Address, Cancel Account, Traffic reports, Rotator, Phone script, Email Script, Edit Order System.

- ✓ Edit My Account: allows member provide their own introduction and images. This information will be displayed at their storefront address, on the about_us Page. Only jpeg image is accepted.
- ✓ Edit Storefront Address: allows members change their storefront website address, the change will be applied immediately.
- ✓ Cancel Account: allows members cancel their account, they still can un-cancel it before the end of the month.
- ✓ Traffic Reports: allows member view the traffic status of their storefront website by daily, weekly, monthly basis.
- ✓ Rotator: allow member to allocate some of their traffic to the storefront site to their associates. Provide the user name of the other member that you know and want to transfer, click submit. After that, when the people from public to your storefront, they will be redirected to your associates storefront website. If you don't want the rotator anymore, just clear the name of the user name field. The maximum number of associates you have is four.
- ✓ Phone script: allow member view, edit, delete the phone script library. Default script cannot be deleted.
- ✓ Email script: provide the same functionality as the phone script but for email. Default email cannot be deleted but can be disabled. Each time you edit the new one, this email will also been sent. And if you don't want the default email that you already edited been sent, simply tick on the check-box "Tick here if you want the replaced default email not to send"=> this default email script will not be sent.
Your custom email will also be sent on the set day. All custom email can be edited, or deleted.

6. Help:

Provide help information.

7. Log out:

Help the member safely log out of the system.