

Back Office – where to find things

video: <https://www.youtube.com/watch?v=WINy4XFHUrA>

Go to acti-labs.com and scroll to bottom and go to ambassador login. Enter your email and password. This takes you to your dashboard – here you can see your most recent sales, team tree at the bottom and the last 20 orders on the left side.

Click on My Shop – this puts you into your website – use this URL for your customers.

Click on Orders- you can see Place Bulk Order (top menu) – for self or local customers.

Stationary doesn't count to your personal sales.

Support material – banners - no pictures be sure you know what it looks like first.

Click on Resources

Announcements on left – be sure to keep up with announcements

Don't contact Admin until you have looked for the answer with your admins and groups.

New Starter Tips *** awesome for everyone, but esp for those who only get website

Career Plan – study and be sure you know it.

Acti-Cash – know how to earn it and how/when to cash it in

Facebook Tips

Downloads – different resources/material that can be saved to computer/website

Click on My Details – acti-cash balance at the bottom of this page.

Click on Data – everything to do with your team, structure, sales

Click on Glam Bonus – new team mates earning \$500 gives you \$37.50 glam bonus.