

## How to Access and Use Your Back office

1. Open any available web browser (eg. Internet Explorer, Safari, Opera, Firefox, etc.)  
If you do not have one, we recommend you download [Firefox](#)
2. In the browser address bar (located near the top of the browser), type in your website address.



3. On your website, click on the member login icon on the top right part of the page or the member's area link on the bottom left part of the page.
4. You will be redirected to the login area.

**Welcome to the members backoffice.**  
Please log in to continue.

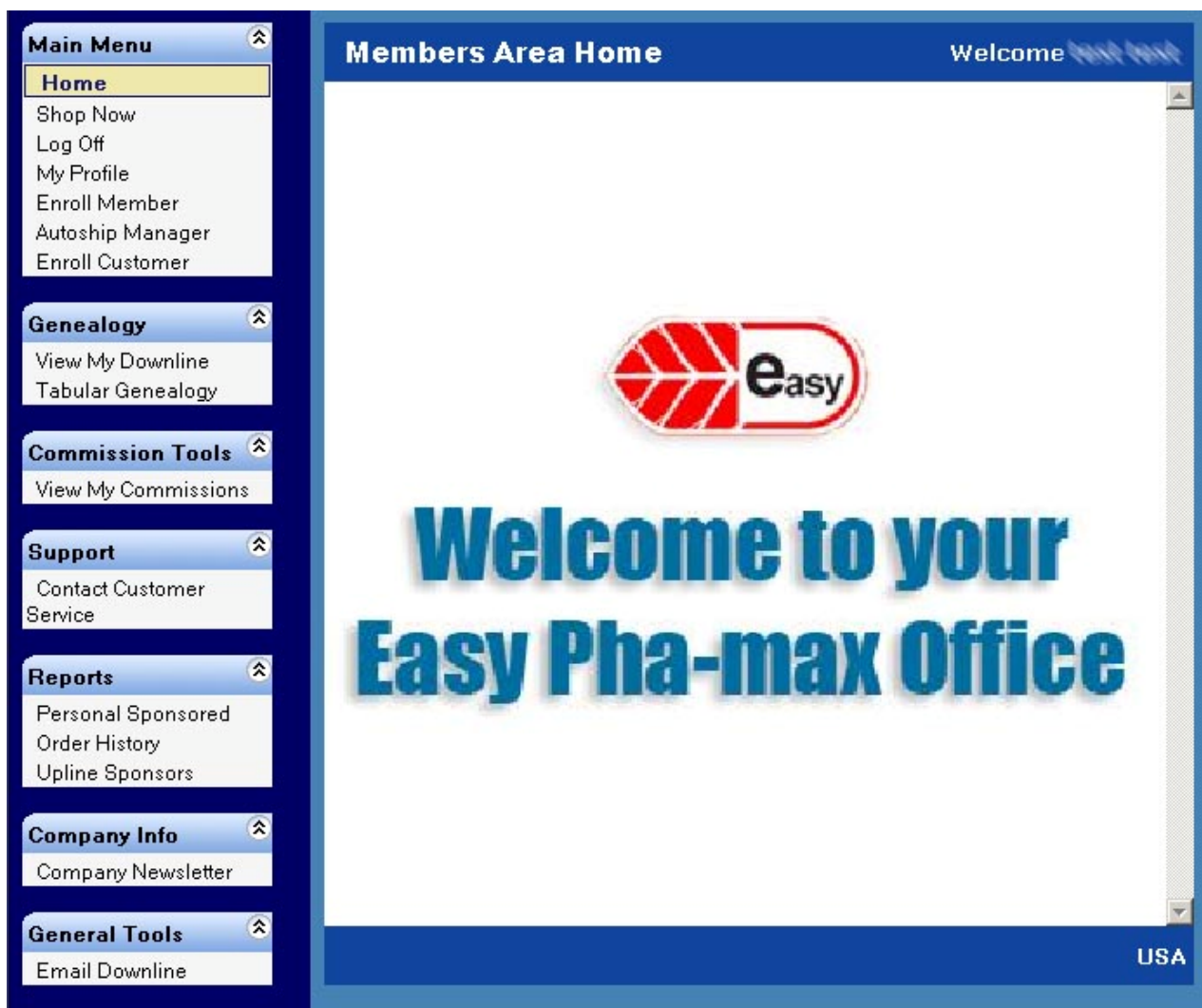
A screenshot of a login form on a dark red background. At the top is the "easy" logo, which consists of a red leaf-like shape and the word "easy" in a white oval. Below the logo are three input fields: "User Name" with the value "1008272", "Password" with masked characters "••••", and "Country" with a dropdown menu showing "United States". Below these fields is a "Login" button. At the bottom of the form, there is a link "Forgot Your Password? Click Here." and a note: "Cookies and Javascript must be enabled for proper operation".

**YOUR VIRTUAL OFFICE**

Type in your username and password which was sent to you via email after you enrolled online. If you're an existing member or if you have not yet received your login information kindly contact us through (562) 266-1740 or email us at [customerservice@easyphamaxbiz.com](mailto:customerservice@easyphamaxbiz.com). Once you've typed in your username and password, select your country and press enter or click the login icon.

**NOTE:** If you've forgotten your password click the "forgot your password" option to retrieve it right away. Your password will be emailed to you right away. If you forgot your username you will need to contact us directly.

5. After you've logged into your back office, you will be redirected to your back office home page. On the left part you will see the menu options and on the right the welcome note.



## **MAIN MENU**

The Main Menu contains your most important options. This is where you control everything with regards to your online shop. Like if you want to setup your monthly autoships, customize your Eshop and edit all your online information. You can also enroll new members and preferred customers. If you'd also like to buy products for yourself you can do that here.

**HOME.** This contains the welcome note. Everytime you login to your back office you will be redirected here.

**SHOP NOW.** Click this option if you want to order products for yourself. This will show the catalogue where you can choose from our product list at distributor's price. Click on the Distributor Catalog image on the left of the page to see the product list. If you'd like to know more about ordering see [How to Order Through Your Back Office](#).

**LOG OFF.** If you're done using your back office, click this and confirm that you want to log off.

**MY PROFILE.** This option will let you change or edit all of your information. See [How to Change My Profile](#) for more information.

**ENROLL MEMBER.** You yourself can enroll a new distributor or a preferred customer through your back office. If your signup does not have access to the internet you can enroll him/her yourself through your back office. For instructions on how to do this, see [How to Enroll as an Easy Pha-Max Franchise](#) and [How to Enroll as a Preferred Customer](#)

**AUTOSHIP MANAGER.** This will let you create your recurring orders automatically. You can choose which product you want to be shipped to you monthly and change it periodically to your liking.

## **GENEALOGY**

As the name indicates, this option will enable you to view all of your members and keep track of their activities within the business. See [How to View Genealogy](#) for more information.

**VIEW MY DOWNLINE.** This option will let you view your genealogy in tree form. You can set the number of downlines you want to view.

**TABULAR GENEALOGY.** This option will let you view your genealogy in table form. It will be shown twenty five (25) members per page. You can sort your downlines by a number of options and filter members based on your requirements.

## **COMMISSION TOOLS**

**VIEW MY COMMISSIONS.** This will let you see all the commissions you've received and will be receiving.