

In order to begin receiving commissions on your Pay Card, you will need to first activate the card. Please read and carefully follow the step-by-step instructions below.

Upon receiving the new Pay Card, you will need to do the following:

1. Locate a government issued picture identification card (ID). Some acceptable cards to use are a government issued identity card, a passport, or a government issued driver's license with a photo. (We are required to obtain this identification to be compliant with the *Know Your Customer* [KYC] banking regulations.)

There are a few requirements that are needed in order for your government issued picture ID upload to be successful:

- The picture ID must contain your name, photo, date of birth, and signature. (Sometimes the signature is located on a second page or on the other side of the photo ID card; BOTH sides/pages will need to be uploaded and submitted TOGETHER at the same time.)
- All four requirements mentioned above need to be uploaded and submitted at the same time.

2. Scan the card image into a computer; the scan must be clear and legible to be accepted. Save this image in a file on the computer where it can be retrieved later (if there is no scanner available, check with a local office supply store; they can often scan an images for you).

If you have scanned an image of your picture ID into your computer but are experiencing problems uploading it, please contact our Customer Service Department or the Help Desk through your Back Office for assistance.

3. Go to your Back Office and login to your Wallet account. If this is the first time you have visited your Wallet account, you will be prompted to create a unique login username and a password. Please DO NOT use the same username and password as your www.jeunesseglobal.com Back Office. Instead, you will need to create a different secure login Username and password just for your Wallet account.

4. Select *Upload Your ID Card*. Use the browse button to help you locate where your scanned image of the ID card is saved on your computer and then upload this image. You have now successfully uploaded the ID required to register your card. If for any reason your upload is not accepted, an email will be sent to you detailing the reason why.

NOTE: The upload must be 2 megabytes (MB) or less.

To register your new Pay Card:

1. Log into your Jeunesse Back Office and click on the *Wallet* tab at the top.
2. Select *Register My Pay Card*. Enter the 16-digit number of your new Pay Card. Re-enter the number again. Please be sure to enter the number correctly. You will not be given another chance to enter it. Your Pay Card should successfully register within the next 48 hours.
3. When your Pay Card has been successfully registered, you will receive an email from the company NxPay containing important information that will help you activate your Pay Card. To view a detailed account history of your Pay Card transactions and your available balance you will need to complete this activation for your Pay Card online at www.nxpay.com. (Please see a separate set of instructions for activating your Pay Card on this company's website.)

Please be sure to activate your card as soon as you receive it!

Once you have registered your new Pay Card, all your commissions will be automatically paid and transferred every Tuesday to your new Pay Card **as long as you have your Commission Payment Options set-up this way**. (Please see a separate set of instructions on how to create and set-up your Wallet Account, including your Commission Payment Options). If you have already accumulated commissions in your Wallet account prior to the set-up of your Wallet Commission Payment Options, you must complete a **Funds Request** to move these funds to your Pay Card.

NOTE: The Gkard is a Visa logo debit card--an upgraded Pay Card with the Visa logo that will allow users to make online purchases in their Back Office. This card can also be used to make purchases anywhere you would use a Visa credit card. You will still have the option to withdraw cash from an ATM.

Enjoy the following Pay Card features in your Wallet account:

- You will be able to pay for your Autoship orders, your Back Office orders, and new member's orders using your Wallet account.
- You will be able to determine how much money you would like to be sent to your Pay Card and how much you would like to leave in your Wallet account for the above mentioned purposes.
- Additionally, you will be able to make an Electronic Funds Transfer (EFT) to send part or all of the money to your bank account or a Funds Request to send part or all of the money to your Pay Card.

NOTE: You must keep your Pay Card Funds Request load amount below \$10,000.

