

New UnFranchise Owner Training Tracker

Name _____ Sponsor _____ Senior Business Partner _____
UnFranchise ID _____ Phone # _____ Phone # _____
Email Address _____ Q-Date _____ Email Address _____
Rep ID# _____ Password _____
Preferred Customer # _____ Password _____

AT UNFRANCHISE REGISTRATION

- Submit Application
 - Subscribe to UFMS during online UnFranchise Registration (register a minimum of 2 MC/Visa cards. Keep track of expiration dates and always update in UFBA > My Account > Account Settings > Credit/Debit Card Admin)
 - Submit Product Order
 - Set Up UnFranchise AutoShip* (check Accrual Protection)
 - 50 BV / 10 IBV
 - 100 BV (after first commission) / 20 IBV (after first IBV commission)
 - 150 BV (after commission for reaching 5000/5000 BV) / 30 IBV (after commission for reaching 5000/5000 IBV)
 - Order UFMS on UnFranchise AutoShip
 - Submit Form 1001
 - Submit Form 925
- * UnFranchise AutoShip exercises the accrual option for BV and IBV and enables your Sponsor to place BV and IBV in your BDCs.

POST UNFRANCHISE REGISTRATION

- Log on to unfranchise.com using Rep ID and temporary password [change password]
 - Enter your banking information for where you would like your commissions deposited
 - Agree to Auto Renewal Option (pulls the 1st day of the Start Month) (UFBA > My Account > Account Settings > Auto Renewal Options)
 - Subscribe to email notification
 - Customize your SHOP.COM (UFBA > My Account > My Services > Website Admin)
 - www.shop.com/_____
 - www.mx.shop.com/_____
 - www.ca.shop.com/_____
 - Schedule Required Trainings
 - New UnFranchise Owner Training (NUOT) _____
 - Basic 5 (B5) _____
 - Executive Coordinator Certification Training (ECCT) _____
 - Schedule University Major Trainings
 - Learn to register Preferred Customers
 - Learn to create a Sales Receipt Entry
 - Learn how to read management reports on UFMS (including SABP report)
 - Learn online forms – (Form 1000, UnFranchise AutoShip)
 - Select University Major – 3-4 products to focus on to build Base 10
 - Schedule University Major Trainings
- * All three of these have the same name in the blank

IMPORTANT DATES AND ADMINISTRATIVE TASKS

- Submit Form 1000 (quarterly for your 001) (UFBA > My Account > Online Forms > Form 1000)
 - First Due: _____
 - Second Due: _____
 - Third Due: _____
 - Fourth Due: _____
- Submit Form 1000 one time only on qualified 002, 003, etc... upon Qualifying each
- Submit Annual Renewal Form 1052 – (not applicable, if on Auto Renewal)
 - Start Month: _____
- Remember to:
 - Keep credit card information in UFMS and UnFranchise AutoShip up-to-date – know your expiration dates and always keep current
 - Read Your Alerts
 - Set up Personal Alerts

COMPANY WEBSITES

- www.unfranchisetraining.com
- www.exploresupplements.com
- www.thepowerprofiles.com
- www.shoppingannuity.com
- www.meeton.com

Only applicable in USA:

- www.nutrametrix.com
- www.TLSSlim.com
- www.marketamerica.com