



How to Place a Personal Order

Here is a step-by-step guide of how to sign up a new distributor under your tree:

1. Go to www.intochocolate.com
2. Click on “Back Office” link on right hand side of page
3. Enter in your ID number and password
4. Press “Sign In”
5. Click on “My Business” at top of page
6. 1st option down is place an order. Click on this
7. Choose country and press continue.
8. Most of your information should be filled in already in the address portion. Now all you have to do is select the product and quantity.

How to Change Auto-Ship Order

1. Follow steps 1-4 above
2. Go to second option “Autoship Orders” and click on it.
3. Click where it says “Change”
4. Change your autoship selects

**Remember...when you go from 6 boxes (Business Center) to 12 boxes (Executive Business Center) you must auto-ship 2 boxes per month.