

How to Email your Downlines through your Back Office

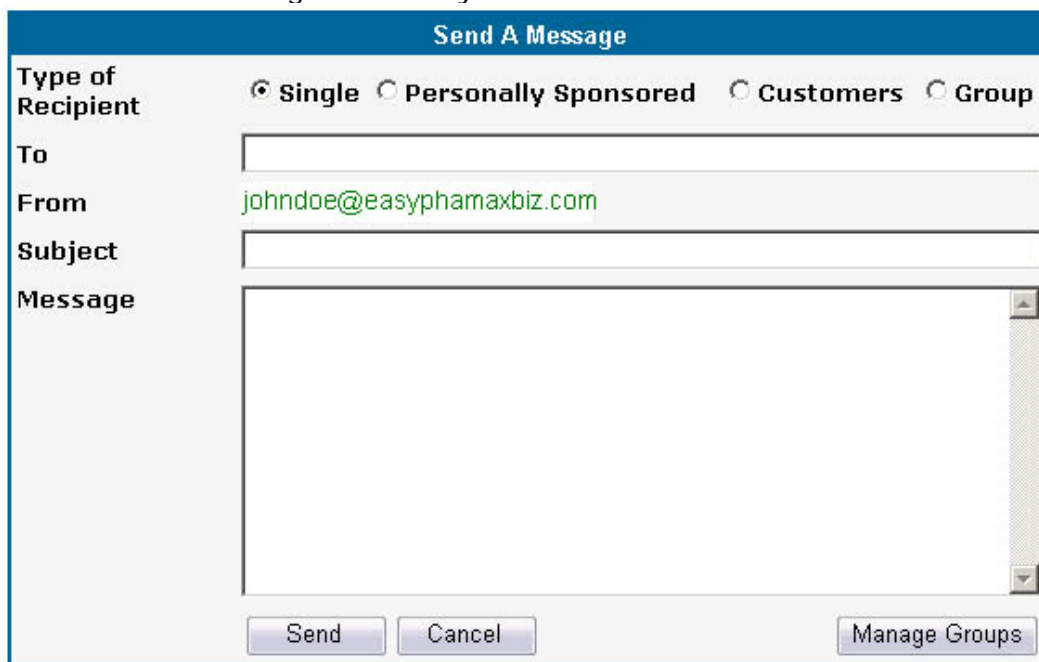
Communications is crucial to your success! Use these tools to encourage and share useful information with your organization. Be careful not to send messages recklessly. Your emails should contain information that will be considered important and worthy of the recipient's time. Follow these simple rules for success!

To start communicating with your downlines follow these steps.

1. Login to your back office. Click on the arrow on "General Tools", and click on Email downline.

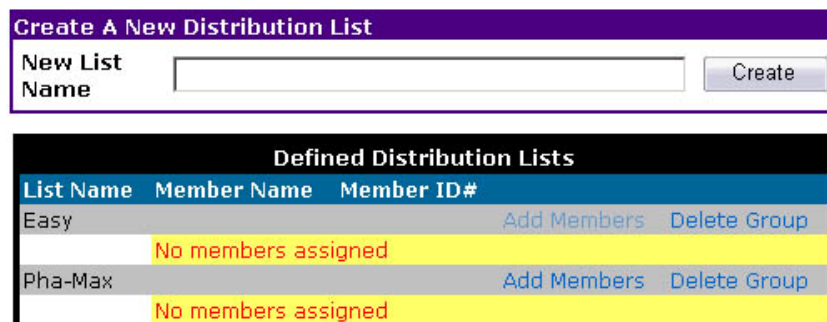


2. You will now see the message center of your back office as shown below:

A screenshot of a 'Send A Message' dialog box. It features a title bar, radio buttons for recipient types (Single, Personally Sponsored, Customers, Group), and input fields for To, From (pre-filled with johndoe@easyphamaxbiz.com), Subject, and Message. Buttons for Send, Cancel, and Manage Groups are at the bottom.

You have an option to send your mail to a specific downline by choosing "Single", your Personally Sponsored downlines, Preferred Customers, and Customized Groups.

3. We'll explain more about the Customized Groups option. Click **Manage Groups** on the lower right part of the message center.

A screenshot showing two parts of a distribution list management interface. The top part is a 'Create A New Distribution List' form with a 'New List Name' field and a 'Create' button. The bottom part is a table titled 'Defined Distribution Lists' with columns for List Name, Member Name, and Member ID#. It lists 'Easy' and 'Pha-Max' groups, both with 'No members assigned' and 'Add Members'/'Delete Group' links.

As seen on the Image on the previous page, we've already setup a couple of groups, namely "Easy" and "Pha-Max". You can create these groups or List name by entering your desired group name on the "New List Name" field and click create.

The new Group name will show up in the defined distribution list.

- Now that you've setup the group names, you will be adding members into those groups. To add members of your downline into the group, click the "Add Members" option.

Defined Distribution Lists		
List Name	Member Name	Member ID#
Easy	No members assigned	Add Members Delete Group
Pha-Max	No members assigned	Add Members Delete Group

- You will now need to search for the specific member you want to add to your group. If you know the member number of the person you want to add, just type it in the correct field and click "Find". If you do not know the member ID, you can search by first name, last name or company name.

Add members to a distribution list

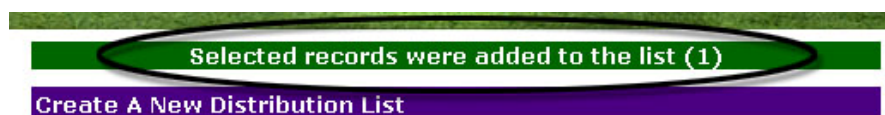
Use the fields below to specify search criteria and then click the 'Find' button. The system will search your downline for a match and will present a list where you can choose members to add. Use of wildcards is not necessary, as the system will assume a wildcard at the end of any value you enter.

Member #	<input type="text"/>	Customers Only	<input type="checkbox"/>
First Name	<input type="text" value="test"/>	Last Name	<input type="text"/>
Company Name	<input type="text"/>		
Rank	[Select] ▼		
Country	[Select] ▼	State	<input style="width: 100px;" type="text"/>

- The system will automatically search your downlines for any matches. Click on the check box of the member you want to add to your group. Click "Add To List" to finish, or "New Search" if you want to redo your search.

Search Results							
Select	DealerID	Rank	First	Last	Company	State	Country
<input checked="" type="checkbox"/>	1008272	EASY	test	test		TX	USA
<input type="checkbox"/>	1008282	EASY	test	test		WY	USA

- Once you've added the member to your list, this confirmation will show up in the upper part of the page.



8. If you want to search for more members just repeat steps 5 & 6. Once you're done click "Return" on the upper right part of the page to return to the Distribution List. If you click manage groups again, you'll see that the member is already added into your group.

Defined Distribution Lists			
List Name	Member Name	Member ID#	
Easy			Add Members Delete Group
	test, test	1008272	Remove
Pha-Max			Add Members Delete Group
	No members assigned		

9. Now when you choose the "Group" option, a drop down menu will show up where you can choose the different groups that you've made.

The screenshot shows a web form titled "Send A Message". At the top, there are three radio buttons: "Single", "Personally Sponsored", and "Customers". The "Group" radio button is selected and circled in red. Below the radio buttons is a "To" field with a dropdown menu showing "[Select A Group]". The "From" field is a dropdown menu with "Easy" selected. The "Subject" field is a text input with "[Select A Group]". Below these fields is a large text area for the "Message". At the bottom of the form are three buttons: "Send", "Cancel", and "Manage Groups".

With this tool, you can easily communicate with your downlines. Instead of emailing them one by one you can send information to them all at the same time.