



NeoLife - yourday2day Veronica's Guides

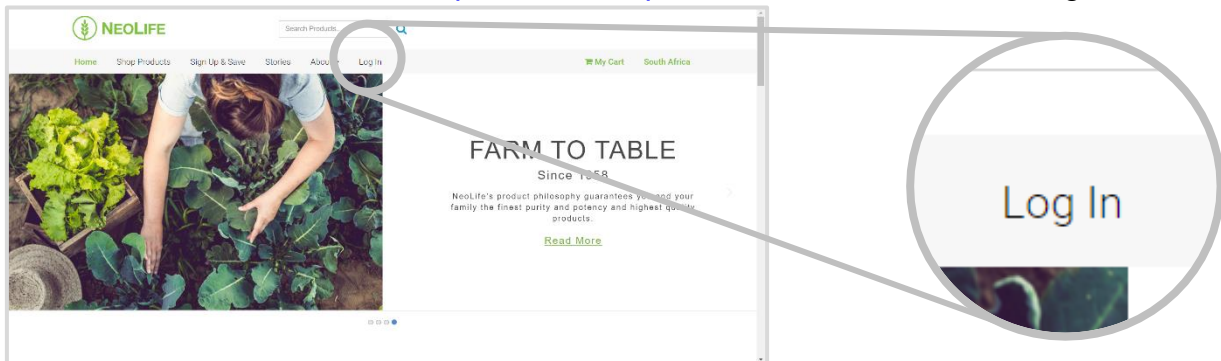
GUIDE FOR: Computer users on Google Chrome

GUIDE FOCUS: Logging in and profile management

The NeoLife website is your one stop for all NeoLife news and events. This guide will take you step by step through the login process.

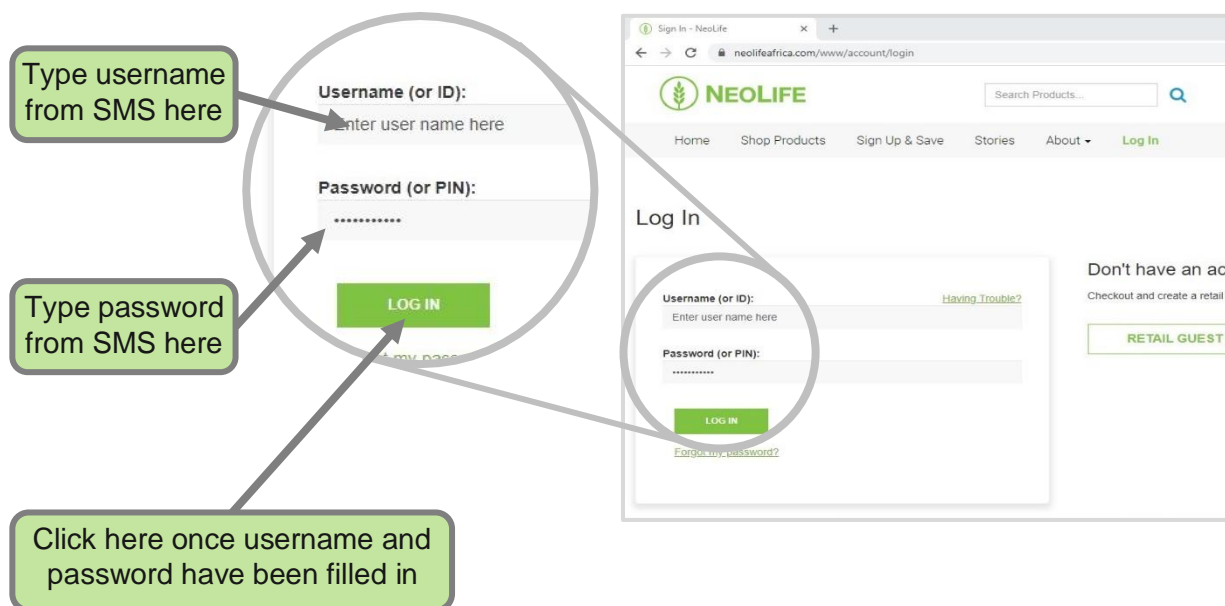
STEP 1 - the NeoLife website

Go to the NeoLife website at <https://www.shopneolife.com/> Click on the 'Log In' button.



STEP 2 - logging in

When you joined yourday2day Veronica made you a profile with NeoLife. You will receive a welcome email from NeoLife and an SMS with your log in details. If you haven't received these within 30 minutes of signing up to yourday2day please contact Veronica at 083 667 7540.

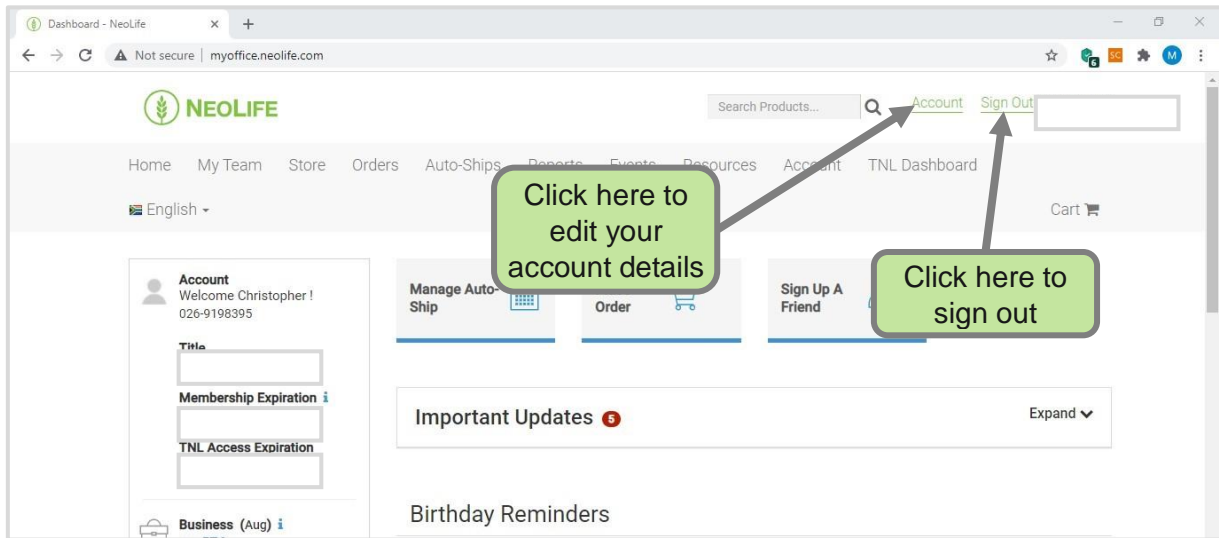




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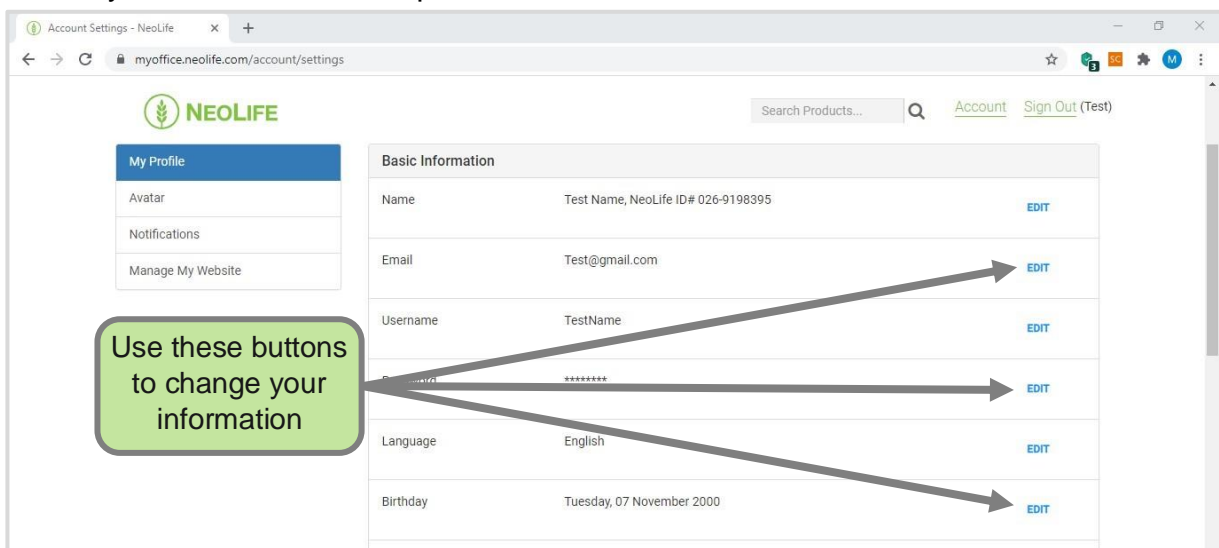
STEP 3 - your homepage

At your homepage you are able to: shop, sell, manage your team and use the many NeoLife resources provided. To begin editing your NeoLife profile click the account button in the top right of your screen. You are also able to sign out of your account here.



STEP 4 - entering your address

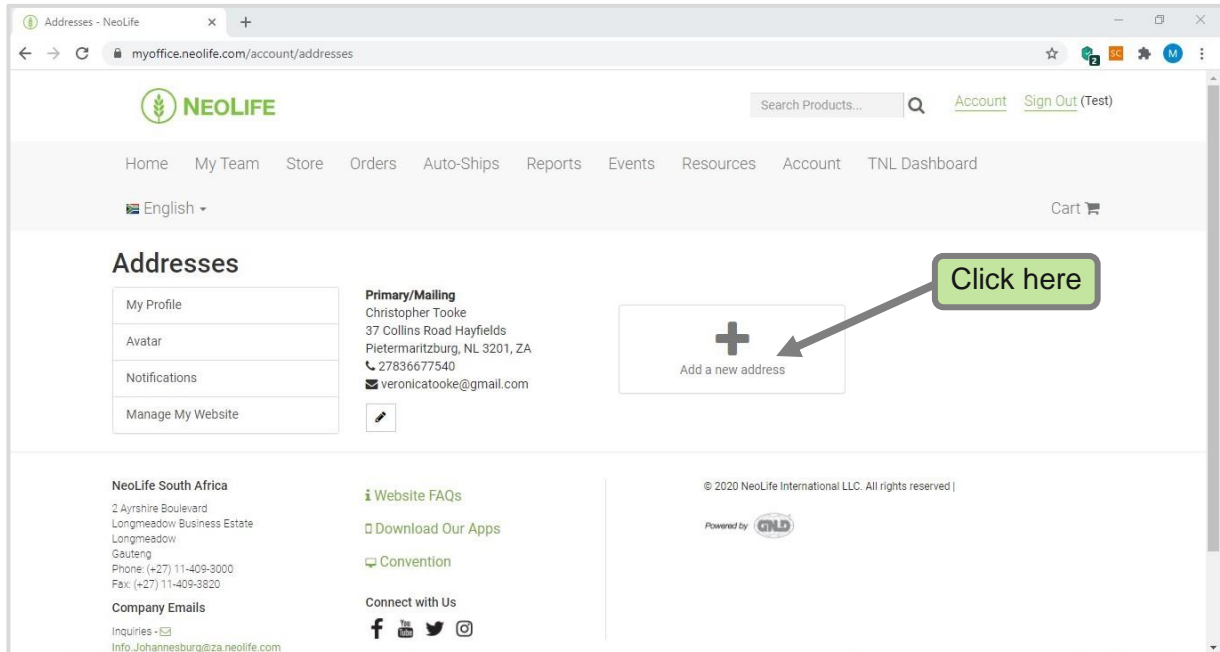
Enter the details you want to be available to other NeoLife users and your customers. You do this by clicking the blue **EDIT** button. If you don't want to sign up new members and only use the NeoLife shop feel free to leave some of the information out.





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Next you must add the address where NeoLife can send you products. To change you address first click the blue **EDIT** button (as shown on the previous page – you might have to scroll down to see the ‘Address’ option). This will take you to a new screen, shown below. Next click the “Add new address” button.



This will take you to another screen. In the appropriate boxes add your name, street address, state/province and zipcode. Also add the email and phone number that you would like to use for NeoLife business. If you choose this can be different from the phone number and email address you used to set up your profile. If you are using more than one address remember to tick the box saying “use this as your primary address”. Once you are done, click “Save Changes”.

