



# HOW TO SET UP YOUR BANK PROFILE AND E-WALLET TRANSFER

**My Profile:** This is the area for updating your personal contact information for your replicated website, uploading your personal photo or product image, updating your password, and several other features.

**E-Wallet Summary:** The E-Wallet Summary allows you to view the commissions you have available as well as request a Wire Transfer or a Paper Check for the commissions you have earned. Methods available for E-Wallet expenditures are: Wire Transfer, Paper Check, or future product purchases.

**Wire Transfer:** After you have set up your Bank Profile, you may request a Wire Transfer of \$3 or more, up to the amount of available commissions. There is no fee for a Wire Transfer. Wire Transfers are processed by the accounting department each business day in the morning. It may take a few days for your Wire Transfer to appear in your bank account depending upon your financial institution policies for Wire Transfers. However, if after 5 business days of making your Wire Transfer request and the funds aren't appearing in your bank account, please contact us. Prior to contacting us, you may wish to double check the account number and routing number you entered in your Bank Profile.

**Paper Check Request:** If you prefer to request a paper check there is a \$3 processing fee, which is deducted from the amount requested. A \$10 minimum is also implemented for a Paper Check Request. Generally, a Paper Check Request is processed and mailed on the Friday following the request.

Please be patient once you start the request process whether requesting a Wire Transfer or Paper Check, the system will display a "gear shaped" icon as it is processing your request. Do not close your browser until the process is completed which will be indicated when the "gear shaped" icon disappears.

**E-Wallet Funding for Future Purchases:** E-Wallet funds may be accumulated to use towards future purchases for standard Consultant Orders, Fundraising Orders, or Rewards Orders. As you continue through the "Check Out" process, choose the amount of commissions you wish to be applied to the order. Please note, E-Wallet Funds/Commissions cannot be used for Party Orders.

**Rewards Points:** This tool displays Reward Points "Available", Rewards Points "Earned All Time", and Reward Points "Used All Time". Rewards Points are earned by completing your Smart Start 2. Rewards Points are also earned by the "Cover Girl" program, if you are Top in Sponsoring or Top in Sales for any given month – you are awarded 50 Reward Points. Various times throughout the year, there may be promotions or contests which are also awarded with Reward Points. There is a specific catalog in your "Ordering" area devoted to the redemption of your Rewards Points. Please note, the items purchased in the "Rewards Catalog" do NOT earn commissions! Note also that orders in which you redeem your Rewards Points are assessed sales tax and shipping fees which must be paid via credit/debit card or E-Wallet.

You may order in excess of your Rewards Points earned, but please remember you will NOT earn commissions on ANY items ordered in the Rewards Catalog.



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Rewards Points expire 6 months after the date they are awarded!

**Bank Profile Setup:** Create your Bank Profile for your Wire Transfer requests. You may set up more than one Bank Profile. This feature allows you to Create, Edit, and Delete your Bank Profile information. To create a new Bank Profile, enter the “Profile Name”—JE Checking or such, anything that will help you remember which bank account the Bank Profile is related to. The

“Format” will always be NACHA (National Automated Clearing House Association), choose “Create Profile”. The Bank Profile Setup system will then display your Bank Profile as you had named it. Choose “Edit Profile”, carefully enter your account number and the ACH Routing Number for your Banking Institution; choose “Checking” or “Saving”