



### How to Sign Up New Distributors/Preferred Customers

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

1. Go to [www.intochocolate.com](http://www.intochocolate.com)
2. Click on “Back Office” link on right hand side of page
3. Enter in your ID number and password Press “Sign In”
4. Click on “My Business” at top of page
5. 4<sup>th</sup> option down is Graphical Tree/Activate BC, click on this
6. You should see the tree with you at the top. We will be signing people up under your right or left side to start with, but you want to keep a balance in how your tree looks. Click on red dot on left side of your tree and it will bring you to Step 1.
7. Choose the country they live in
8. If they are buying 2, 6 or 12 boxes and auto-ship they are “Joining as a new Distributor.” If buying 12 boxes you need to click on the “Check here to sign up for the Executive Fast Track Program.”
9. Fill out application form, however, **Put in the first 9 digits of their phone number instead of their SIN number** for security. Also, **use a password that you have recorded** in case they forget it. That way you can help them log into their account.
10. Select number of boxes and type of product in step 7. Remember, Power Squares, Nuggets and Omega bars are the only products that do not have additional taxes/fees imposed. Just shipping.
11. Select type of products they would like auto-shipped every month. If you are signing up an executive you need to select 2 boxes to auto-ship otherwise they lose their volume every month (chance to get 10% of total sales).
12. You are done!