

How to Register for MYXANGO Office

WHO NEEDS TO REGISTER FOR MYXANGO?

If you have just signed up with XanGo™ via one of the 3rd party prospecting websites such as MyJetstream, MyMangosteen etc you need to click on the **Register for your MYXANGO Office** link, as shown below, on the login panel to access your MYXANGO back office.

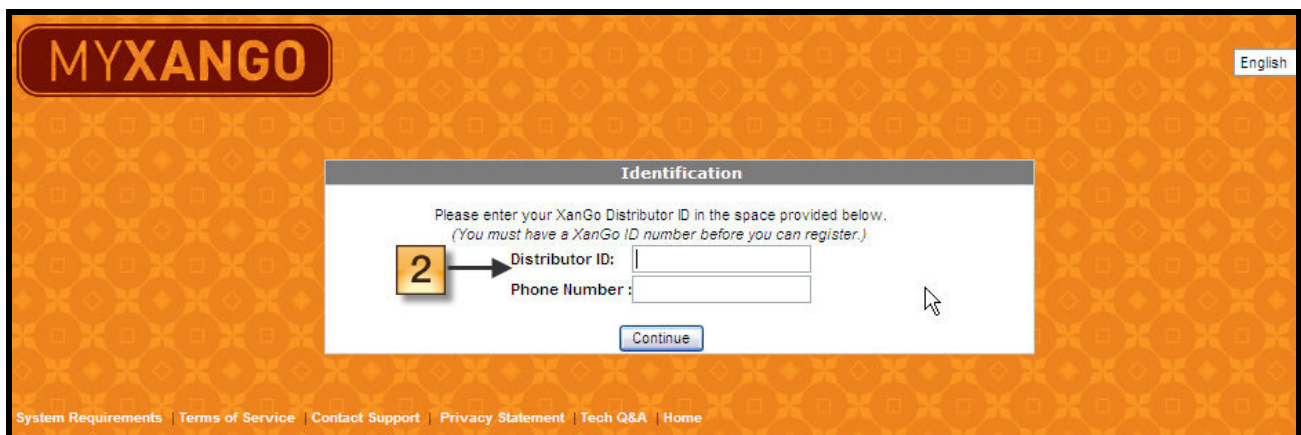


View the **How to Determine the Web Address to Use for Login** document to locate the website address to use to display the login panel for your market.

If you have signed up with XanGo™ directly via XanGo™'s own prospecting website or your sponsor has done this via their MYXANGO back office you can login to your MYXANGO back office by entering your Distributor ID and password in the login panel above without having to click on the **Register for MYXANGO Office**. Review the **How to Login to XanGo™'s back office** document for details on how to access your back office.

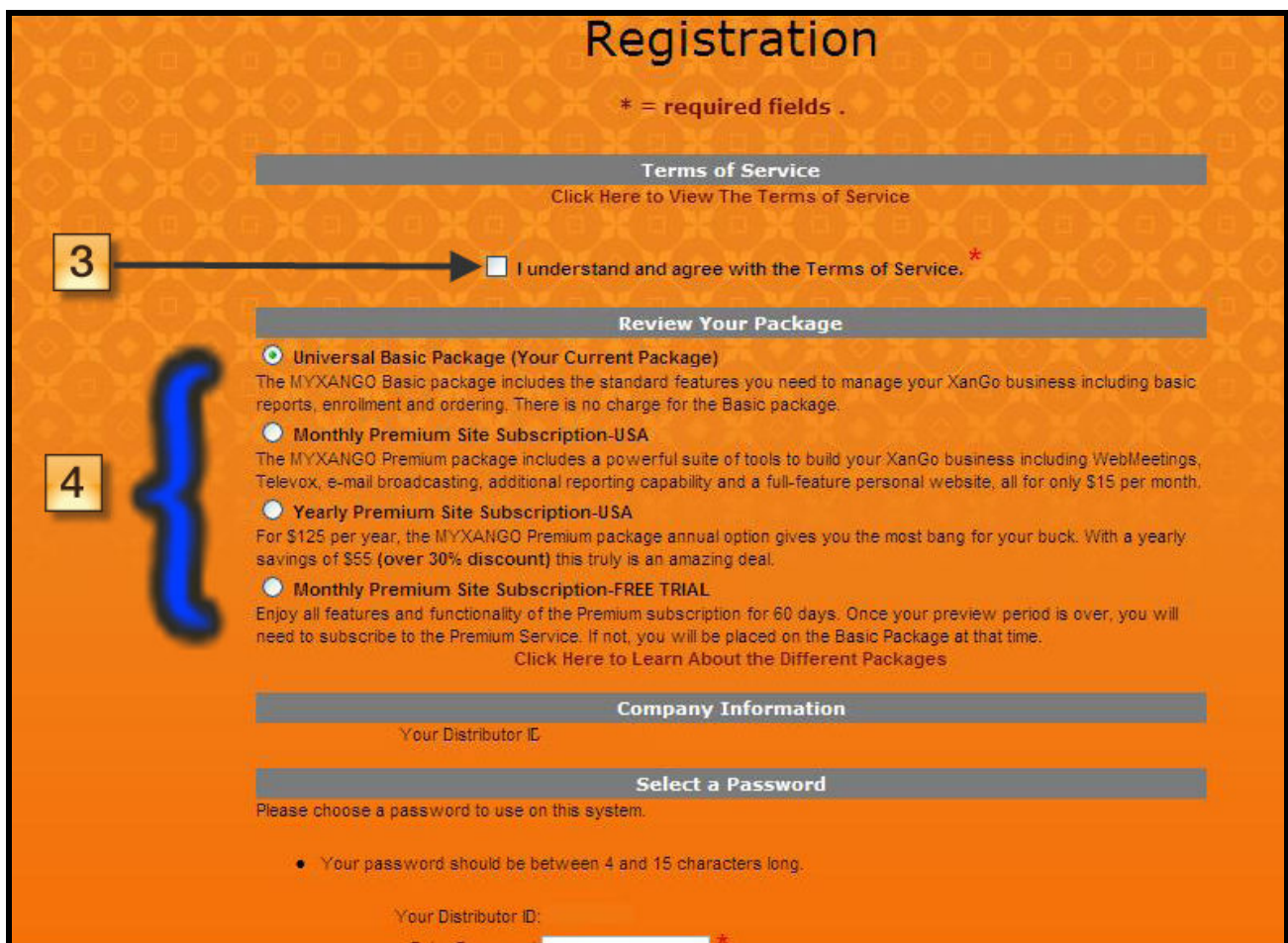
SEQUENCE TO FOLLOW

- 1 - Single click with the left hand mouse button over the **Register for MYXANGO Office** text opens the window below.



The screenshot shows the MYXANGO website with an orange background. A white 'Identification' window is centered. The window title is 'Identification'. Below the title, it says 'Please enter your XanGo Distributor ID in the space provided below. (You must have a XanGo ID number before you can register.)'. There are two input fields: 'Distributor ID:' and 'Phone Number:'. A blue 'Continue' button is at the bottom. A yellow box with the number '2' and an arrow points to the 'Distributor ID' field. At the bottom of the page, there are links: 'System Requirements', 'Terms of Service', 'Contact Support', 'Privacy Statement', 'Tech Q&A', and 'Home'. An 'English' language selector is in the top right corner.

- 2 - Enter the **Distributor ID** you received when you signed up with XanGo™. Enter your **Phone Number**. Click on the **Continue** button to progress to the next screen view below.



The screenshot shows the MYXANGO 'Registration' page with an orange background. The title is 'Registration'. Below the title, it says '* = required fields.'. There are several sections: 'Terms of Service' with a link 'Click Here to View The Terms of Service'; a checkbox 'I understand and agree with the Terms of Service, *' with a yellow box '3' and an arrow pointing to it; 'Review Your Package' with three options: 'Universal Basic Package (Your Current Package)', 'Monthly Premium Site Subscription-USA', and 'Yearly Premium Site Subscription-USA'. A blue bracket on the left groups these three options, with a yellow box '4' next to it. Below 'Yearly Premium Site Subscription-USA' is a 'Monthly Premium Site Subscription-FREE TRIAL' option. At the bottom, there are sections for 'Company Information' (with a label 'Your Distributor ID:') and 'Select a Password' (with a note 'Please choose a password to use on this system.' and a bullet point 'Your password should be between 4 and 15 characters long.'). At the very bottom, there is a label 'Your Distributor ID:' followed by an input field and a red asterisk.

3 - Click on the white box to accept the **Terms of Service**. You can view the Terms of Service from the link above the check box. A single click, left-hand mouse button will add a check mark within the small white box.

4 - Select one of the options from within the **Review Your Package** section. Business builders should opt for the Monthly Premium Site Subscription – FREE TRIAL. This allows access to some additional features for the first 60 days at no cost. After the trial period you can pay for the additional options or revert to the Universal Basic Package which incurs no additional cost as it is included in the cost of initial registration with XanGo™.

Customers should opt for the Universal Basic Package.

Complete the remaining fields as prompted on the **Registration** screen above then click on the button at the bottom of the screen to continue to the next screen, displayed below:

5

Names

Applicant Name:

(Optional) Spouse Name:

Address

Street Address 1:

Street Address 2:

City: MC DOWELL

State/Province (use abbrev.): KY

Zip/Postal Code: 41647

Country: USA

Phones

Telephone numbers outside the USA and Canada should be entered as 011 + country code + local number

Home Phone: 6063771088 *

(Optional) Office Phone:

(Optional) Mobile Phone:

(Optional) Fax:

E-mail Address

If we need to contact you via e-mail for any reason, we will use your e-mail address.

E-mail Address:

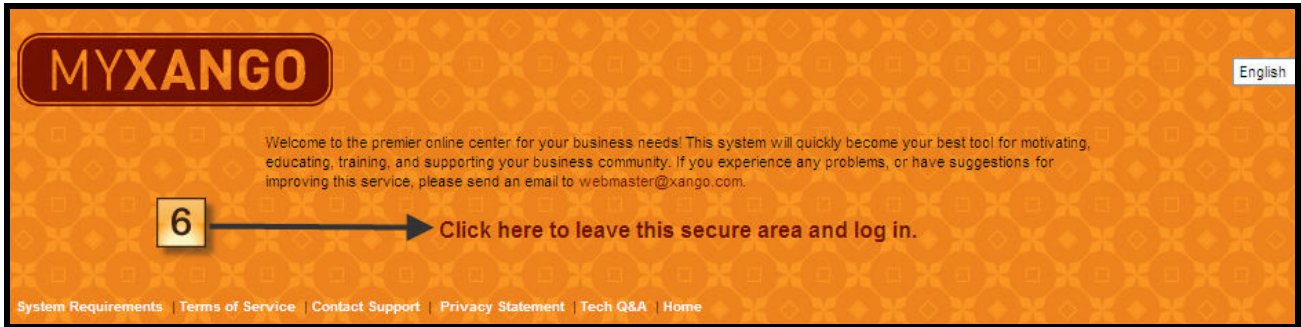
Confirm E-mail:

Time Zone

Select your Time Zone: Mountain Time (US & Canada) (GMT-7:00) *

Please click the 'Next' button only once.

5 - Enter the information in the form above and select the Time Zone that applies to you. Click on the **Next** button to continue. The following screen is displayed:



6 - Click on the text: **Click here to leave this secure area and log in** to display the login panel. You can get more information on how to login, from the **How to Login to Your XanGo™ Back Office** document.

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RELATED TRAINING DOCUMENTS:

- **How to Determine the Web Address to Use for Login**
- **How to Login to Your XanGo™ Back Office**

RELATED TRAINING VIDEOS:

- **How to Login To Your XanGo™ Back Office**

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