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Veronica's Guides

Using The NeoLife Shop

A Guide for NeoLife Computer Users on Chrome

STEP 1 - Opening the Shop

On the NeoLife website go to the menu bar at the top and choose the shop option. Here you can...

1. Navigate to the shop
2. Check what's in your virtual cart
3. Make use of the quick order function which allows you to save a shopping list



STEP 2 - Finding Products

To find a product, enter the product name/ code into the search bar

Product codes are in the manual you received when signing up

To purchase a product, first click on its picture



STEP 3 - Buying Products

Click the "add to cart" button on the left to add the product to your shopping cart

To view your cart, click the cart icon

Once you are finished, proceed to checkout





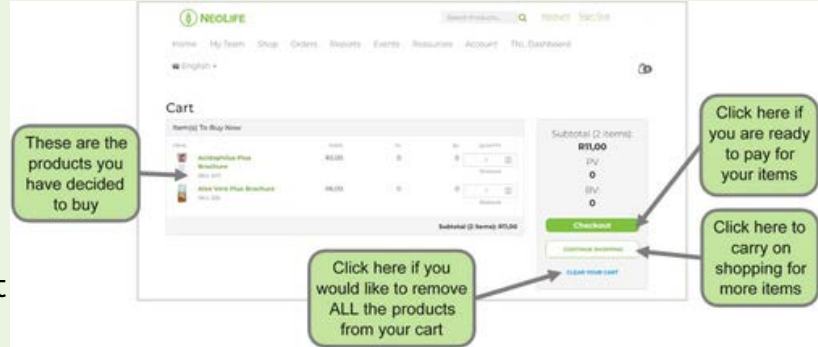
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STEP 4 - Your Cart

The cart keeps track of your selected items and is great for keeping track of how much your order will cost.

Once you have selected all the items in your order click "Checkout" to proceed to payment



STEP 5 - Checkout

First, select whether you would like to collect your items in person or have them delivered.

You can collect your order from:

- A NeoLife Warehouse
- A PEP Store
- A PEP Home Store
- A PEP Cell Store



Option A - Collecting from a NeoLife Depot

If you choose to collect you must select one of the depots from your region

Ensure you have selected the correct country

Enter your name and email address to help you identify your order when picking it up





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Option B - Collecting from a PEP Store

If picking up your order from your nearest PEP store, you will need to fill in your name, phone number and email address

Once your order is ready, NeoLife will send a PIN to the phone number you entered

You will need this code to collect your order

You will need to select which PEP store you want to collect from and scroll down to the bottom of the options to click "Use this location"

The screenshot shows the NeoLife website interface for selecting a PEP store. It includes a navigation bar, a search bar, and a main content area with three radio button options: "I would like to pick up my order", "I would like to pickup my order in a PEP Cell/StoreHome", and "I would like to ship my order". The second option is selected. Below this are input fields for "Pick Up Name", "Email Address - For Order Confirmation", and "Phone Number". A "Filter Locations" section allows users to select a province and city, with an "APPLY FILTERS" button. A list of "PEP Cell Locations" is shown below, with "PEP ABERDEEN VOORTREKKE" selected. Callouts point to the input fields (1) and the location list (2). Another callout points to the "APPLY FILTERS" button, stating "You can apply a filter to show only the relevant stores". A second screenshot shows a list of two PEP locations: "PEP ADDO SHOP, ADDO, EC 6105, ZA" and "PEP ADELAIDE CHURCH STREET". A callout points to the "USE THIS LOCATION" button for the second location, stating "Click here once you have chosen a store".

Option C - Shipping Your Order

If you would like your order shipped to a specific address, enter an email address (to receive a confirmation order of shipping)

Then click "ship to this address"

To add a new address, fill in the relevant boxes. This is useful when ordering for a client of family member

The screenshot shows the NeoLife website interface for shipping an order. It includes a navigation bar, a search bar, and a main content area with three radio button options: "I would like to pick up my order", "I would like to pickup my order in a PEP Cell/StoreHome", and "I would like to ship my order". The third option is selected. Below this is a "Select a shipping address" section with an "Email Address - For Order Confirmation" field containing "Veronica.stooke@gmail.com". A callout points to this field, stating "Type your email here". Below the email field are two "SHIP TO THIS ADDRESS" buttons. A callout points to the first button, stating "Click here to have your order delivered to you". A second callout points to the second button, stating "The address from your NeoLife profile will be here". A second screenshot shows the "Add a new address" form with fields for Name, Street address, Suburb office, Other address, Municipality, City, Postal Code, Email, and Phone Number. A callout points to the "SHIP TO THIS ADDRESS" button at the bottom, stating "Click here once you have filled in all the details above".





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STEP 6 - Payment

Select the payment option you wish to use (Credit card or EFT)

Payments are done through an official banking site to keep your details secure

Click "Continue" to proceed

Once you have checked your information is correct, tap "complete your payment" to complete your purchase



Thank You!

Hopefully this has been a helpful guide on using the NeoLife Website Shop and will assist you running your business effectively.

There are plenty of other guides available to help you as you continue your journey with NeoLife.

If you have any questions, please feel free to either head over to my website by clicking here

Or reach out to me via SMS, WhatsApp or email



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