

# HOW TO COMPLETE THE NEXT DAY CORRECTION FORM

## REASON FOR USING THIS FORM

Use the Next Day Correction form to ask XanGo™ to correct a mistake made during the signup process whilst assigning the sponsor or placement for your new distributor.

## SEQUENCE TO FOLLOW

- 1** - Log into your XanGo™ back office.
- 2** - Position your mouse pointer over the BUSINESS TOOLS menu header and a list of menu options are displayed as shown below.



- 3** - Position the mouse pointer over the Library menu option and select this using a single click with the left hand mouse button.

The Library view is displayed below. The list of countries displayed at the top of this page varies dependent on the country your distributorship is registered in. You will have access to the forms for the country you are based in.

## Online Form Library

Select Files for this Language :

Click on one of the links below to go directly to that category, or scroll down to view all documents.

Austria  
Ireland  
Sweden

Belgium  
Netherlands  
Switzerland

Germany  
Norway  
United Kingdom

### Austria

Antrag auf Änderung des Sponsors bzw. der Platzierung	Use this form to request a change of Sponsorship and/or Placement within the direct Upline Placement's Downline Organization
Distributor Agreement (English)	Distributor Agreement and ADP Signup, Terms and Conditions for New Distributor Signup
Grundsätze zu Vertriebspartner und Medienbeziehungen	Grundsätze zu Vertriebspartner und Medienbeziehungen (Distributor Media Relations) (PDF, 67 KB)
Messerichtlinien	Messerichtlinien (PDF, 39,3 KB)
Osterreich Vertriebsvertrag	Distributor Agreement and ADP Signup, Terms and Conditions for New Distributor Signup

### Belgium

Aanvraag voor verandering van sponsor of plaatsing	Use this form to request a change of Sponsorship and/or Placement within the direct Upline Placement's Downline Organization
Accord de Distributeur	Application du distributeur et programme de livraison automatique, conditions générales pour le nouveau distributeur

The Next Day Correction Request and the Distributor Application form should be available to download from the list of forms available on this page. Call XanGo™ Customer Support if you cannot find these on the Library page. You can also download the Next Day Correction Form from the FORMS page of our team support website at [www.gosupportme.com](http://www.gosupportme.com) .

The Next Day Correction Request form is shown below.

# NEXT DAY CORRECTION REQUEST

## XANGO

### Next-Day Correction Request

Office Use Only

Instructions:

- 1** The following must be included to correct errors of Sponsorship/Placement made through internet or telephone sign-up:
  - Next-Day Correction Request Form
  - A copy of the XanGo Distributor Application, signed and filled out completely showing the correct sponsorship/placement.
- 2** The Request must be received by XanGo Distributor Relations by 12 noon MT on the business day following the error. The fax number is 801.919.8115.
- XanGo is not responsible for incomplete, incorrect, or lost requests.
- The changes will be made upon approval of XanGo Distributor Relations and may affect commissions (See Policies & Procedures: Sponsor and Placement).

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**3** **Distributor Requesting Change:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone: \_\_\_\_\_ Dist ID: \_\_\_\_\_  
E-mail: \_\_\_\_\_

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**4** **Distributor To Be Changed:**

Name: \_\_\_\_\_ Dist ID: \_\_\_\_\_  
Phone: \_\_\_\_\_ Enrollment Date: \_\_\_\_\_ Time: \_\_\_\_\_

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**5** **XanGo Currently Shows:**

Sponsor: \_\_\_\_\_ Sponsor ID: \_\_\_\_\_  
Placement: \_\_\_\_\_ Placement ID: \_\_\_\_\_

**Requested Change:**

Sponsor: \_\_\_\_\_ Sponsor ID: \_\_\_\_\_  
Placement: \_\_\_\_\_ Placement ID: \_\_\_\_\_

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**For Office Use Only:** Date Received: \_\_\_\_\_  
Comments: \_\_\_\_\_

**1** Two forms (Next Day Correction AND Distributor Application) must be completed and returned to XanGo™ before they can act on your correction request.

The first form is the one shown on the left – The Next Day Correction Request. Follow the instructions in sections 3, 4 and 5 below to complete this. This form is usually completed by the sponsor.

**2** **NB**–The Distributor Application form **MUST** also be completed as part of the process to request a correction for sponsor or placement. XanGo™ rejects the request if only the Next Day Correction form is submitted to them. The Distributor Application form is often not returned with the Next Day form so please ensure **both** are completed and sent to XanGo™. The distributor who has just signed up would complete the Distributor Application as they are required to sign the form. Please also note that the form is completed with the sponsor and placement details in the way you want it to appear not what happened when the distributor signed up.

**3** The Distributor, usually the sponsor, who wants the change to be made, completes this section with their details.

**4** Enter the details of the new Distributor who you want to change their sponsor/placement details. Enter the date and time in the country you are in and make it clear the time zone applied.

**5** Complete this section to show the sponsor and placement at the time of signup and then how you want it to appear if XanGo™ agrees to the change request.

## POINTS TO NOTE

Currently XanGo™ does not charge for a Next Day Change Request.

Just to reiterate, the form is completed with the sponsor and placement details in the way you want it to appear not what happened when the distributor signed up.

You must return BOTH forms (Next Day Correction Request AND Distributor Application) to XanGo™ by Noon (Mountain Time – USA) next working day from the time of the new distributor being signed up.

Once both forms have been faxed to XanGo™, follow up with a call to check that both forms have been received. In the event that a FAX goes astray XanGo™ is not responsible for the missing FAX and missing the deadline. All markets have free telephone numbers so ALWAYS call XanGo™ to ensure receipt of your FAX.

If you are doing this for the first time and you are not sure who the placement sponsor should be – check who you think the placement sponsor is with your sponsor BEFORE completing the forms.

Please exercise extreme care when signing people up if you use anything other than MyJetstream. Although it is straightforward to locate the placement information, many people have made mistakes when signing somebody up particularly the first time they do this. Given the time and effort it takes to correct the mistake please take your time to get the correct distributor name and ID# when locating the placement sponsor to use for new signups.

If you just miss the deadline for returning these forms, check with XanGo™ to see if they will still accept it. After this point there is still one way to make this change and that is via the Sponsor Placement Change Form. There is a cost to process this form (approx \$35) – details in a separate training document.

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### RELATED TRAINING DOCUMENTS:

- **How to Use the Downline Report**
- **How to Complete the Distributor Application Form**
- **How to Complete the Sponsor Placement Form**

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