

5 EASY STEPS TO ENROLL A NEW CUSTOMER

1.

LOGIN TO THE BUSINESS CENTER OF OUR WEBSITE

Visit our website and
select the business center.

2.

SELECT NEW ENROLLMENT

Select Enrollments from the drop
down menu, then select "Start a
new Enrollment.

3.

ENTER CUSTOMER INFO

Enter the customer's
information, select which
category (1,2,3) and select if
they would like it sent via text
or email.

Enrollment Tools

 **Start a New Enrollment**

 Share Overview

 Enrollee Change

 Follow-up Center

4.

BE SURE TO SELECT THE APPLICABLE INFO IN THE DROP-DOWN MENU

5.

Select the presenter and
enroller and how the prefer
to receive the link. And then
press submit.

How was the Melaleuca Overview presented to this
individual?

In Person (Face to Face)

Region and Language

United States (English)

Membership Type

Member

☐ The person for whom I am entering an email
address or text number has approved sending
him or her the invitation to create an account with
Melaleuca.

Send invitation to create an account

EMAIL

SEND TEXT

I am old school and create my customers enrolment links on the website through the business centre!

At step 5 - when sending the link, always click SEND TEXT! It will send them a text but also give you a copy and paste link you can copy to send DIRECT to your customer!!

Make sure to send them the direct link so you know they get it.