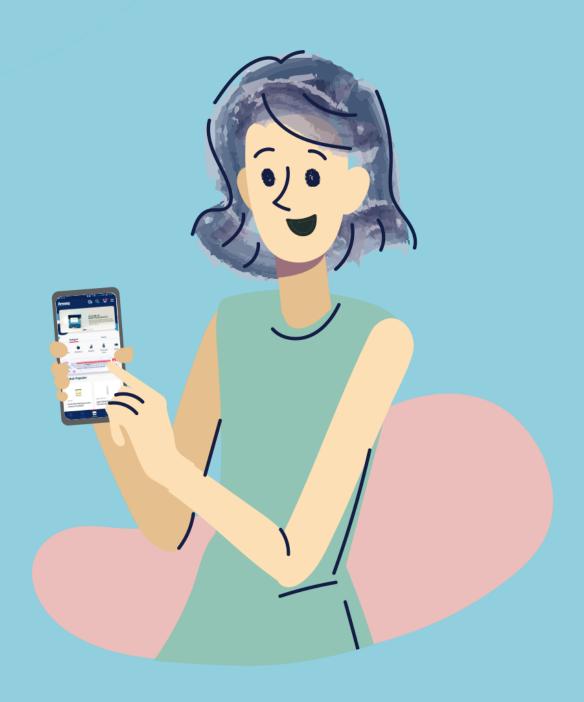
## Amway Quick Guide

Creative Asset Development



#### **Module Outline**

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# Quick Guide To Easy Sign-Up

Steps To Join Amway Today



#### Get On Amway, The Easy Way!

It's now easier than ever to join Amway. Through our latest Simplified Registration process, you get to be a part of us and enjoy AMWAY-ZING benefits!



Easy Sign Up



Instantly Order Upon Registration



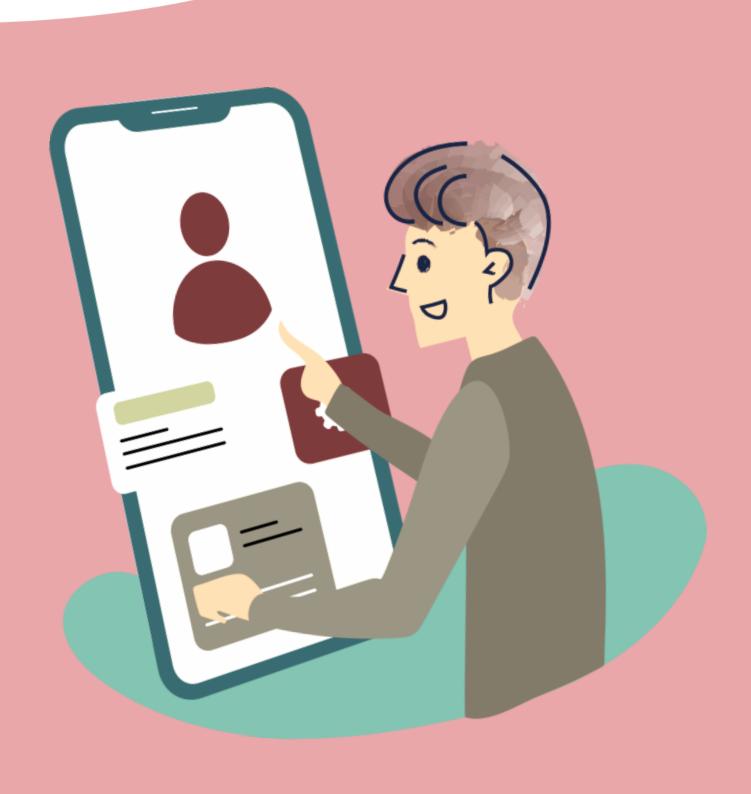
Hassle-Free Shopping



Seamless Checkout



100% Satisfaction Guarantee



#### Register as an Amway Business Owner (ABO)

Quick Guide To Easy Sign-Up

**Amway** 

#### Be An Amway Business Owner



Start a proven, fast-growing business and experience amazing benefits!

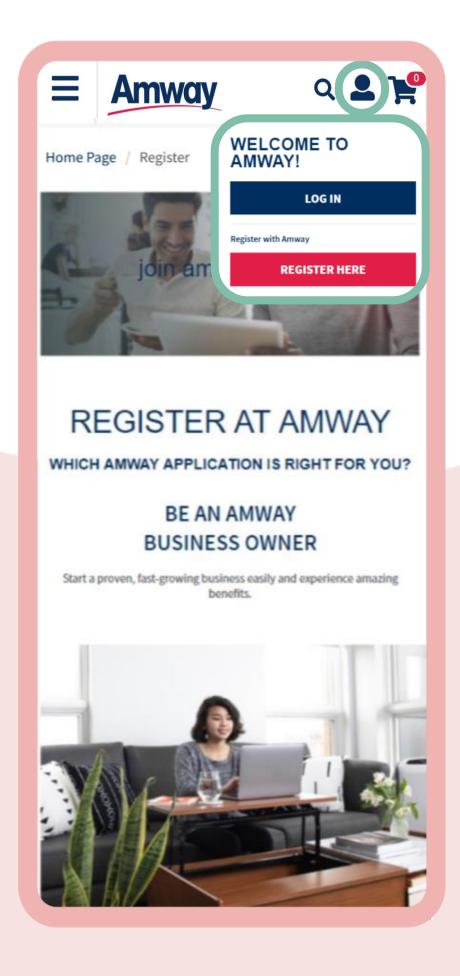
Run things your way, wherever you are. For PHP1000, you can start earning extra income, get rewarded, and access exclusive perks when you sign up as an ABO.





#### Tap the My Account icon

Select **Register Here** under the Homepage.

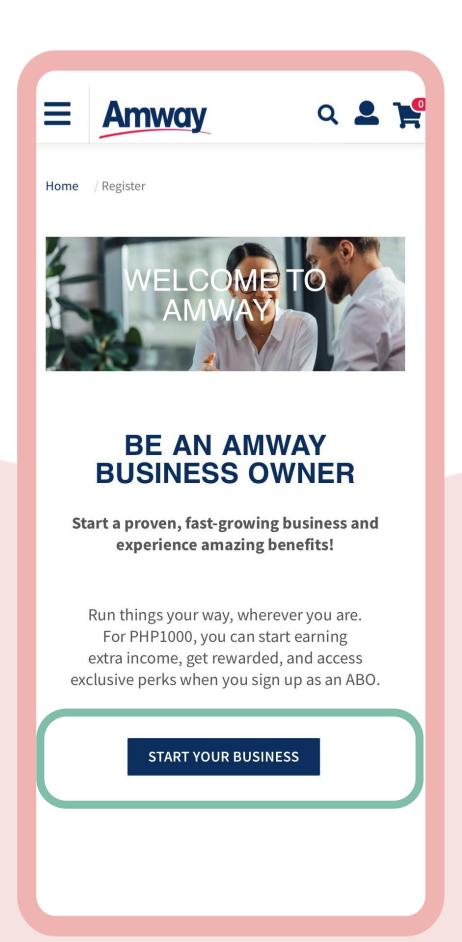






#### Select Become An ABO

Register your interest to become an ABO. Tap **Start Your Business.** 

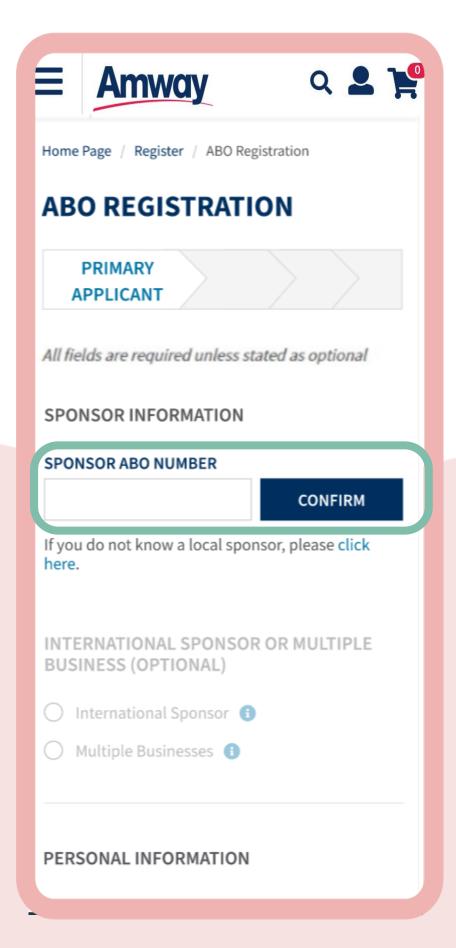






## **Enter Sponsor ABO Number**

Click **Confirm** when done. If you do not know a local sponsor, tap on **Click Here**. The system will automatically select a sponsor through the Leads Program.

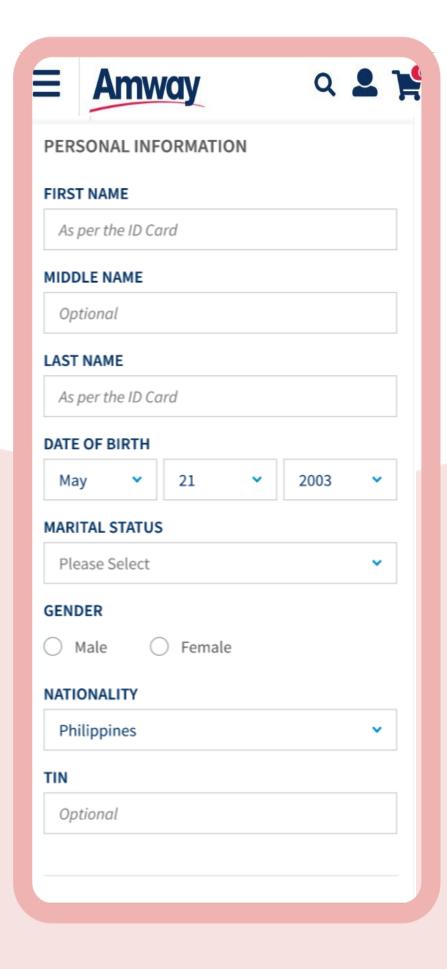






#### **Enter Your Details**

Fill in all the mandatory information as indicated on the interface.



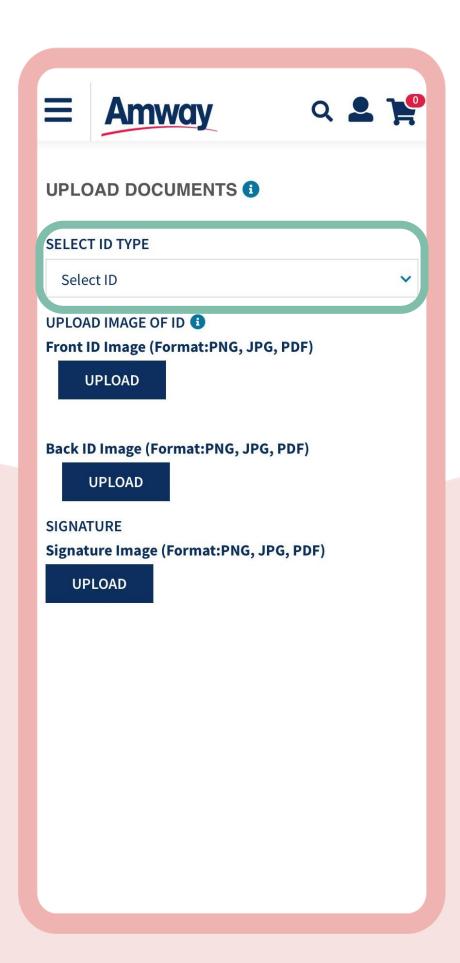




## Upload Required ID

**Select your ID Type**. Then upload a front and back ID with a photo of your signature.

\*The file size should not exceed 5MB in PNG, JPG or PDF format.





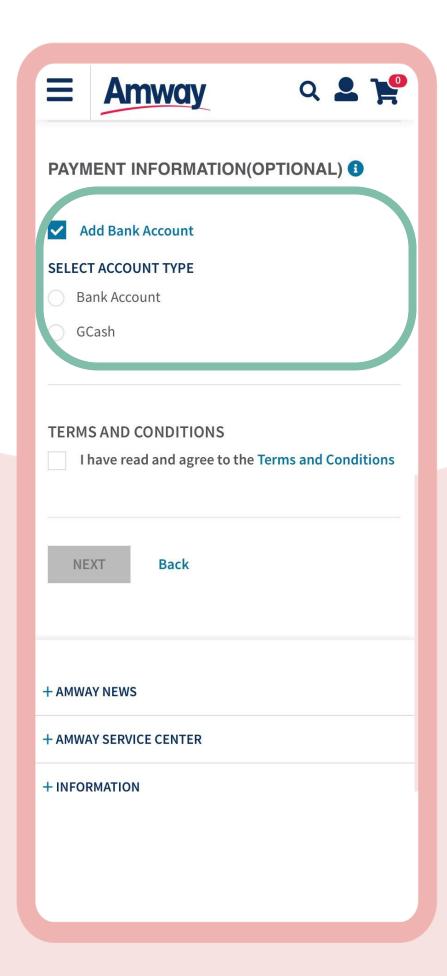


## **Enter Payment Information**

Mark the Add Bank Account checkbox. Select the bank account type.

Choose

between **Bank Account** or **GCash** and fill up the details.

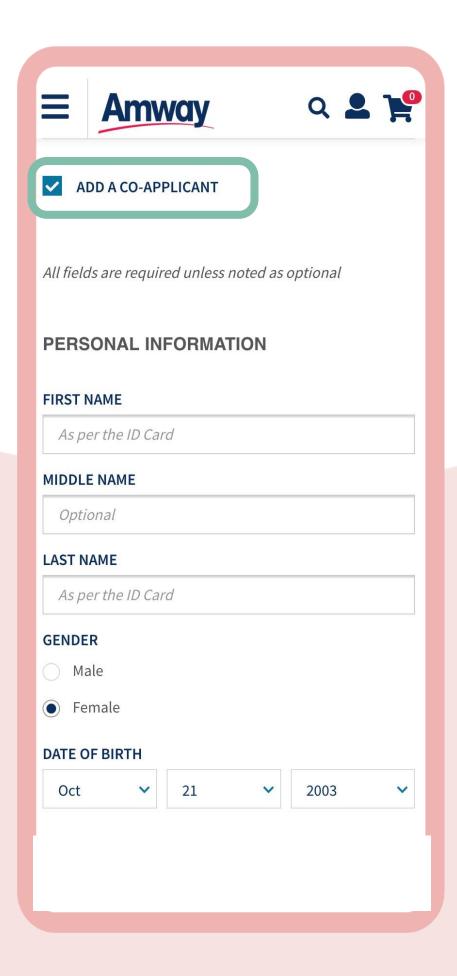






#### Select Add Coapplicant

Enter your co-applicant's details including personal information and contact details.



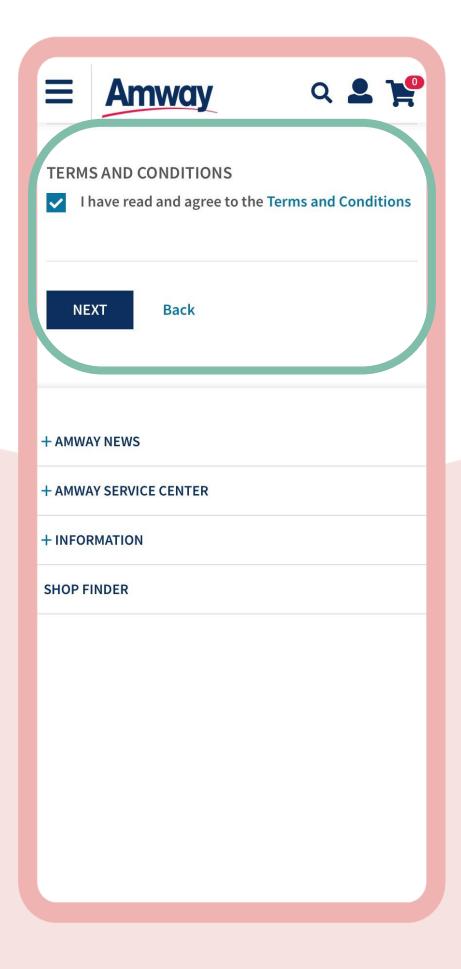




## Agree to Terms and Conditions

Go through the **Terms and Conditions.** Then mark the checkbox to agree to the terms and conditions.

When done, click Next.

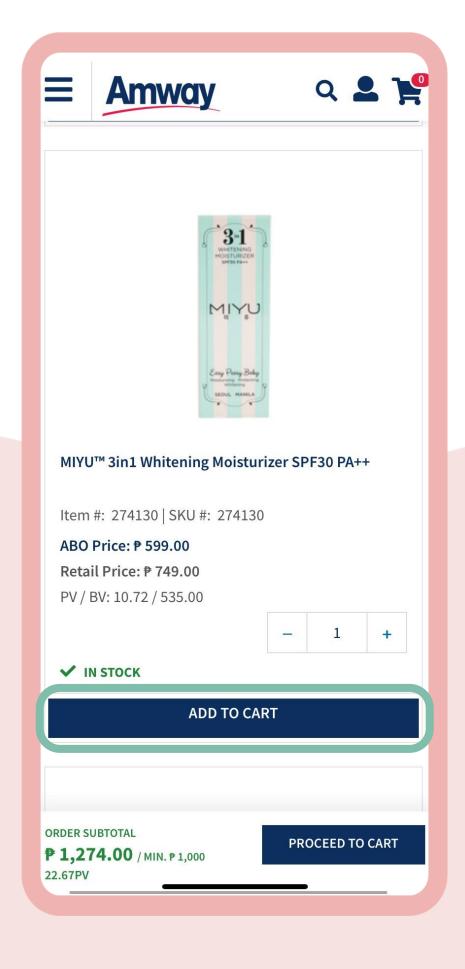






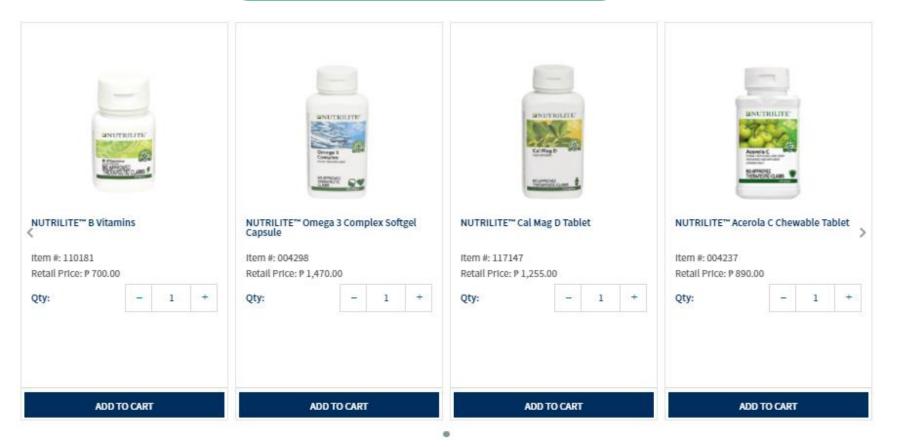
# Proceed to Build Your Own Registration Kit

Under the purchase tab, choose the selected Amway products from the Best Seller list and tap **Add To Cart**.

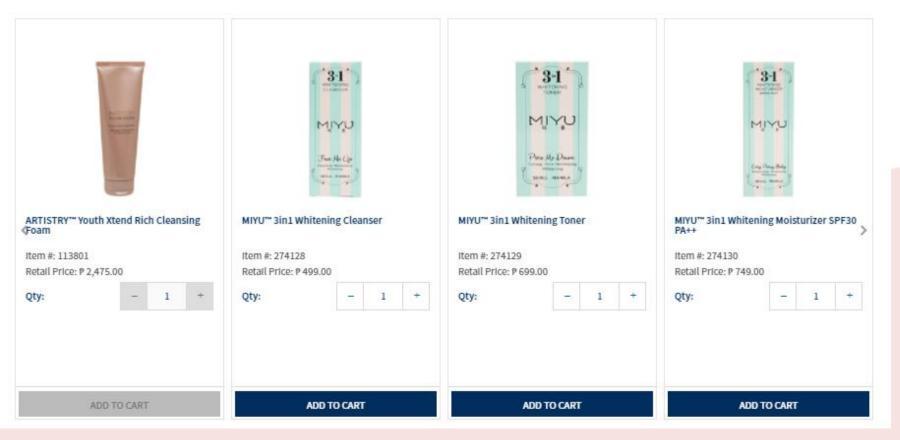




#### **Nutrition**

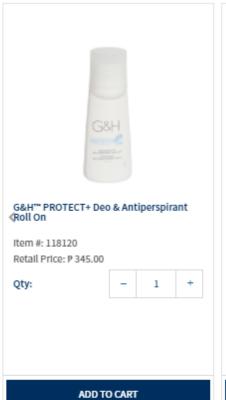


#### **Beauty**

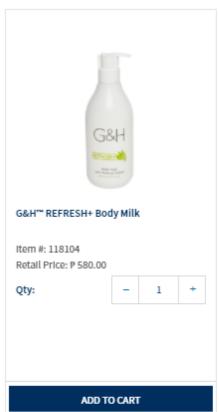




#### **Personal Care**

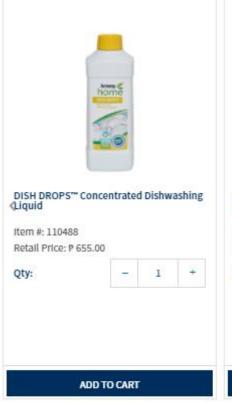








#### Home

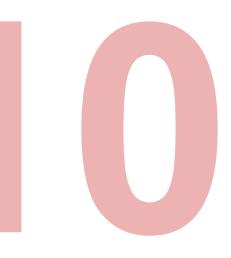






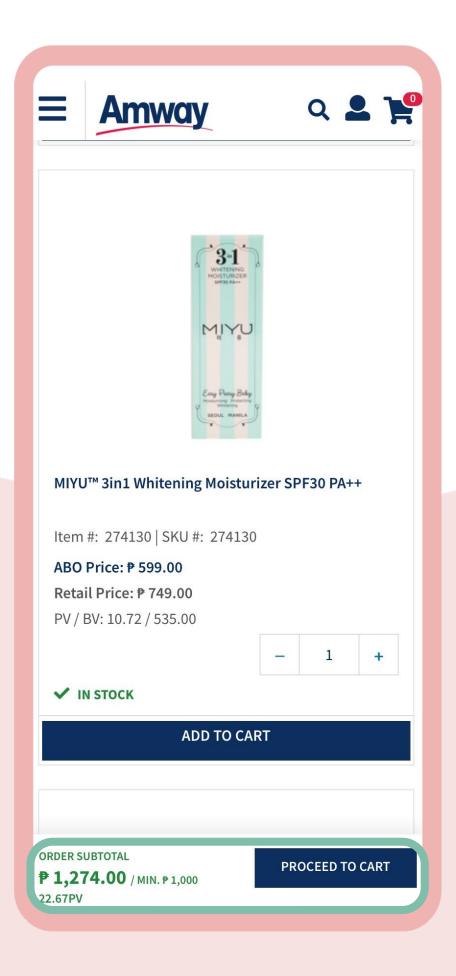


**Amway** 



## **Tap Proceed To Cart**

Ensure you meet the minimum purchase amount of ₱1,000. Once done, continue to the next step.

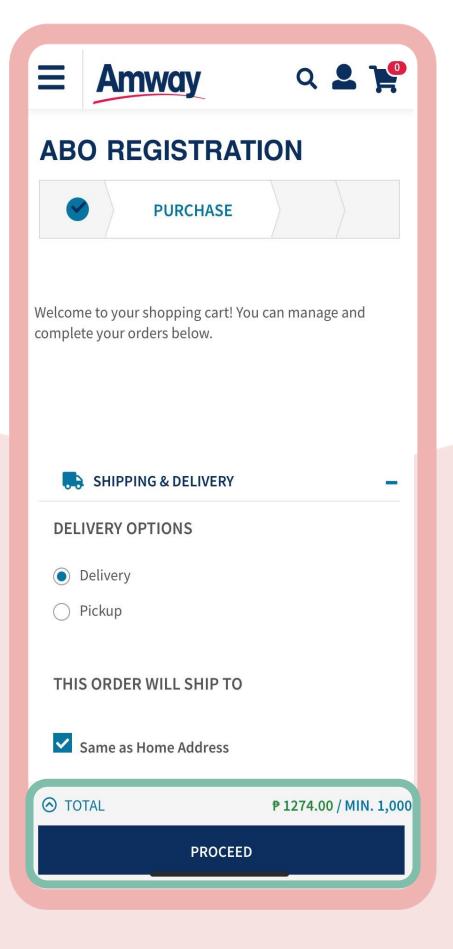






#### **Enter Shipping Details**

Choose your delivery options between Delivery or Pick Up. Fill up the required details and click **Proceed**.



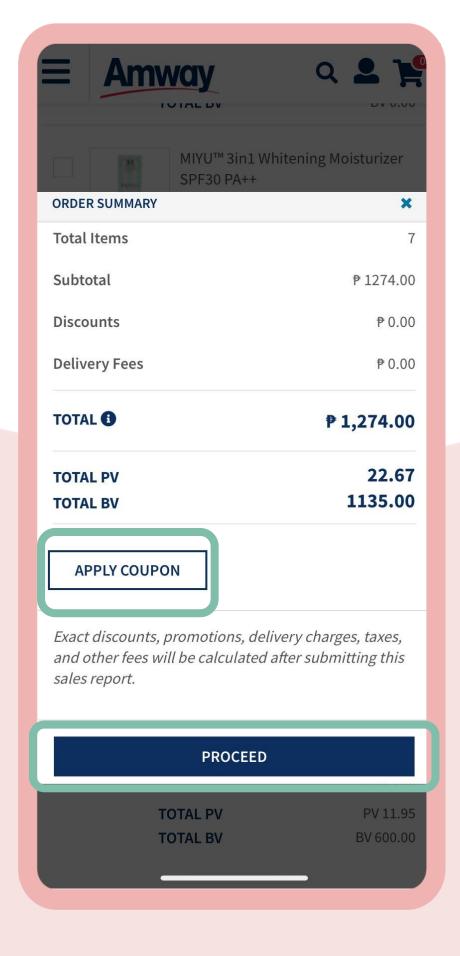




#### **Review Order**

Check your order summary and tap **Proceed.** 

To add coupons, if any tap on **Apply Coupon**.

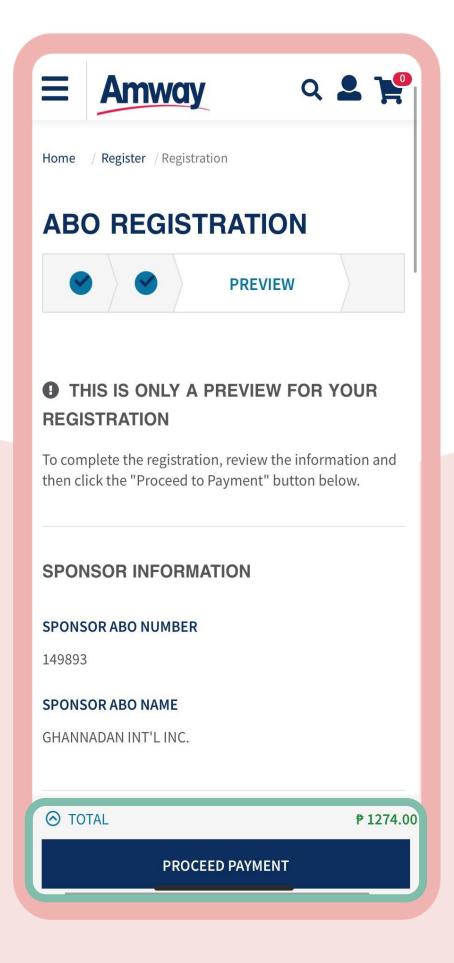






## Preview ABO Registration

Ensure all details on your ABO registration are correct. Once checked, tap **Proceed To Payment..** 

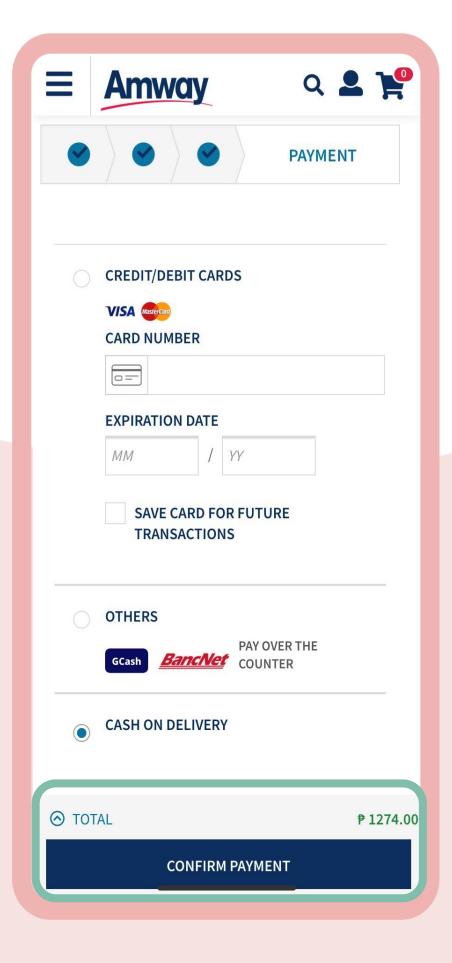






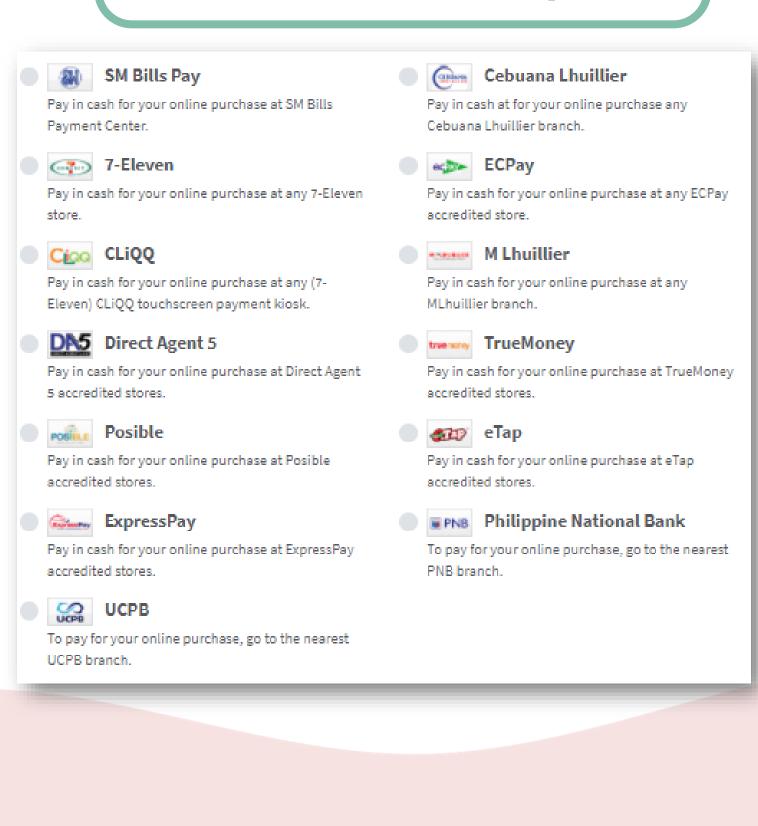
## Select Confirm Payment

Choose your payment option and enter the required payment information.





#### **Over The Counter Options**



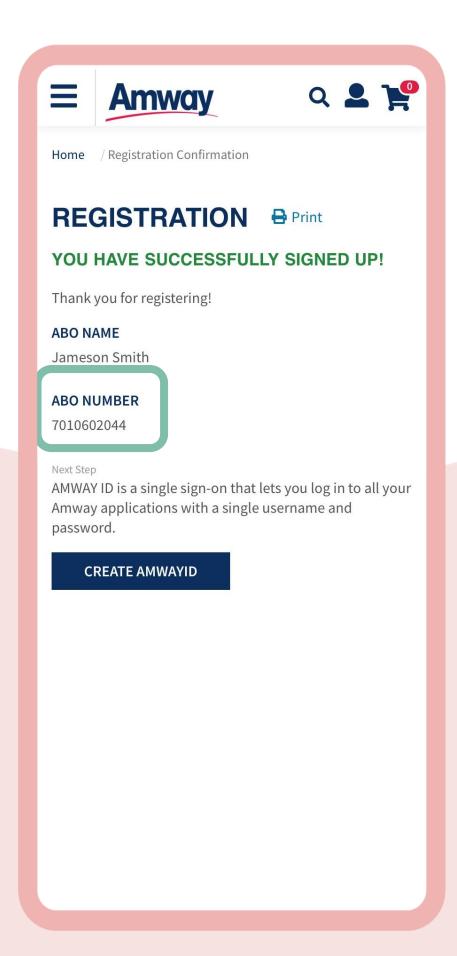




## Registration Successful

After payment, you will be redirected to ABO Registration Success page.

View your ABO account details before creating your Amway ID.

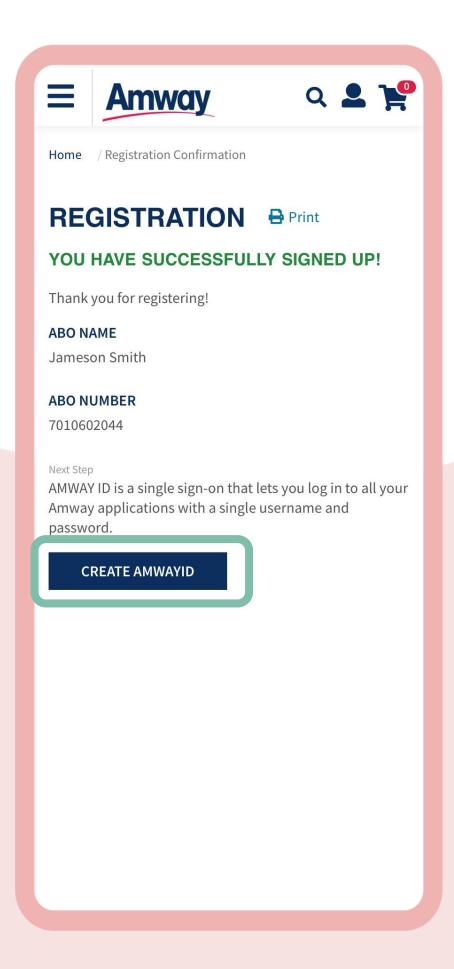






#### **Create Amway ID**

After successful registration, tap **Create Amway ID**.

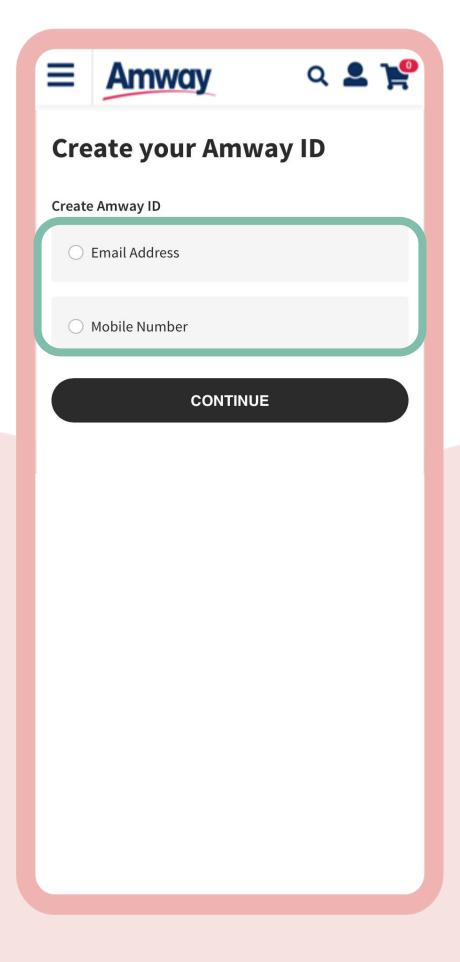






#### **Select Login Method**

Choose to create your Amway ID via Email Address or Mobile Number.



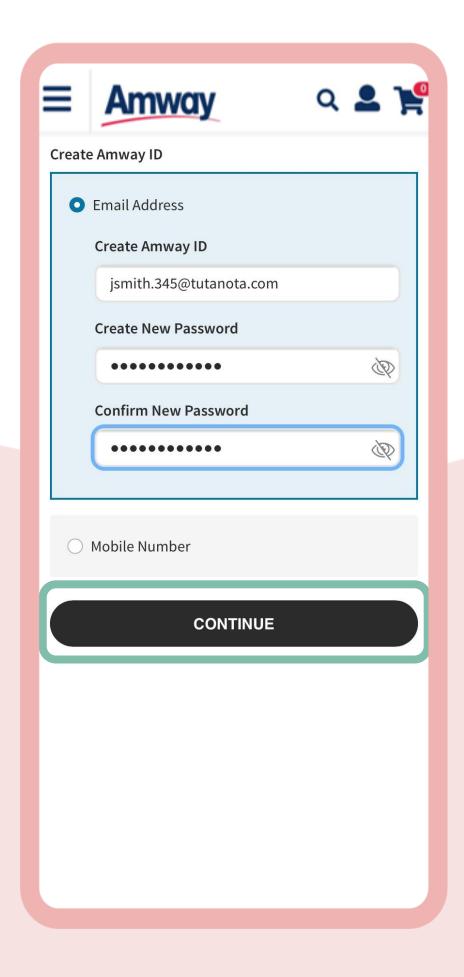




#### **Set Login Details**

Enter your email address or mobile number.

Add new password. Then, tap **Continue**.



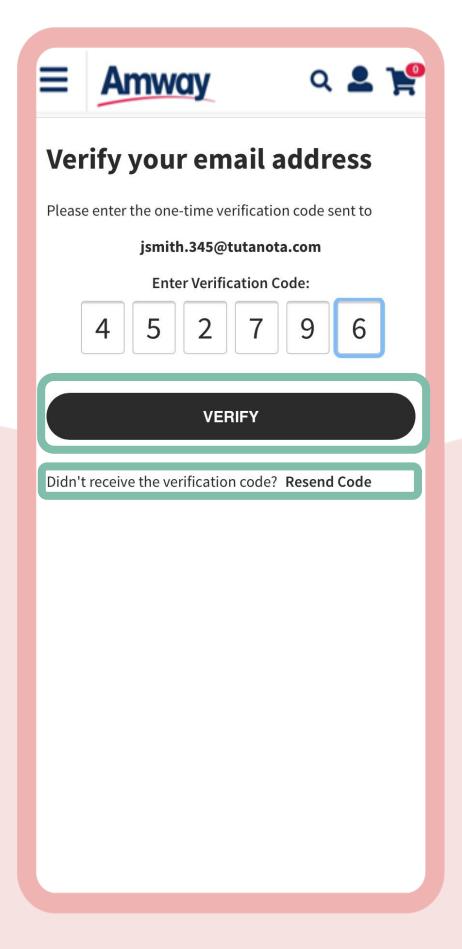




#### **Verify Email Address**

Enter the one-time verification code sent to your email address. Tap **Verify** to create your Amway ID.

If you did not receive your verification code, tap **Resend Code**.



#### **About Amway ID**



Your Amway ID should be your unique email address or mobile number.



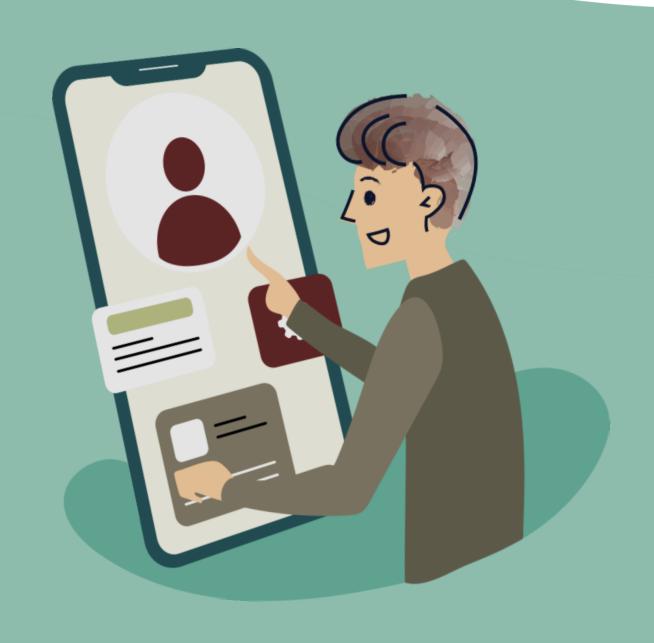
Password should be at least 8 characters in length, contains at least 1 letter and 1 number.



Amway ID is mandatory for online transactions.

For active ABO with no online credential ever created, call hotline #26929 or email <a href="mailto:amwayph.contactcenter@amway.com">amwayph.contactcenter@amway.com</a> to create Amway ID.





# Register as an Amway Exclusive Shopper (AE Shopper)

Quick Guide To Easy Sign-Up

**Amway** 

# Be An Amway Exclusive Shopper



Shop for quality products at member prices and enjoy exclusive deals.

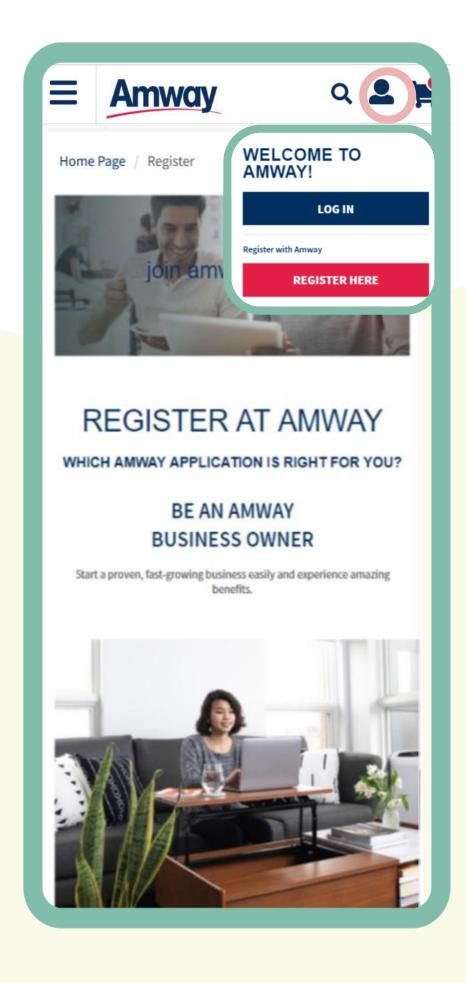
Save up to 30% on Amway products when you become an AES. Try our best sellers, check out what's new, and grab monthly promos and subscription plans. No sign-up fees required.





#### Tap the My Account icon

Select **Register Here** under the Homepage.

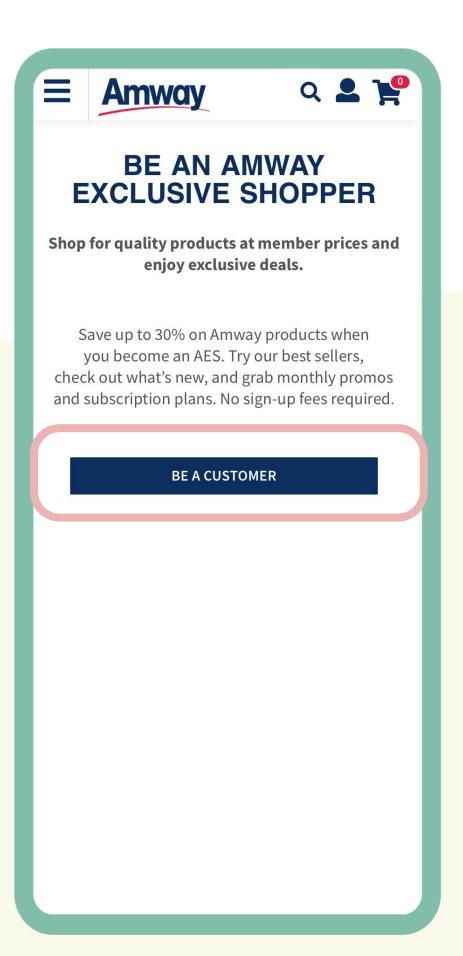






## Become An AE Shopper

Register your interest to become an Amway Exclusive Shopper. Tap **Be A Customer.** 

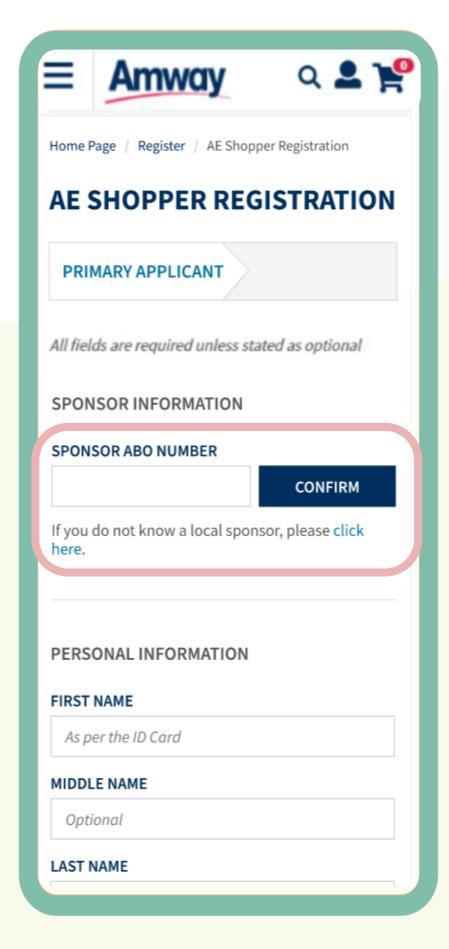






## **Enter Sponsor ABO Number**

Click **Confirm** when done. If you do not know a local sponsor, tap on **Click Here.** The system will automatically select a sponsor through the Leads Program.

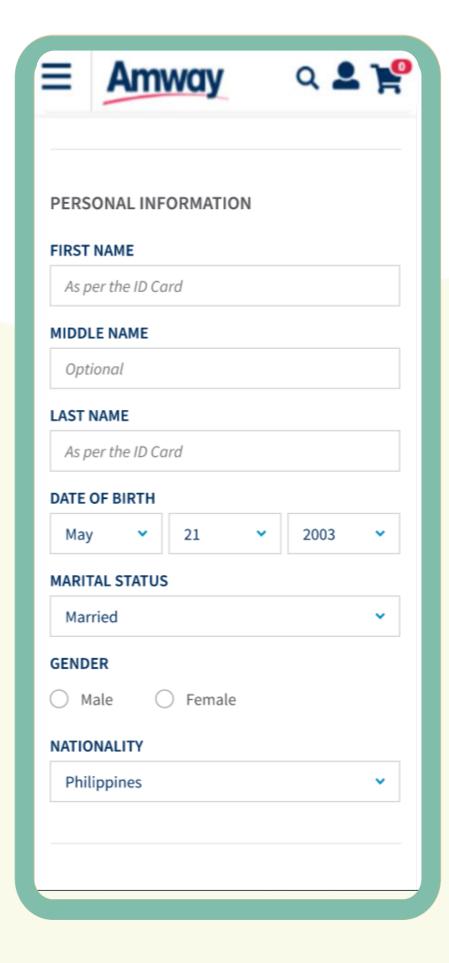






## **Enter Your Details**

Fill in all the mandatory information as indicated on the interface.

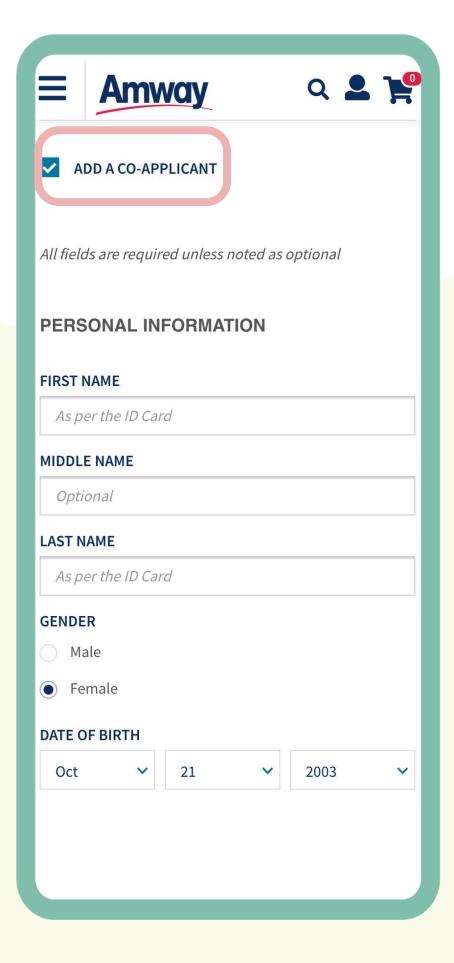






#### Select Add Co-Applicant

Enter your co-applicant's details including personal information and contact details.

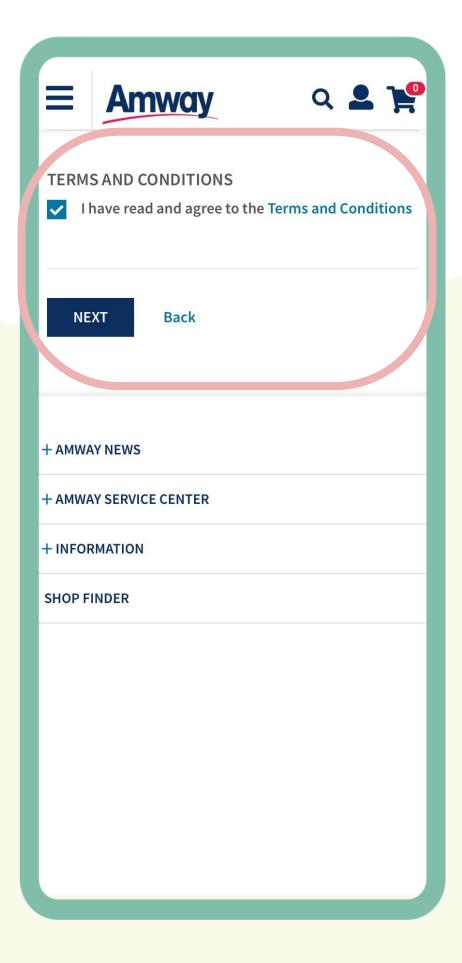






# Agree to Terms and Conditions

Go through the Terms and Conditions. Then mark the checkbox to agree to the terms and conditions. When done, click **Next.** 

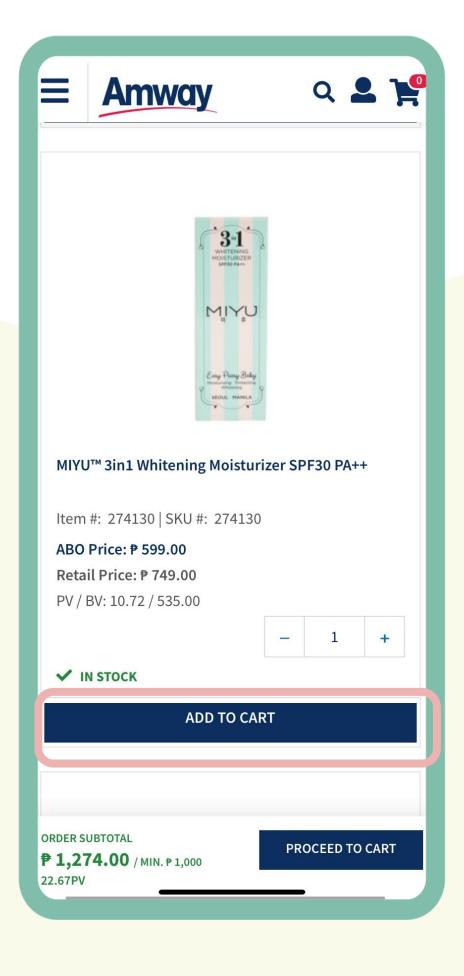






### Proceed to Build Your Own Registration Klt

Under the purchase tab, choose the selected Amway products from the Best Sellet list and tap **Add To Cart**.



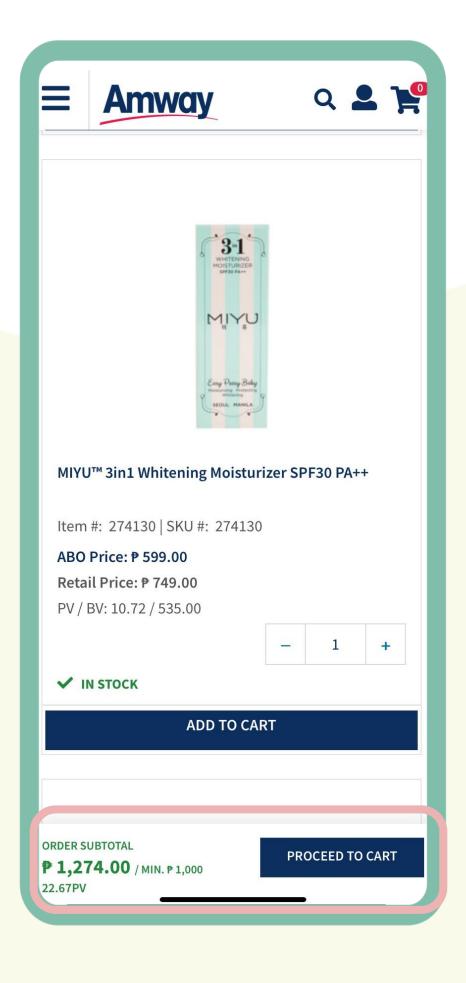




#### **Tap Proceed To Cart**

Once done, continue to the next step.

You may also proceed without adding any items to cart. It is still possible to proceed even without adding items to Cart.

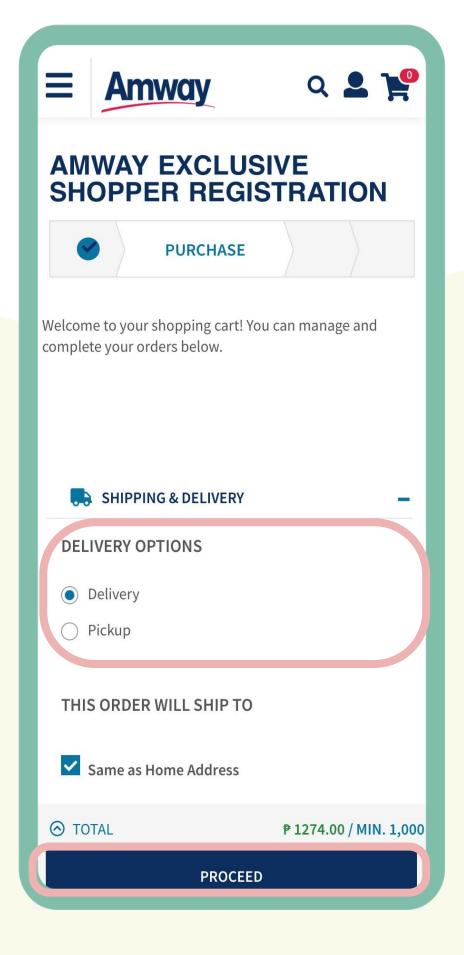






#### **Enter Shipping Details**

Choose your delivery options between **Delivery** or **Pick Up**. Fill up the required details and click **Proceed.** 

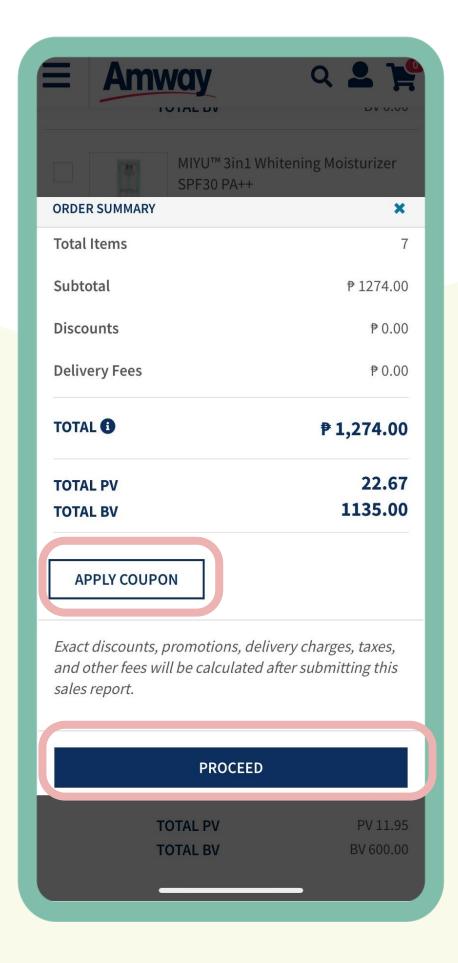






#### **Review Order**

Check your order summary and tap **Proceed.** To add coupons, tap on **Apply Coupon.** 

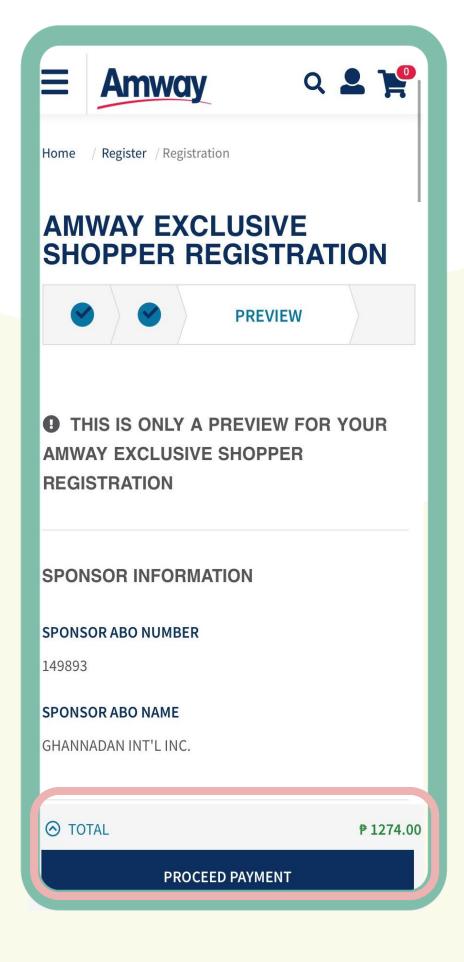






# Preview AE Shopper Registration

Ensure all details on your AE Shopper registration is correct. Once checked, tap **Proceed To Payment.** 

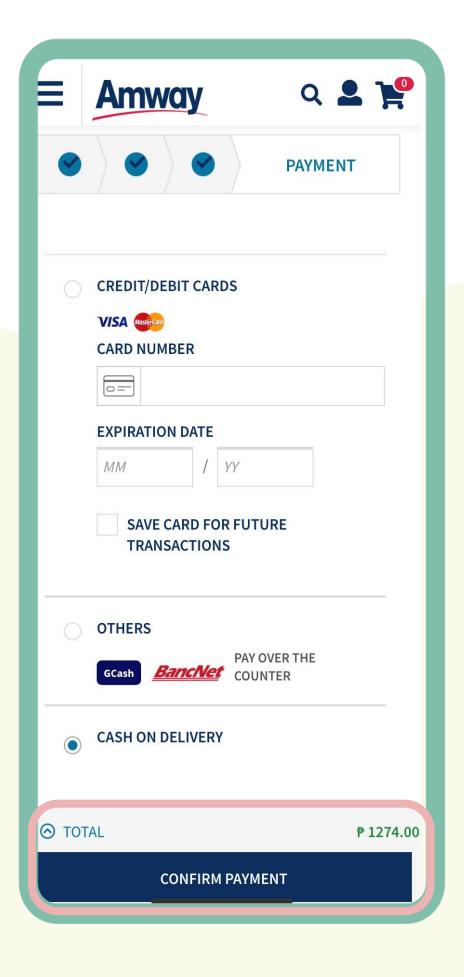






# **Select Payment Confirmation**

Choose your payment option and enter the required payment information.



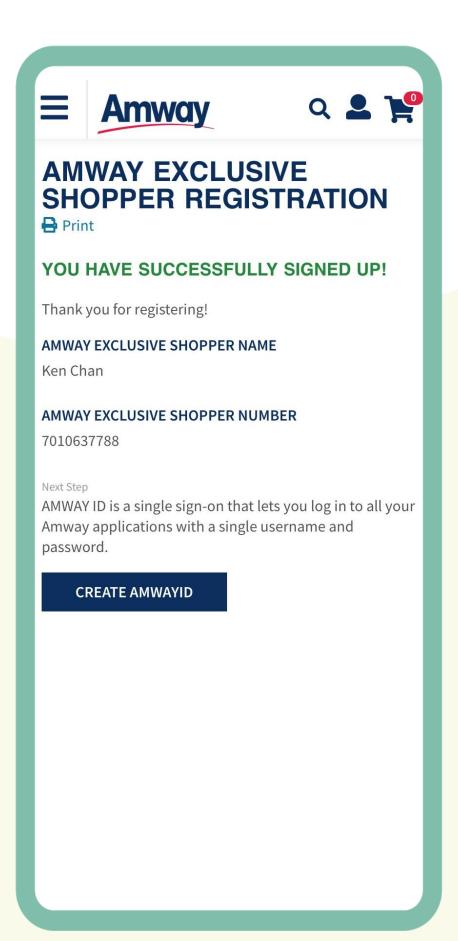




# Registration is Successful

After payment, you will be redirected to the AE Shopper Registration Success page.

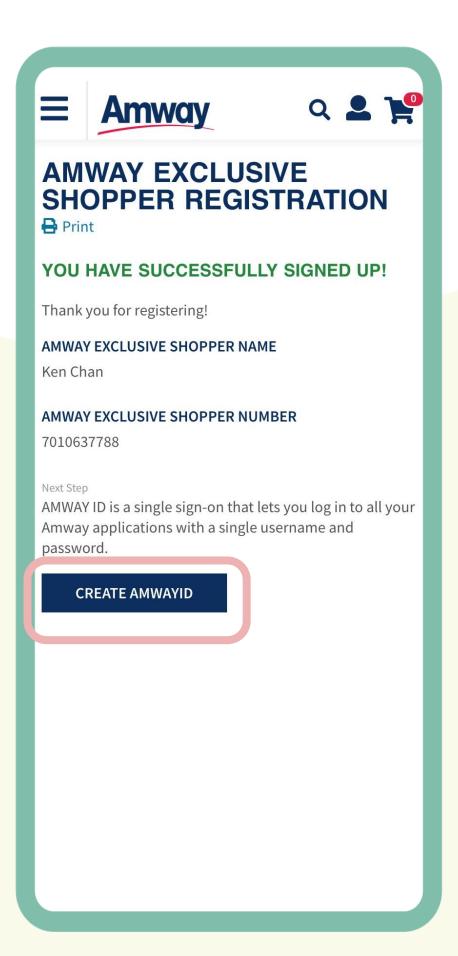
View your AE Shopper account details before creating your Amway ID.







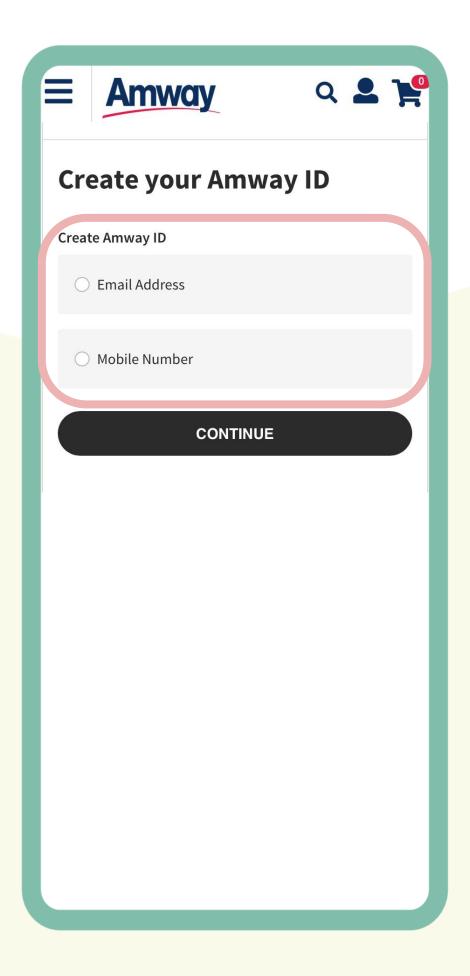
#### **Create Amway ID**







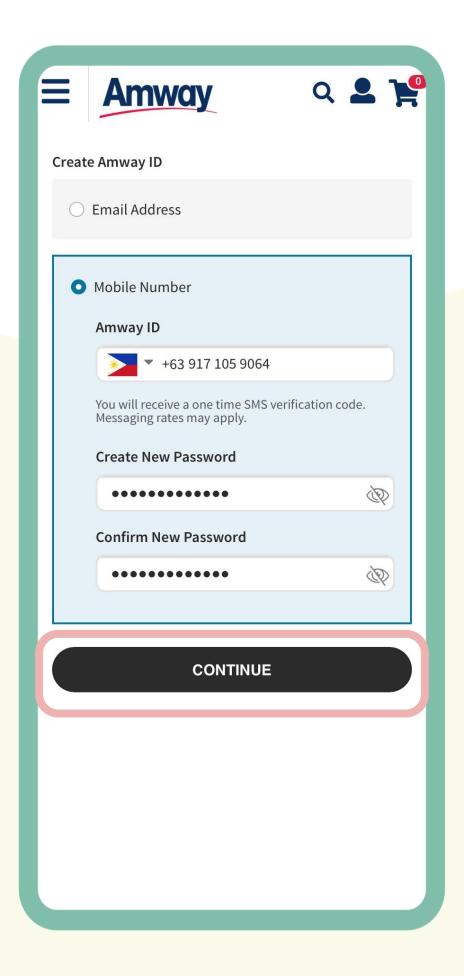
### **Select Login Method**







#### **Select Login Method**

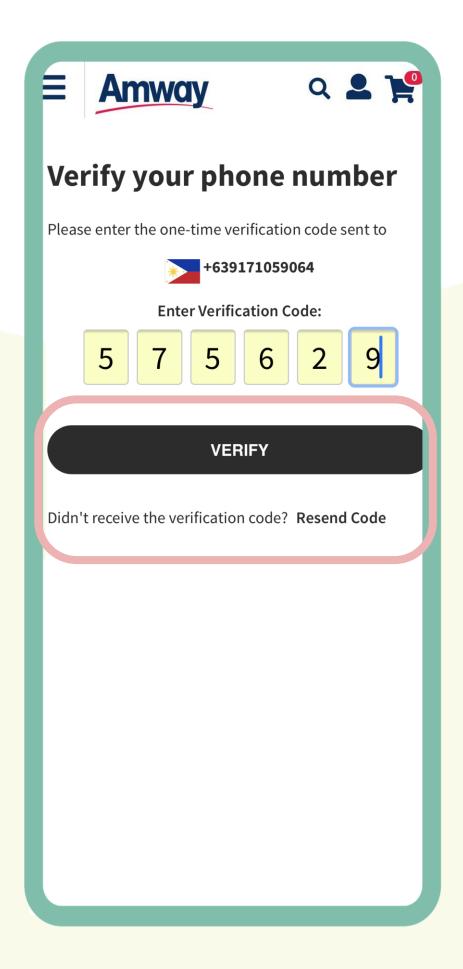






Enter the one-time verification code sent to your email address. Tap **Verify** to create your Amway ID.

If you did not receive your verification code, tap **Resend Code**.







# Register as an Amway Marketing Advisor (MA)

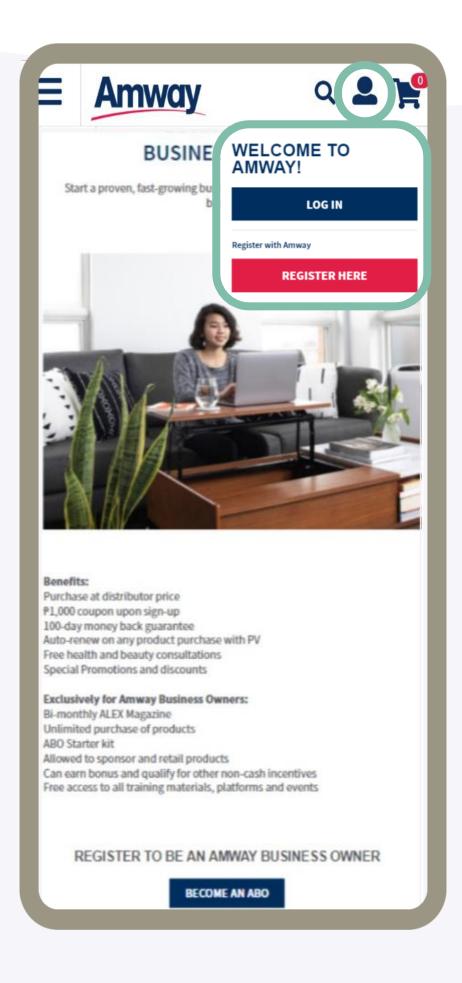
Quick Guide To Easy Sign-Up





# Tap the My Account icon

Select **Register Here** under the Homepage. To register your interest a Marketing Advisor, tap **Become An ABO.** 

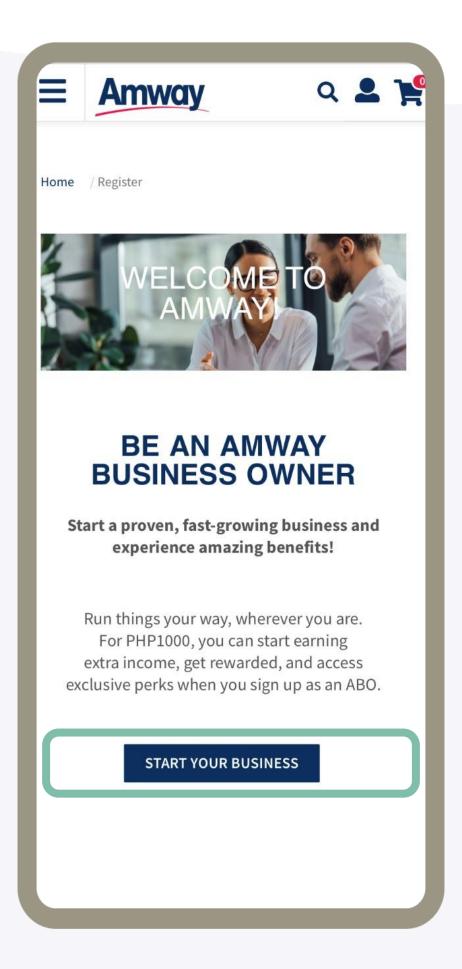






# Select Become An ABO

To register your interest a Marketing Advisor under the **Become An ABO.** Tap **Start Your Business.** 



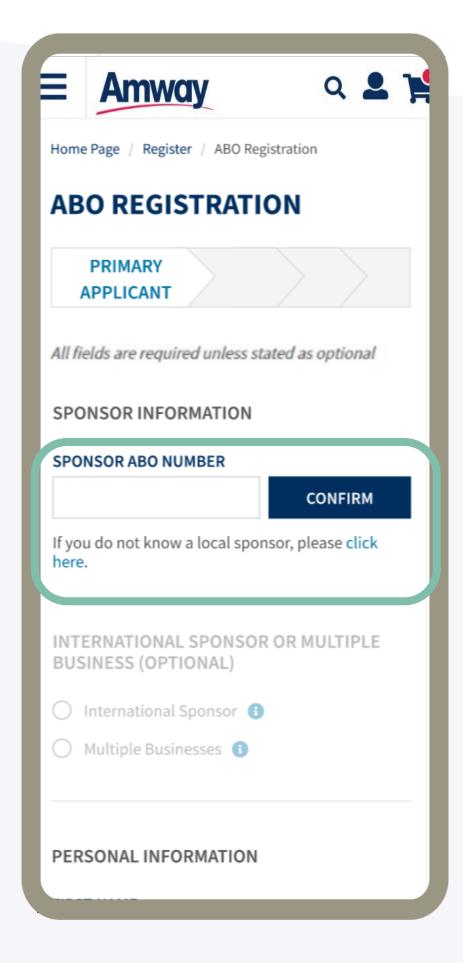




# **Enter Sponsor ABO Number**

Click **Confirm** when done. If you do not know a local sponsor, tap on **Click Here**.

The system will automatically select a sponsor through the Leads Program.



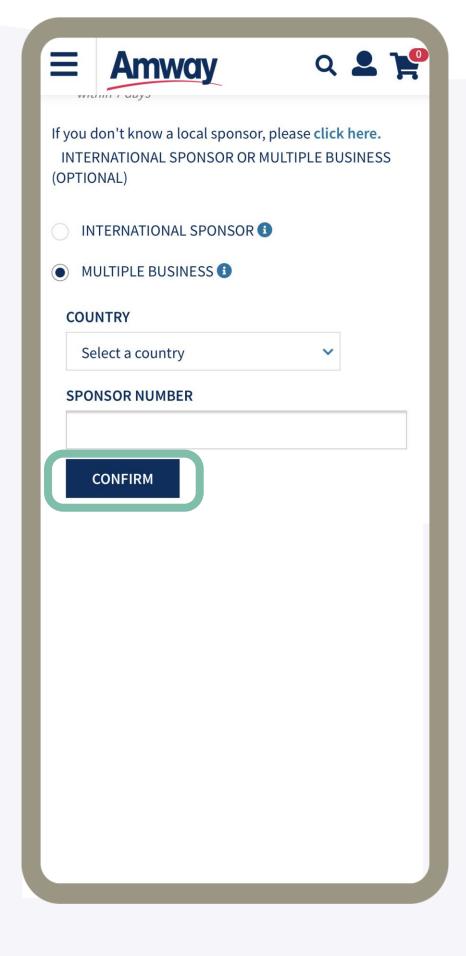




#### Select Multiple Businesses

Choose country and enter the sponsor number.

\*By clicking **CONFIRM**, system will check if the entered information is valid.



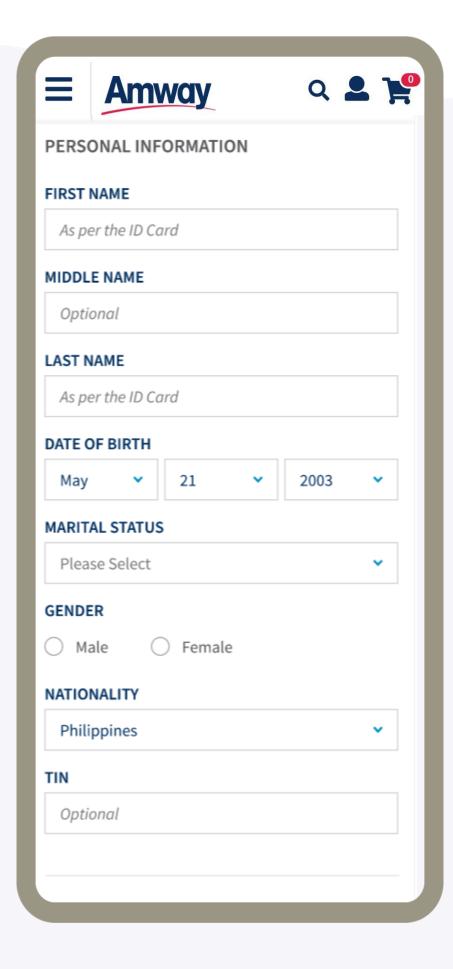




### Enter your details

Fill in all the mandatory information as indicated on the interface.

You may enter the TIN details upon selecting your nationality. However, this is optional.



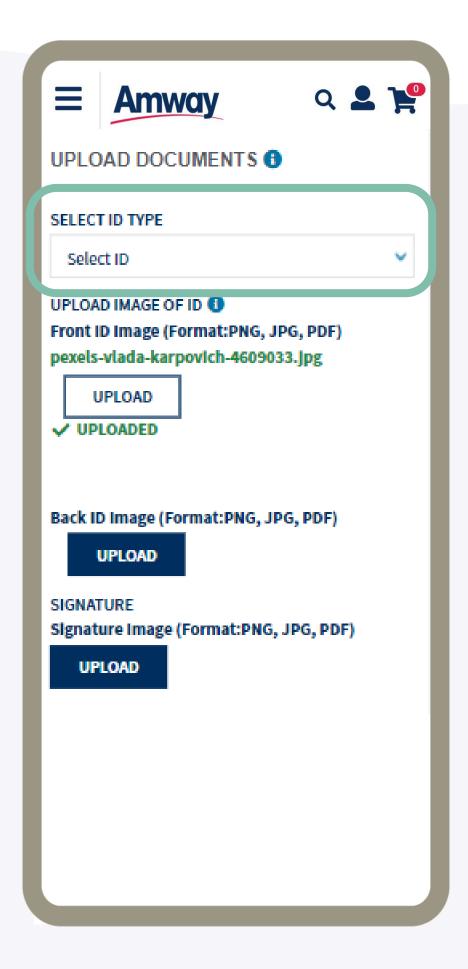




#### **Upload Required ID**

Select your ID Type. Then upload a front and back ID with a photo of your signature.

The file size should not exceed 5MB in *PNG*, *JPG* or *PDF* format.



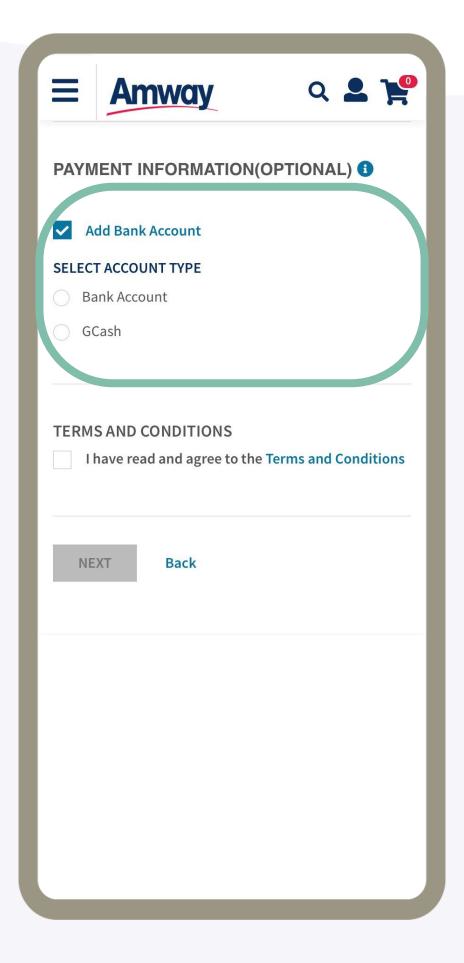




# **Enter Payment Information**

Mark the **Add Bank Account** checkbox. Select the bank account type.

Choose between **Bank Account** or **GCash** and fill up the details.

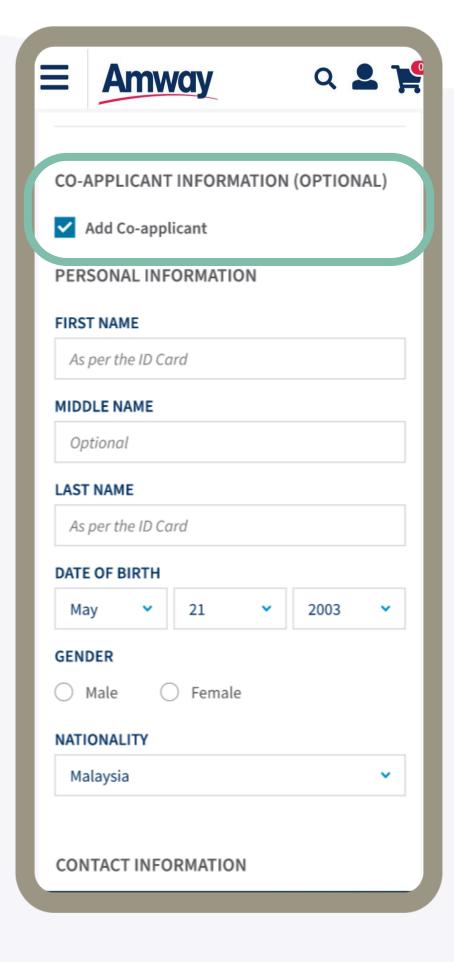






### Select Add Coapplicant

Enter your co-applicant's details including personal information and contact details.



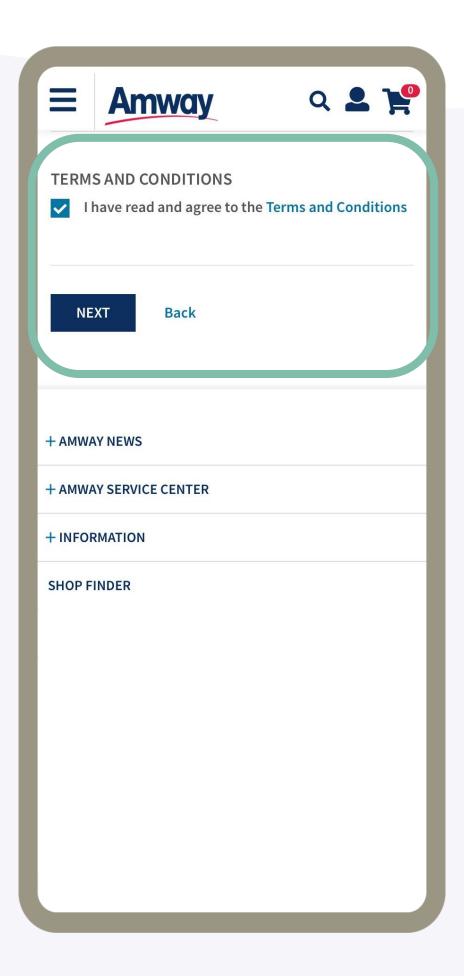




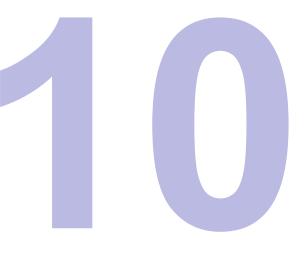
# Agree to Terms and Conditions

Go through the **Terms** and **Conditions**. Then mark the checkbox to agree to the terms and conditions.

When done, click Next.

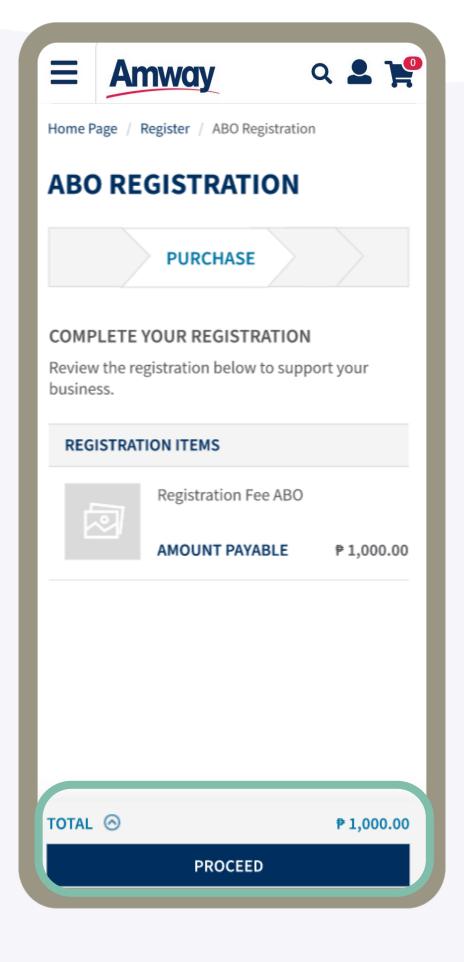






### **Pay Registration Fee**

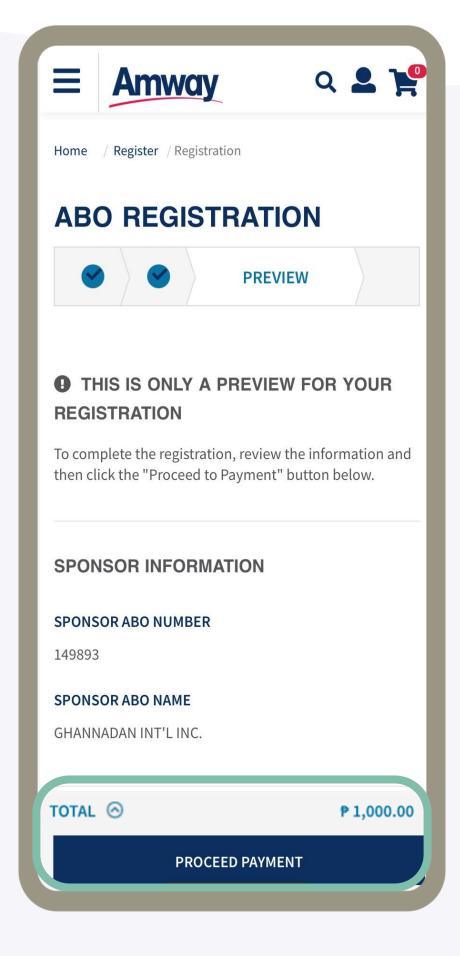
The registration fee is ₱1,000, which you will be able to view under the **Purchase tab**. Tap **Proceed**.







#### Preview MA Registration



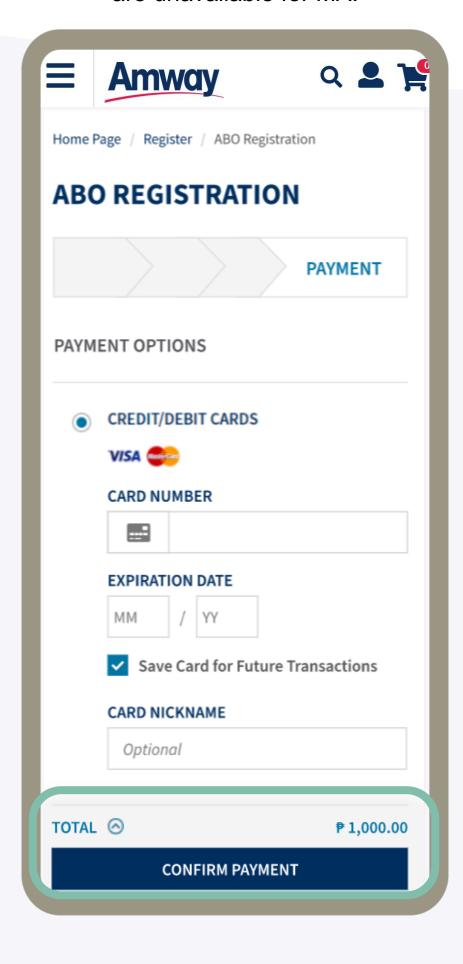




# Select Confirm Payment

Choose your payment option and enter the required payment information.

COD and OTC payment options are unavailable for MA.



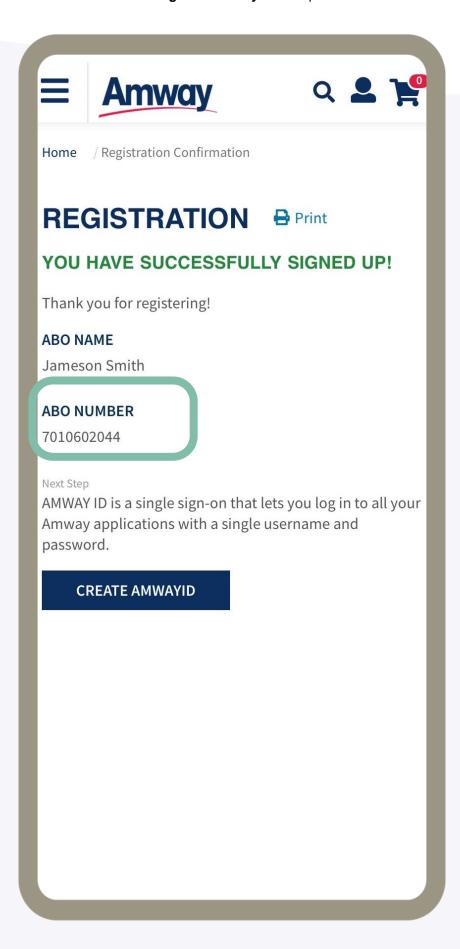




# Registration is Successful

After payment, you will be redirected to MA Registration Success page. View your MA account details before creating your Amway ID.

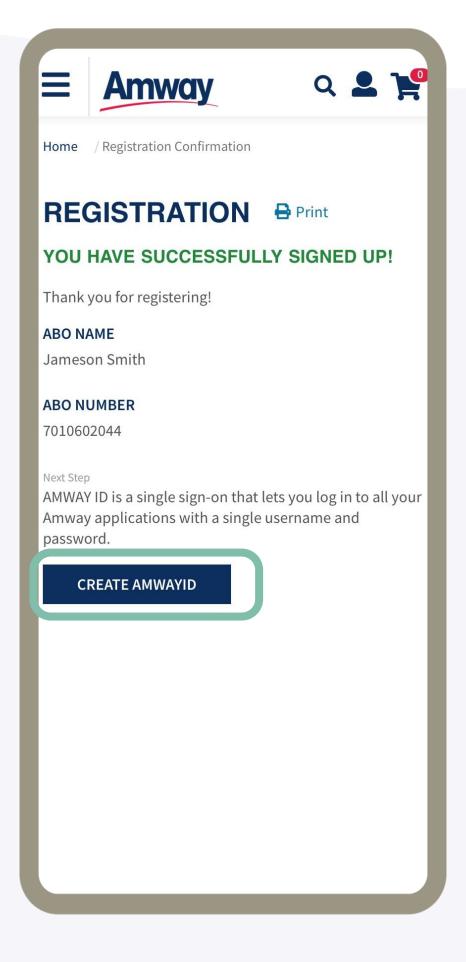
**Important:** The system will automatically block your account from ordering as you are required to undergo and complete the Marketing Advisor Training via Learning Management System (LMS). Once the LMS Training is completed, please send an email to **Alvin.Agulto@amway.com** to proceed.







### **Create Amway ID**

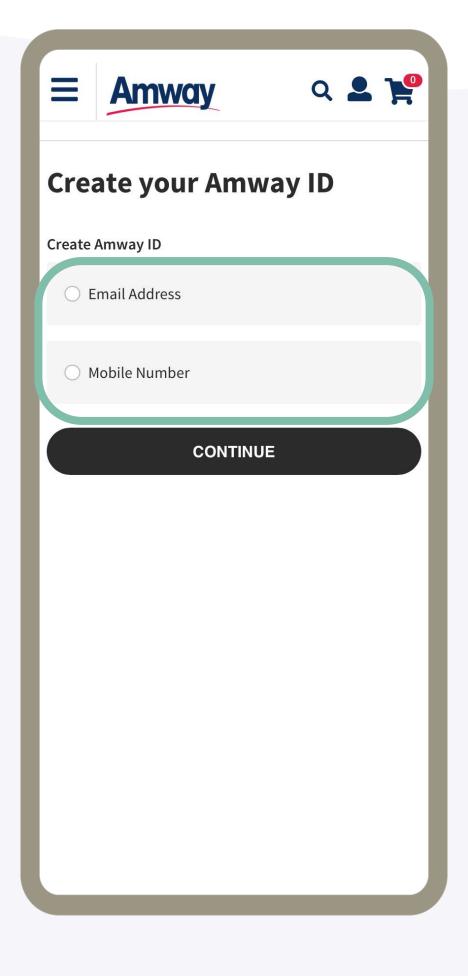






### **Select Login Method**

Choose to create your Amway ID via Email Address or Mobile Number.



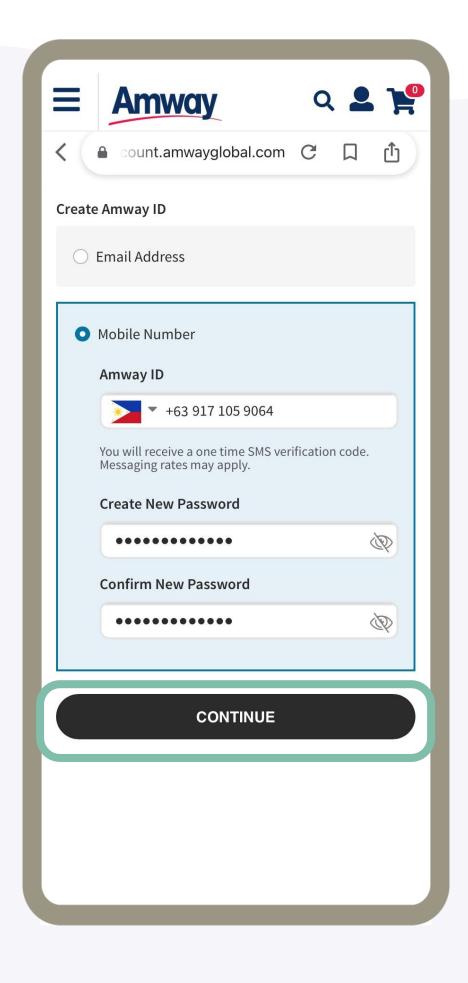




### **Set Login Details**

Enter your email address or mobile number.

Add new password too. Tap Continue.



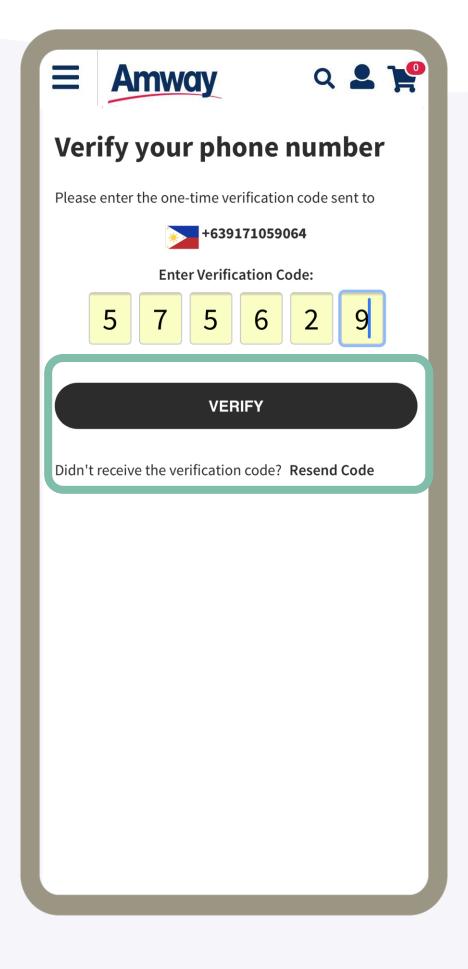




# Verify Email Address or Mobile Number

Enter the one-time verification code sent to your email address. Tap **Verify** to create your Amway ID.

If you did not receive your verification code, tap **Resend Code**.







### First-Time Account Login

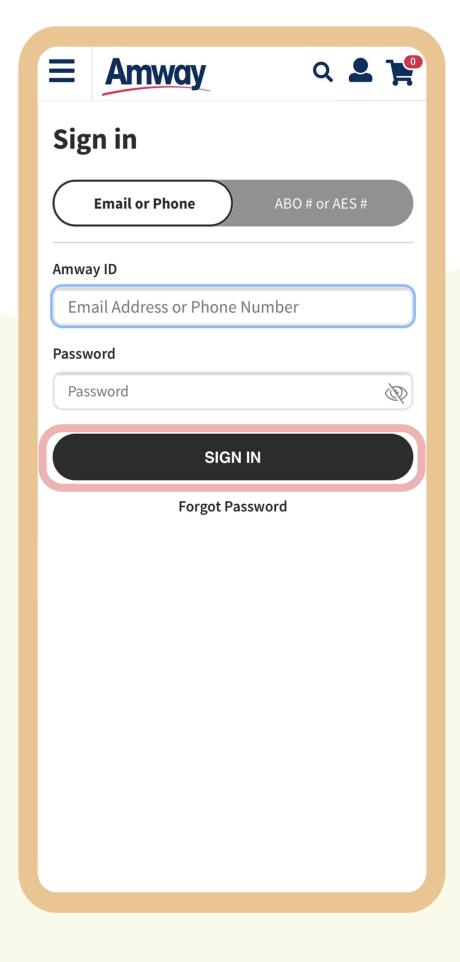
Quick Guide To Easy Sign-Up

Amway



### Log In Account

After successful registration, click **Create Amway ID**. Once done, log in to your account, tap **Sign In**.



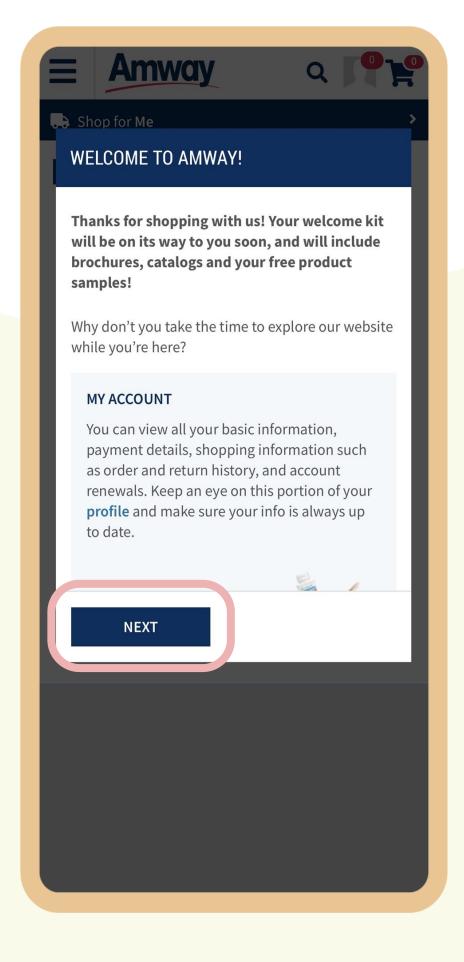




### View Welcome Message

Get information on how to make a first-time purchase, training, rewards and more.

Once you are done reading, tap Next.

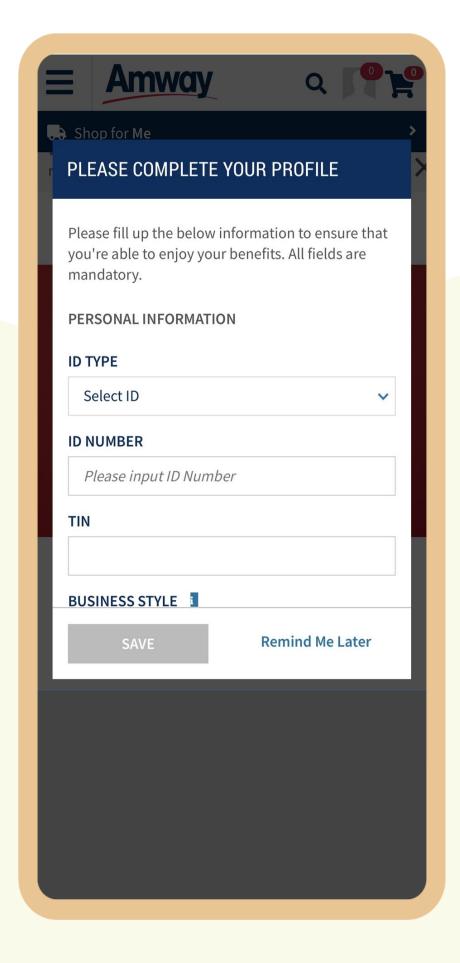






# **Enter Personal Information**

Any missing information during registration must be completed here.



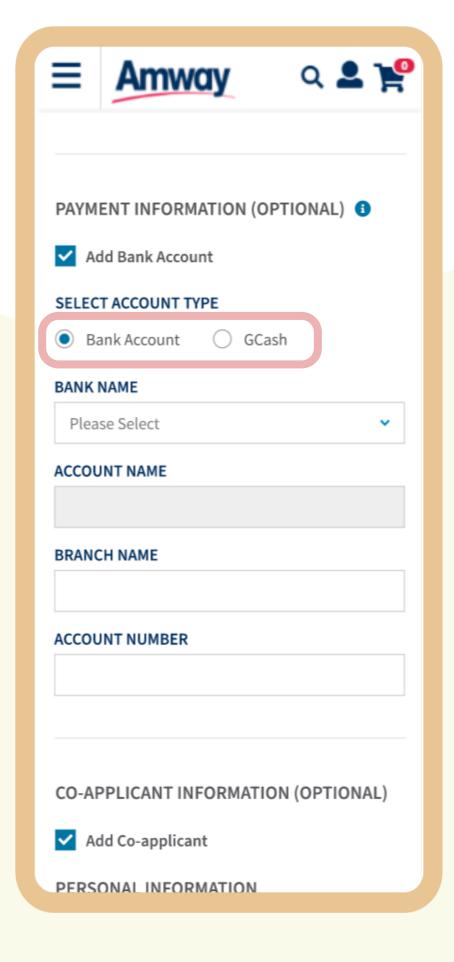




### **Enter Payment Information**

Under your profile, fill your bank details. All fields are mandatory.

You can choose between Bank Account or GCash.

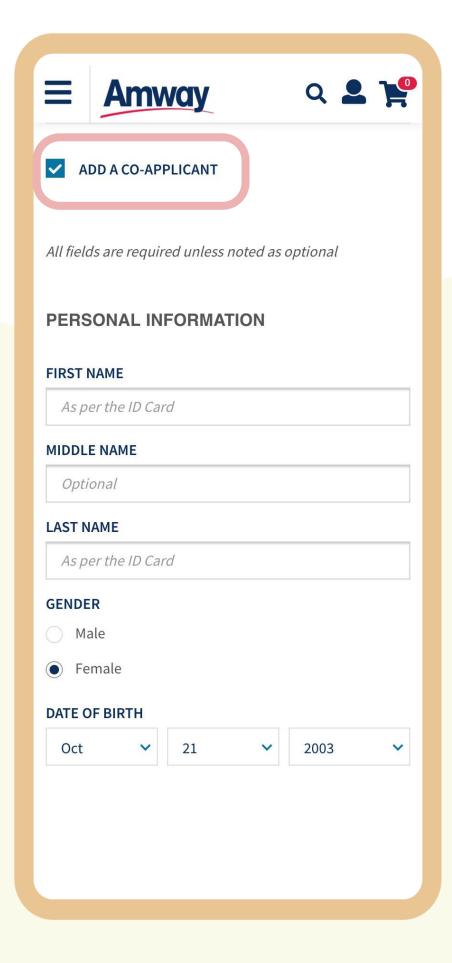






### **Enter Co- Applicant Information**

Under your profile, fill your coapplicant details. All fields are mandatory.



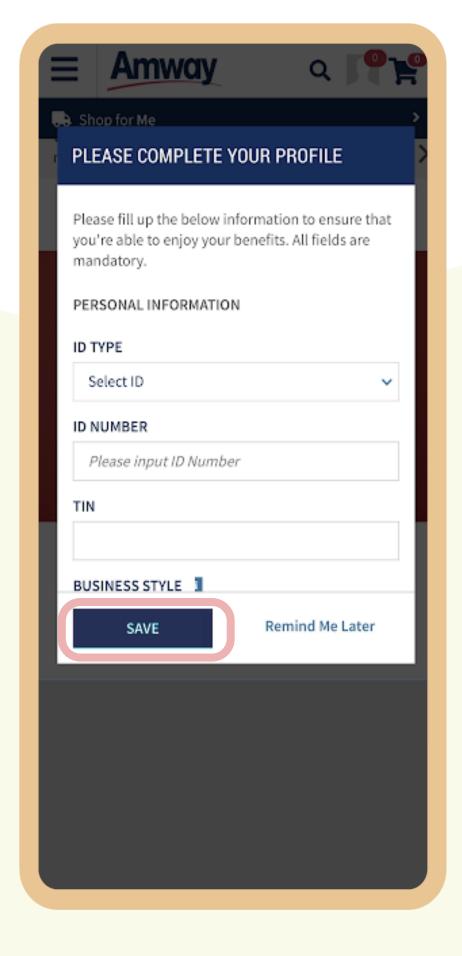




### **Complete Profile**

Tap **Save**. Your profile is now complete for you to enjoy Amway!

Note: You are allowed to skip profile setup up to 3 times.







### **Seamless Checkout**

Quick Guide To Easy Shopping

(Non-Logged In)

Non-ABO/AES

**Amway** 

# Shop With Amway Seamless Checkout Feature



Hassle-Free Shopping Experience



Automatically Merges Shopping Cart

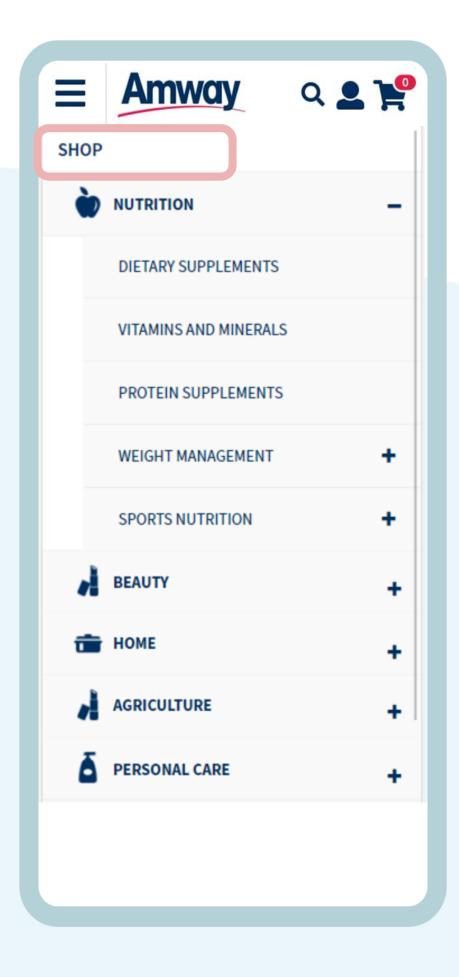


No Double 'Add To Cart' Process



## Click the Shop Tab

From the Homepage, choose any of the categories to shop products.

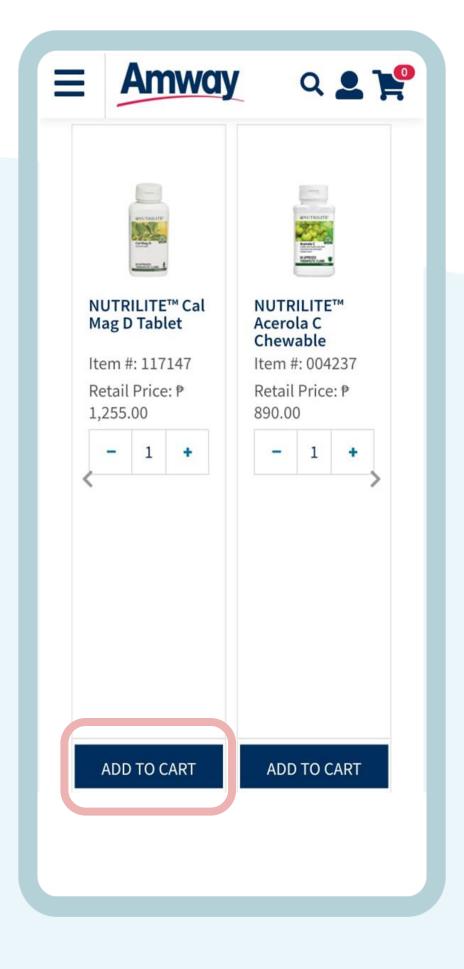






## Add Products To Cart

Select products to make a purchase. Then tap, Add To Cart.

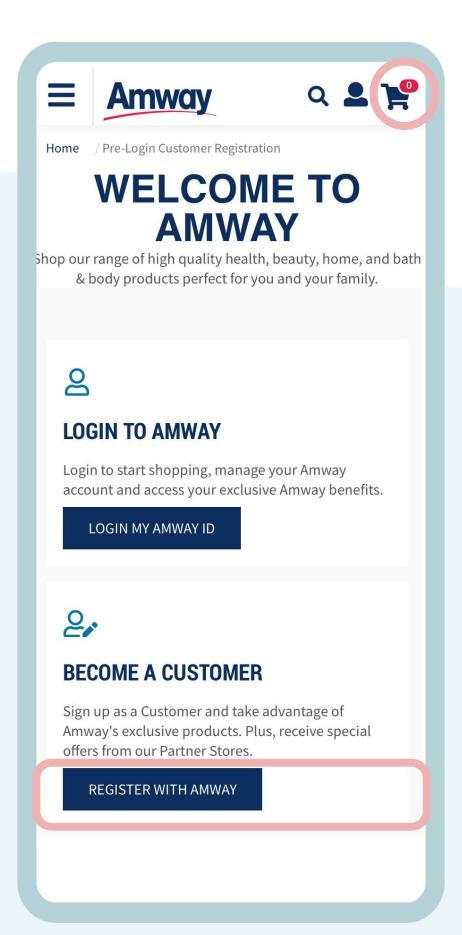






### Tap the Cart Icon

Upon clicking the **Cart** icon at the top right, you will be redirected to the Login To Amway page. Select **Register With Amway**.





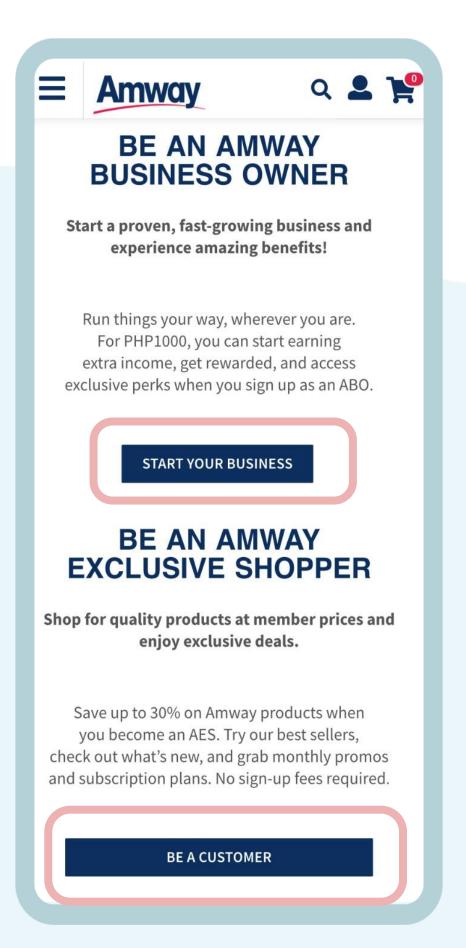


## Tap Register With Amway

Select your registration option.

To register as an ABO, tap **Start Your Business.** 

To register as as AE Shopper, tap **Be** a Customer.

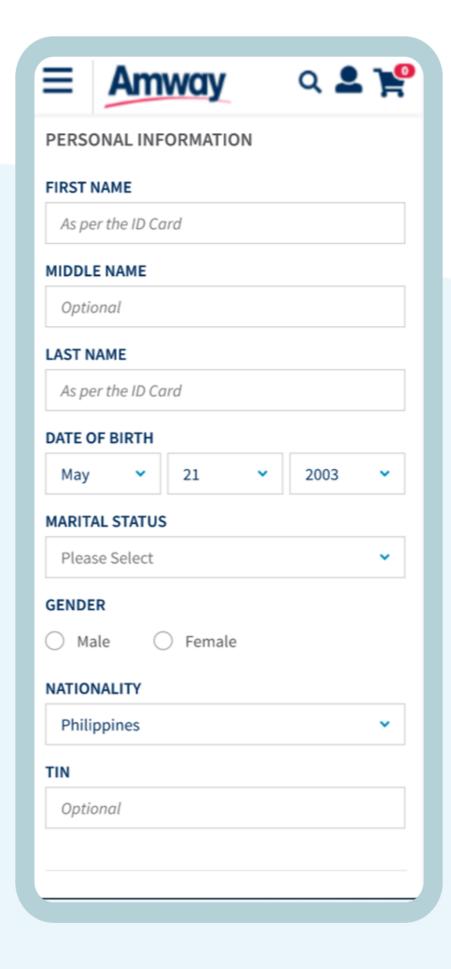






### **Enter Your Details**

Follow the registration steps for **ABO** or **AES** flow.



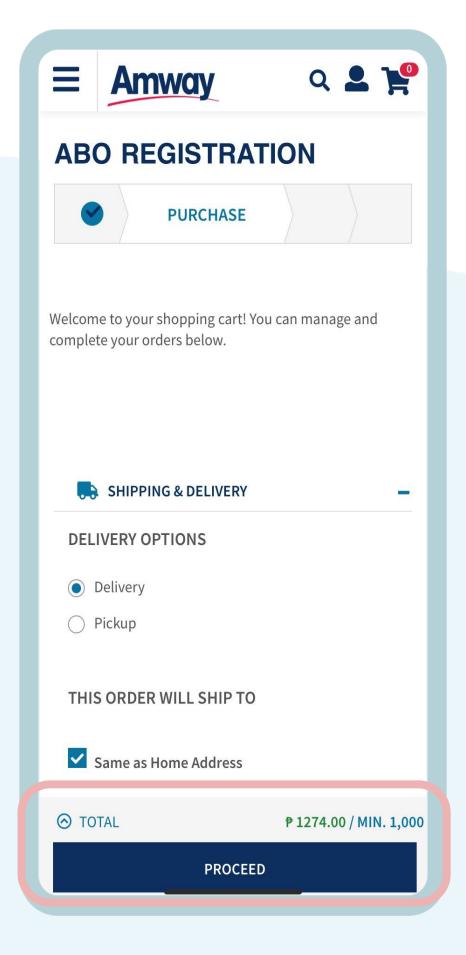




### **Continue Shopping**

Under the purchase tab, choose the selected Amway products from the list and tap **Add To Cart**.

Skip this step if you are ready to make a payment.

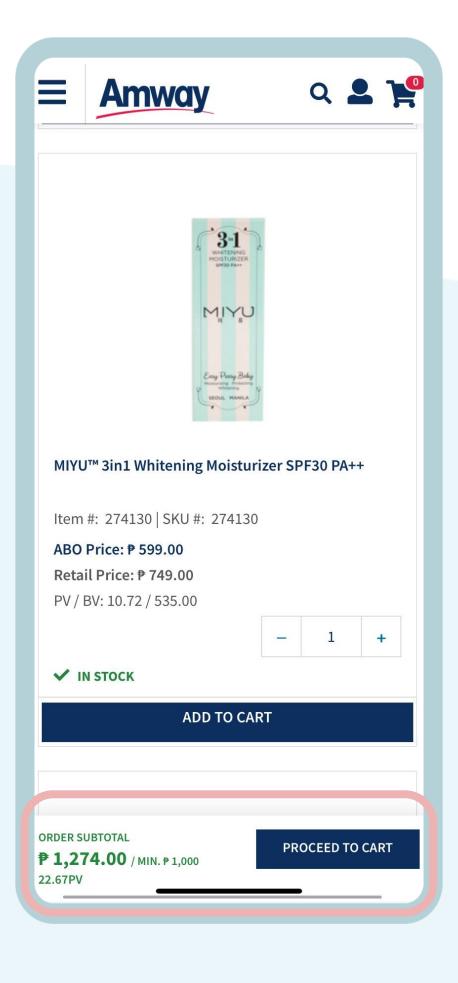






### **Tap Proceed To Cart**

Products will be added into the same cart with your previous products before registration.

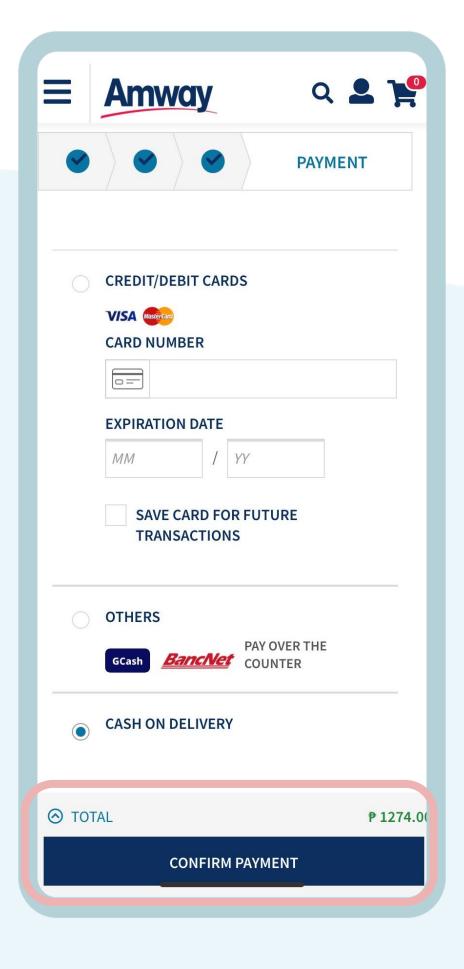






## Select Confirm Payment

Choose your payment option and enter the required payment information.

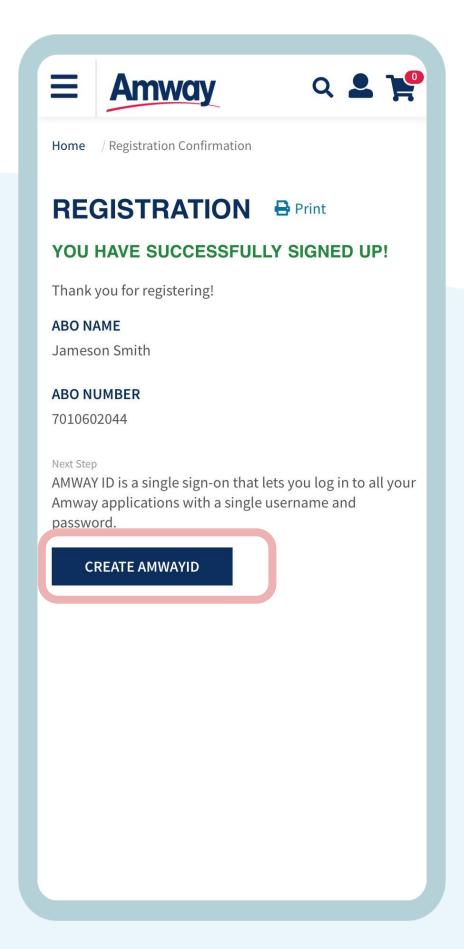






## Purchase is Successful

You have successfully registered and purchased your Amway products. Proceed by clicking the **Create Amway ID** button.







### Seamless Checkout (Non-Logged In)

Quick Guide To Easy Shopping

(Non-Logged In)

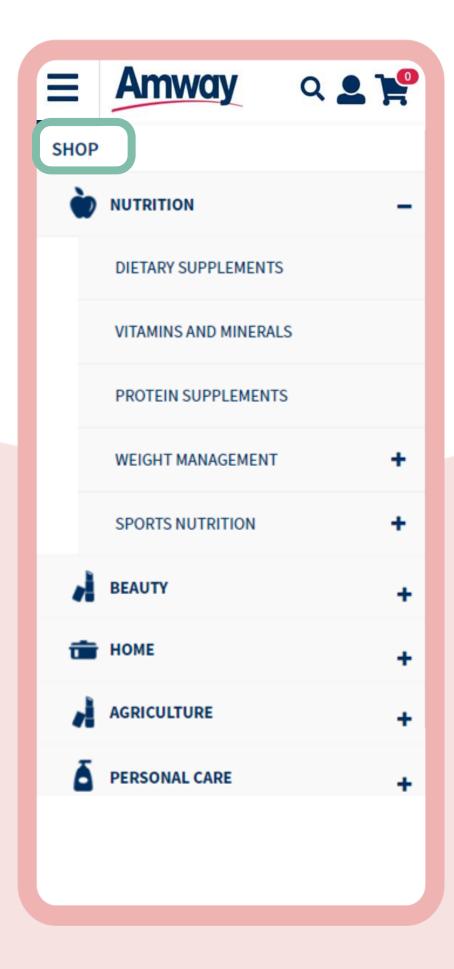
Registered ABO/AES

Amway



## Click the Shop Tab

From the Homepage, choose any of the categories to shop products.

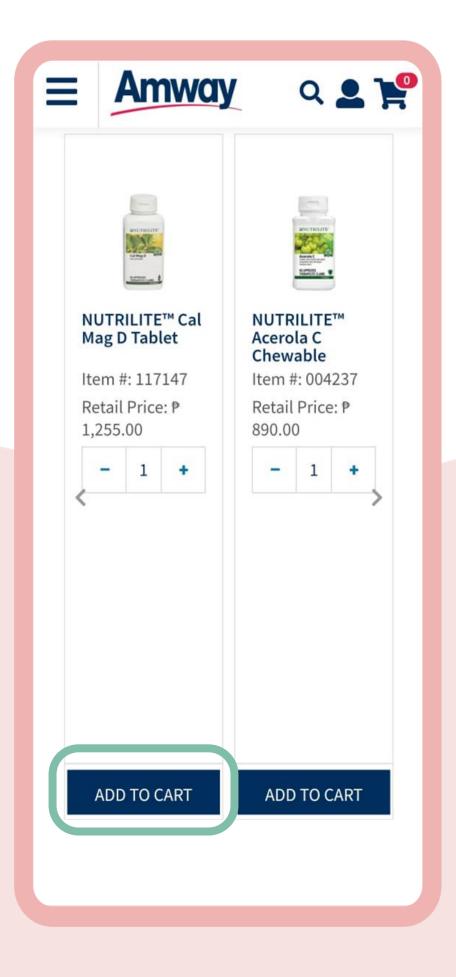






### Add Products To Cart

Select products to make a purchase. Then tap, **Add To Cart**.

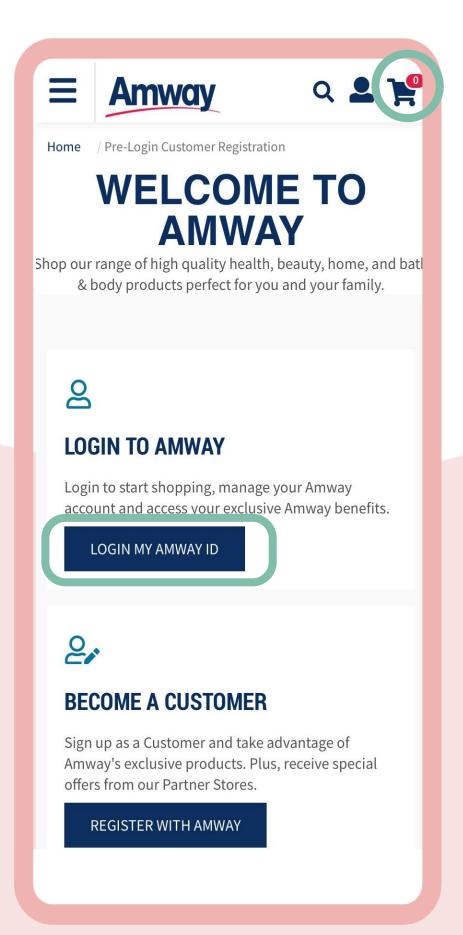






### Tap the Cart Icon

Upon clicking the **Cart** icon at the top right, you will be redirected to the Login To Amway page. Select **Log In**.

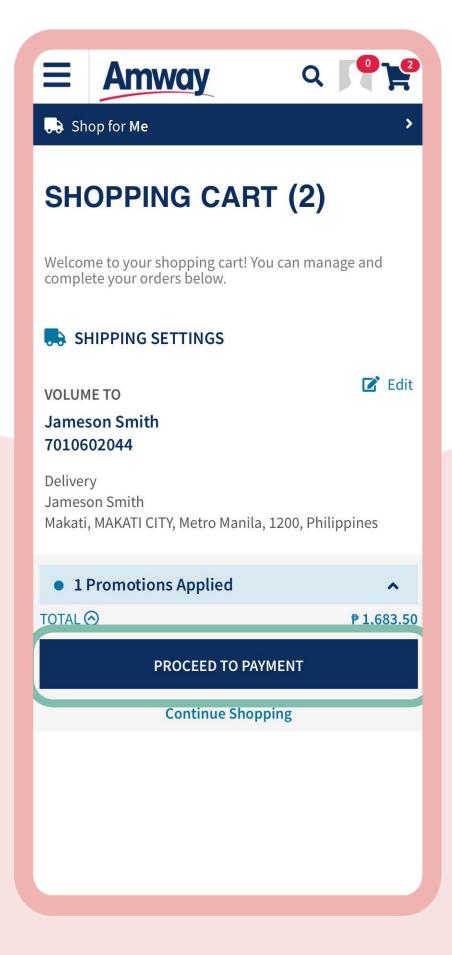






### Log In To Amway

Enter your login details. You will be redirected immediately to shopping cart page.



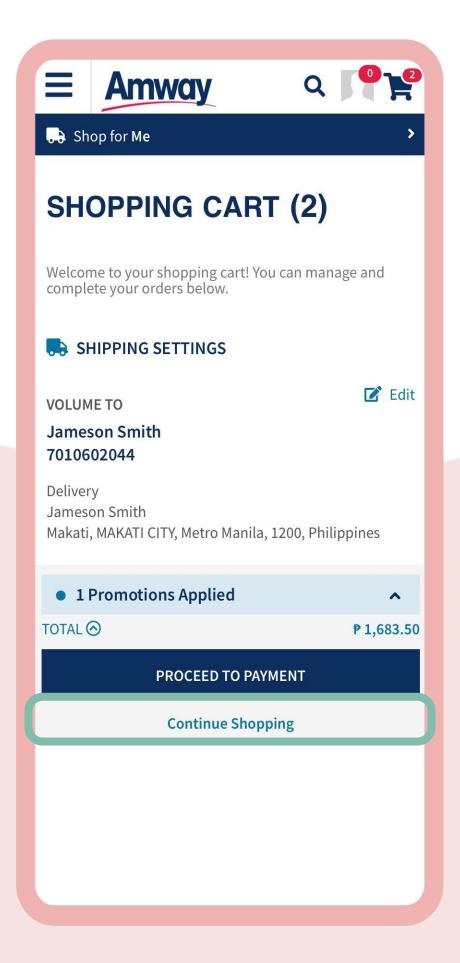




### **Continue Shopping**

Tap **Continue Shopping** to browse through products

Skip this step if you are ready to make a payment.

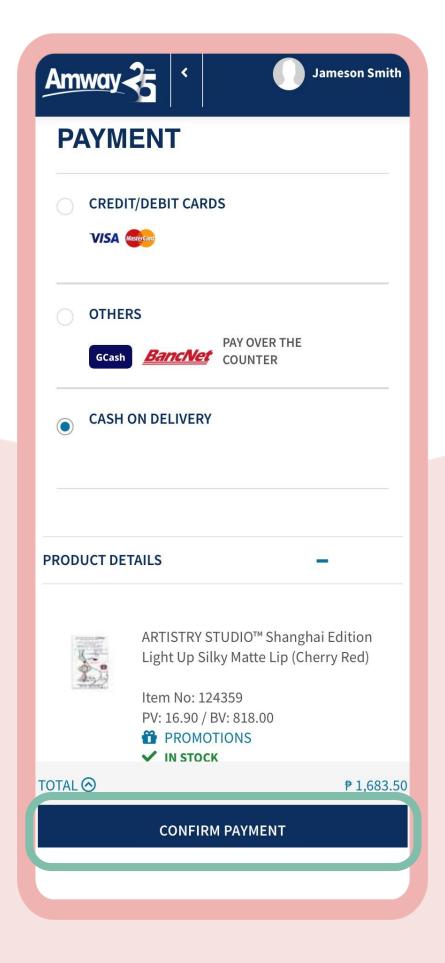






## Select Proceed To Payment

Choose your payment option and enter the required payment information to complete your purchase. Next, tap **Confirm Payment**.

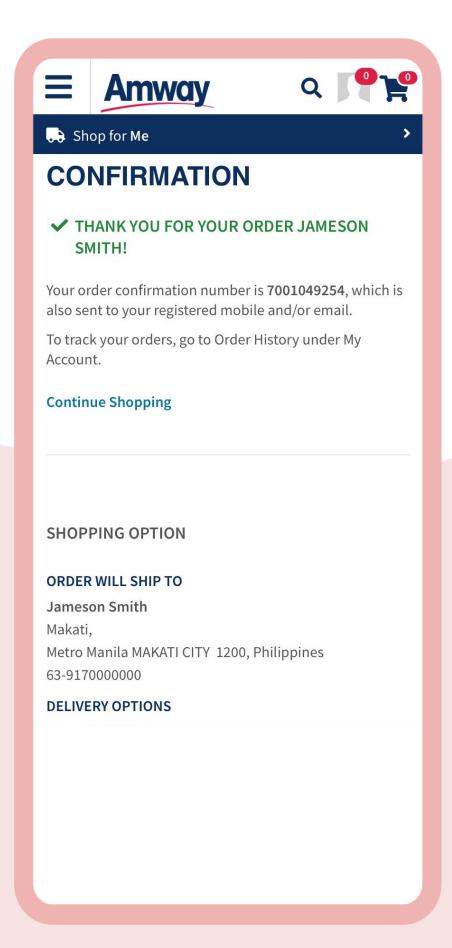




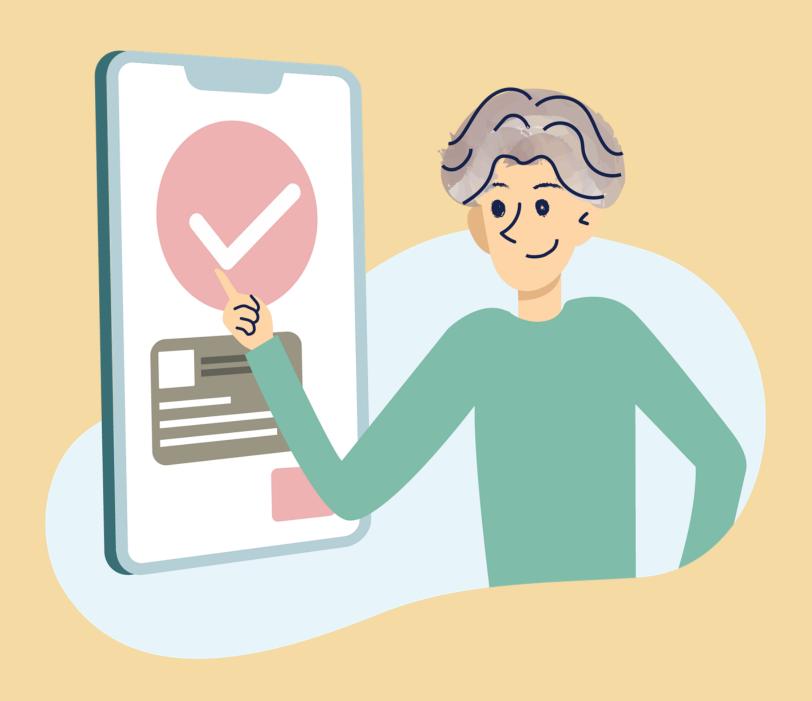


### Purchase Is Successful

Your purchase is successful when you are redirected to the Confirmation page.







## Renew Membership (ABO)

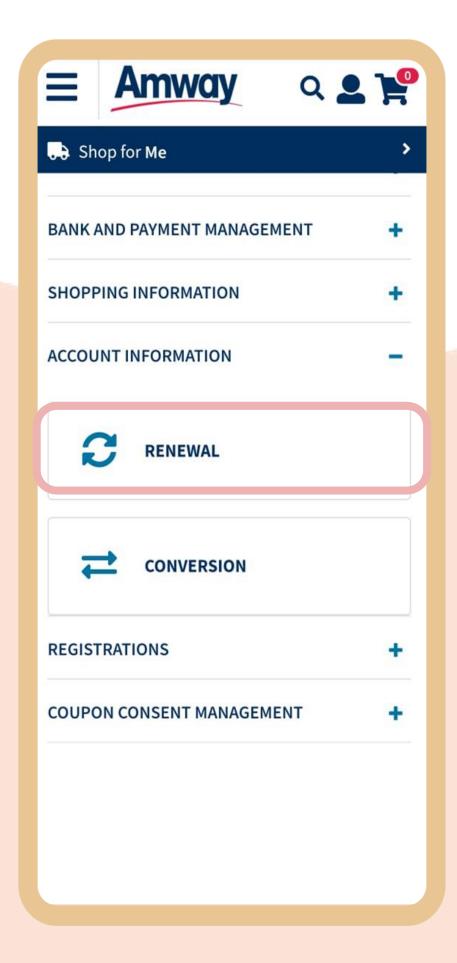
Quick Guide To Easy Sign-Up

Amway



### **Tap My Account**

Expand the **Account Information** section and select **Renewal.** 



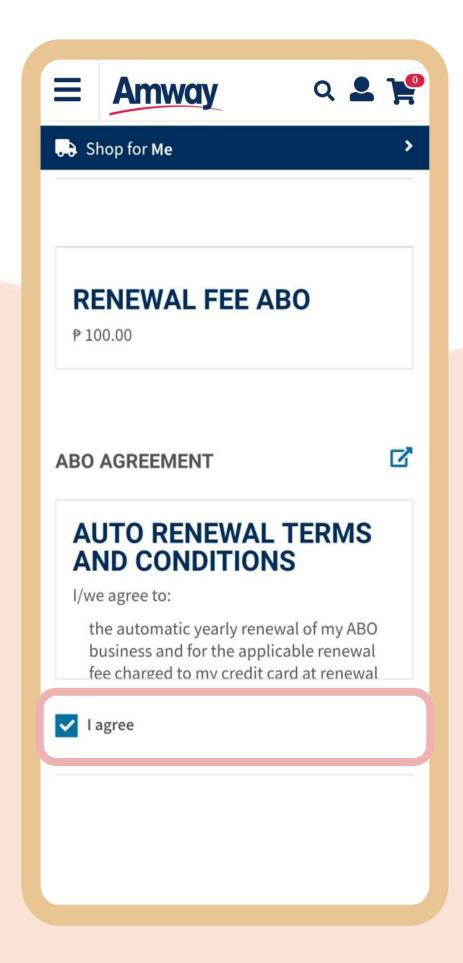




### **Agree to Terms** and Conditions

Select Auto Renewal.

Review the renewal fee, then mark the **I Agree** checkbox.



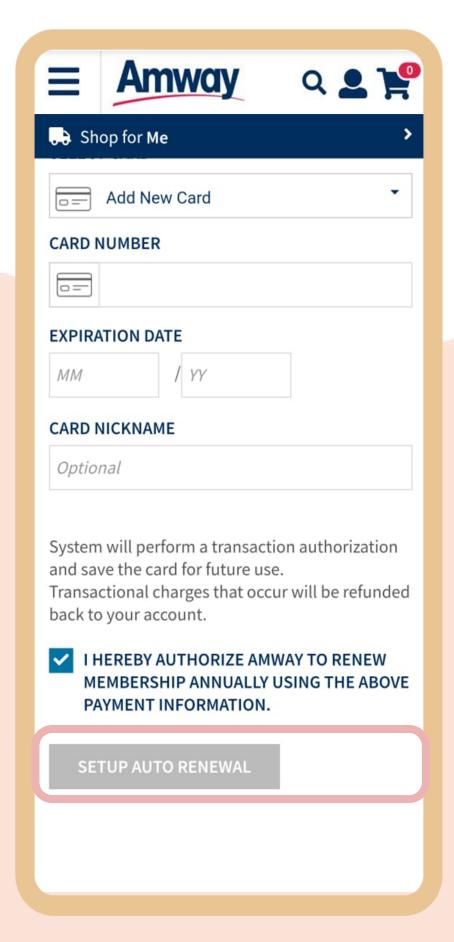




## Select Payment Mode

Enter your card details and tap **Setup Auto Renewal** to confirm your renewal.

Note: AES Membership auto renews for product purchase made every 6months.







## Convert From AE Shopper to ABO

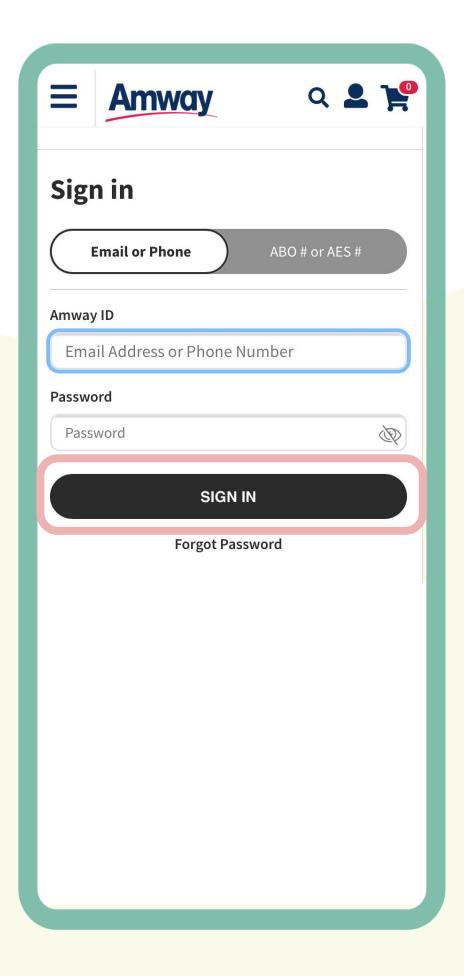
Quick Guide To Easy Sign-Up





### Log In to My Account

After login, select the My Account icon to expand.

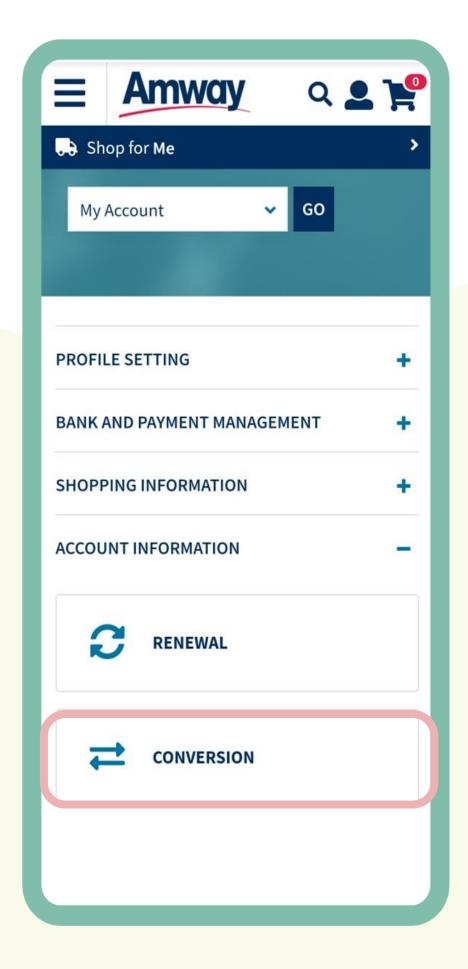






### Select ABO Conversion

Expand the **Account Information** tab to view conversion details. Fill in the mandatory fields.

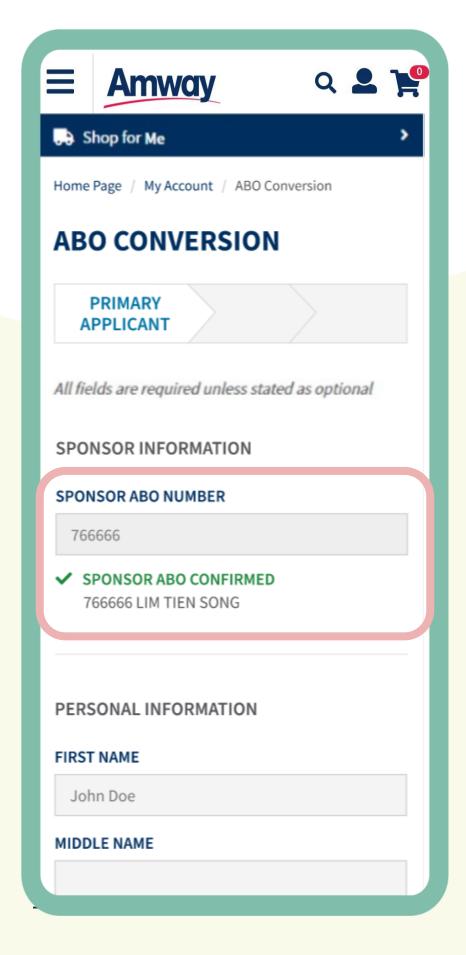






### **Enter Sponsor ABO Number**

A confirmation notice will appear at the bottom of the text box if your Sponsor ABO Number is confirmed.

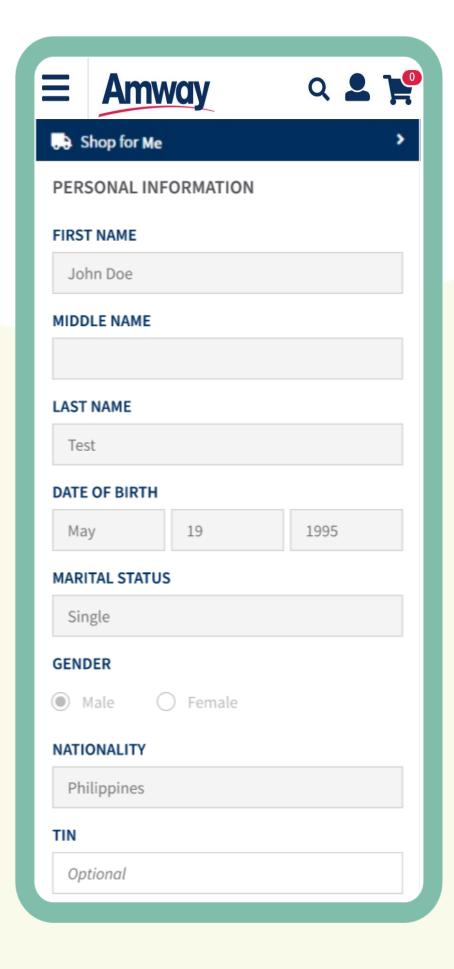






## Check Your Details

Mandatory information will be pre-filled.



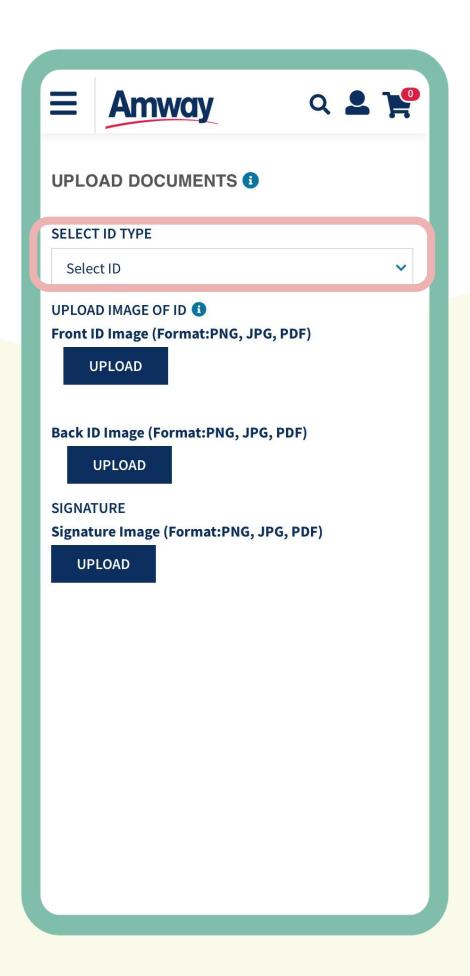




## Upload Required ID

Select your ID Type. Then upload a front and back ID with a photo of your signature.

The file size should not exceed 5MB in PNG, JPG or PDF format.





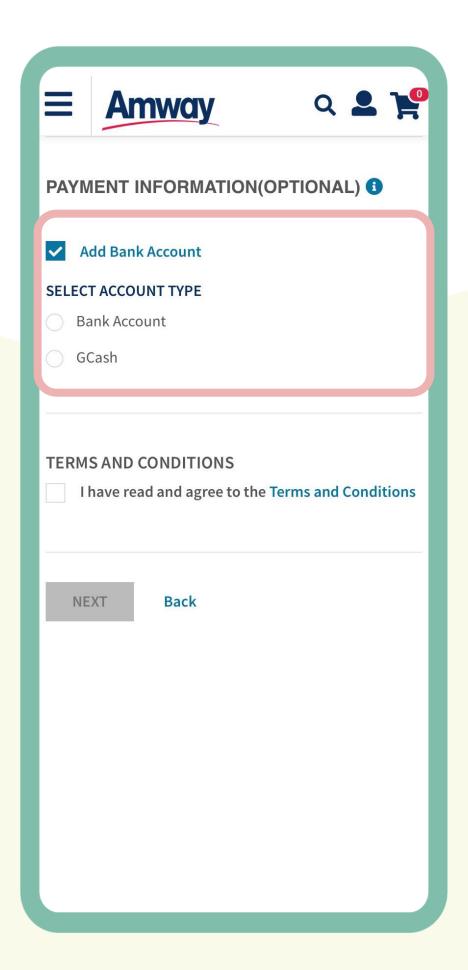


### **Enter Payment Information**

Mark the **Add Bank Account** checkbox. Select the bank account type.

#### Choose

between **Bank Account** or **GCash** a nd fill up the details.

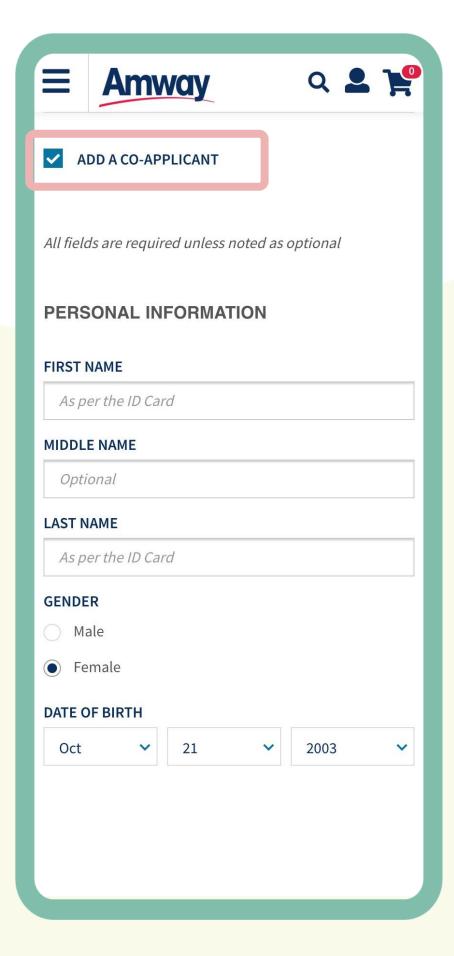






### Add Co-Applicant

Enter your co-applicant's details including personal information and contact details.



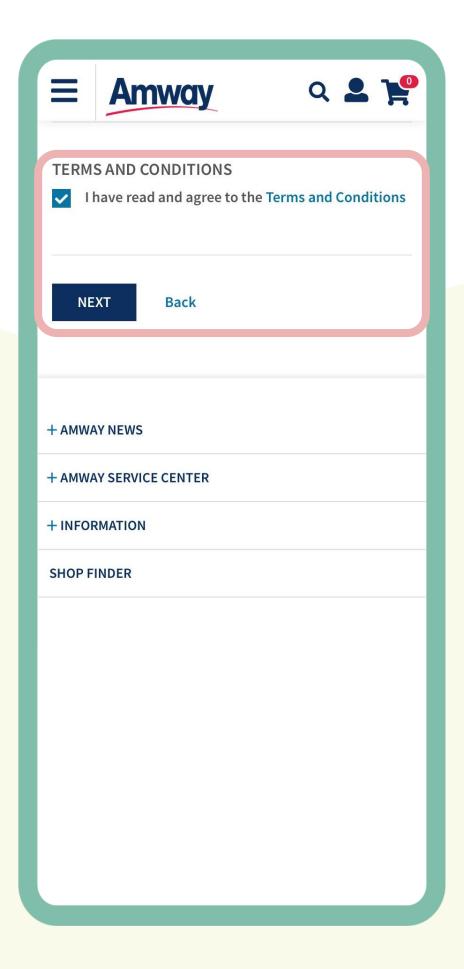




## **Agree to Terms and Conditions**

Go through the Terms and Conditions. Then mark the checkbox to agree to the terms and conditions.

When done, click Next.



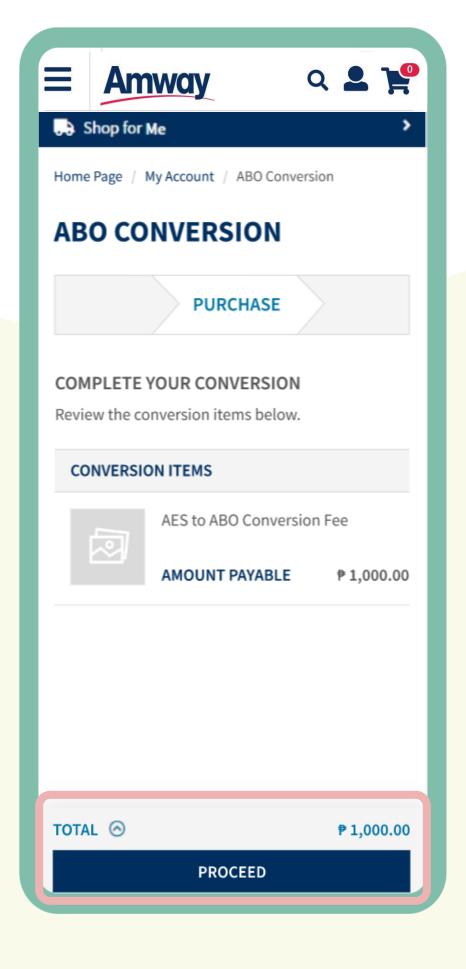




## Pay Conversion Fee

You will be redirected to the purchase tab. Tap **Proceed** to continue your conversion process.

The ABO conversion fee is ₱1,000.



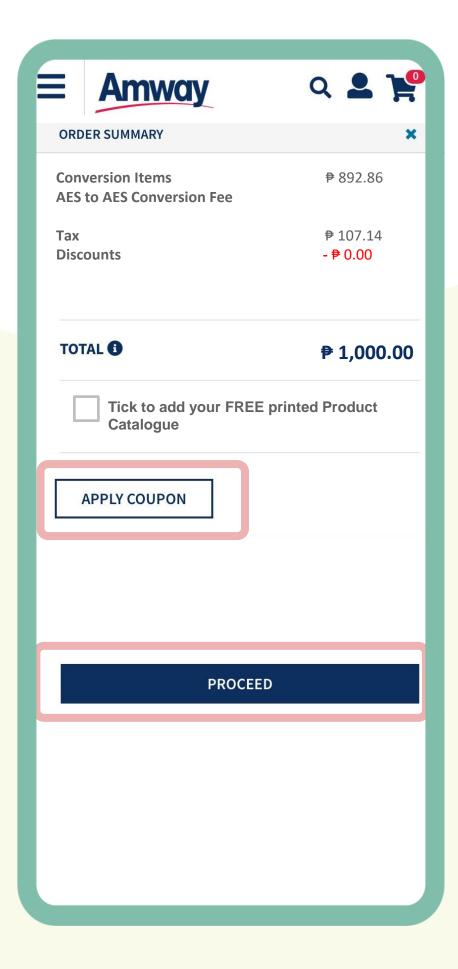




#### **Review Order**

Check your order summary and tap **Proceed.** 

To add coupons, tap on **Apply Coupon.** 



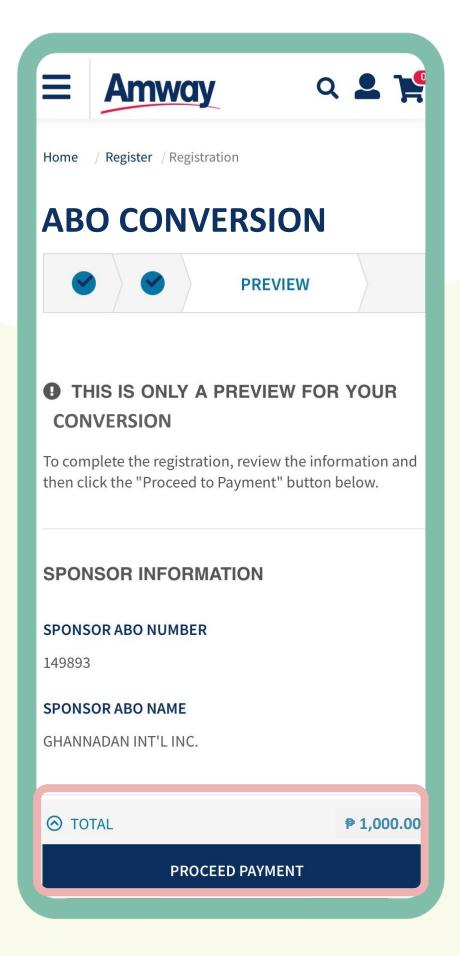




## Preview ABO Registration

Ensure all details on your ABO registration is correct.

Once checked, tap **Proceed To Payment.** 

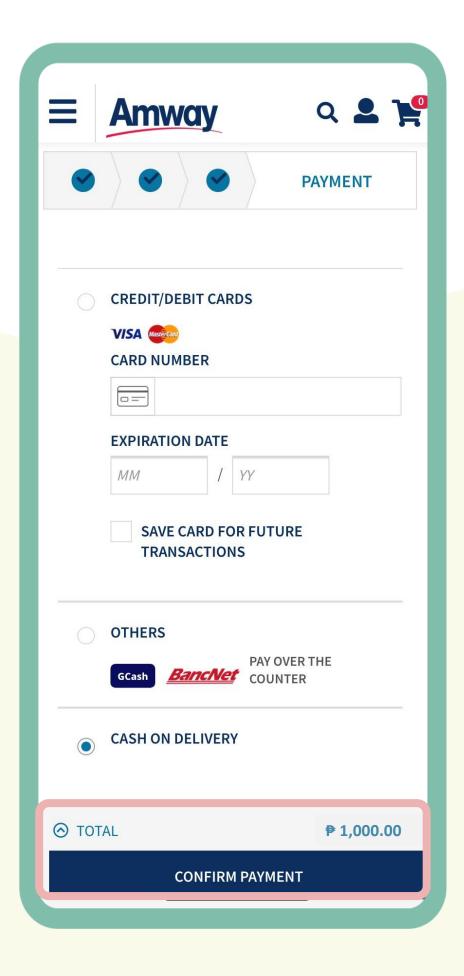






# Select Confirm Payment

Choose your payment option and enter the required payment information.



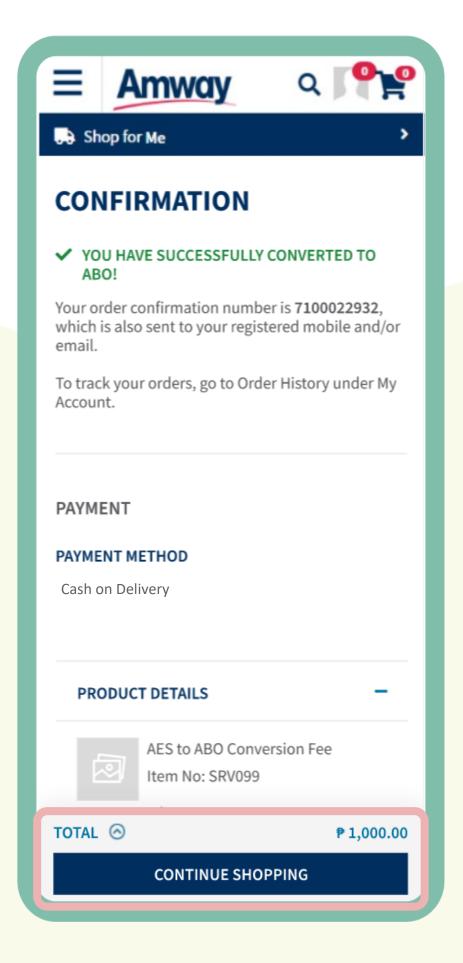




## Conversion Successful

Your ABO conversion is successful when a confirmation page appears with your order details.

To continue browsing Amway, tap Continue Shopping.







# Convert From ABO to AE Shopper

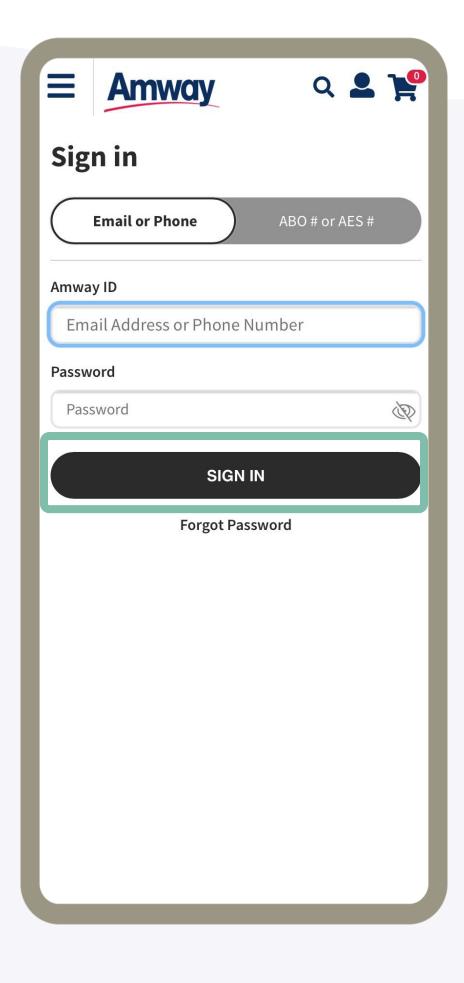
Quick Guide To Easy Sign-Up





### Log In to My Account

Sign into your account and expand **My Account** button.



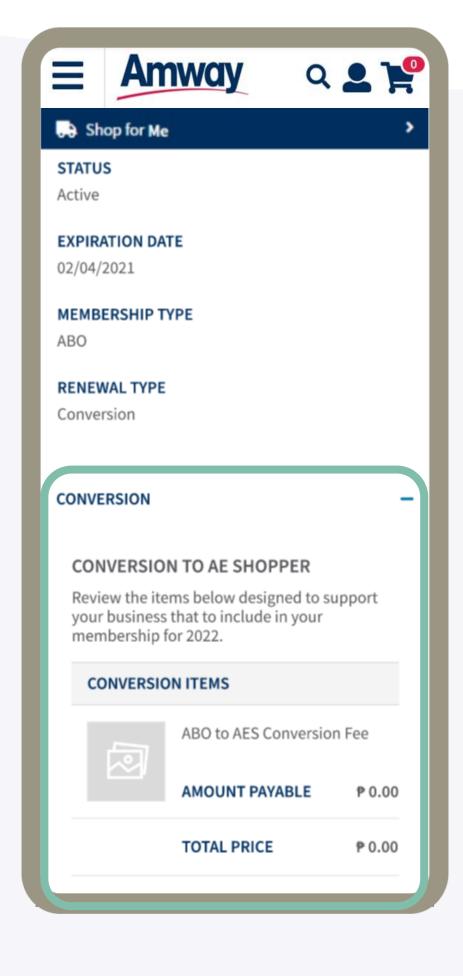




### **Select Conversion**

Log in to your **Amway Account** and expand the **Conversion** tab to view conversion details.

There is no conversion fee for conversions from ABO to AE Shopper.



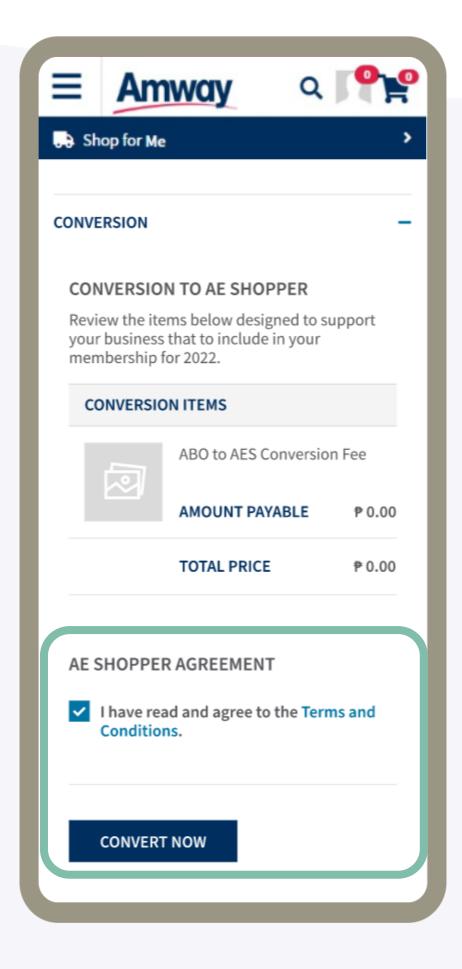




# Accept The AE Shopper Agreement

Go through the Terms and Conditions. Then mark the checkbox to agree to the terms and conditions.

When done, click Convert Now.



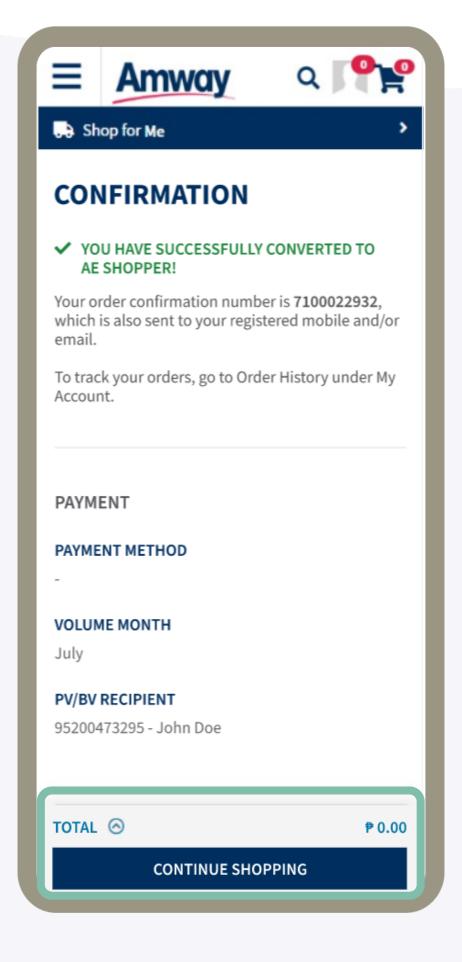




# Conversion Is Successful

Your AE Shopper conversion is successful when a confirmation page appears with your order details.

To continue browsing Amway, tap Continue Shopping.







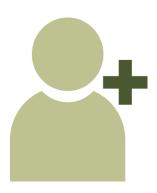
### Manage My Account

Quick Guide To Easy Sign-Up



### Easily Manage Your Amway Account

It's now easier than ever to update your account with new features.







Set delivery addresses



Manage payments methods



**Check Shopping History** 

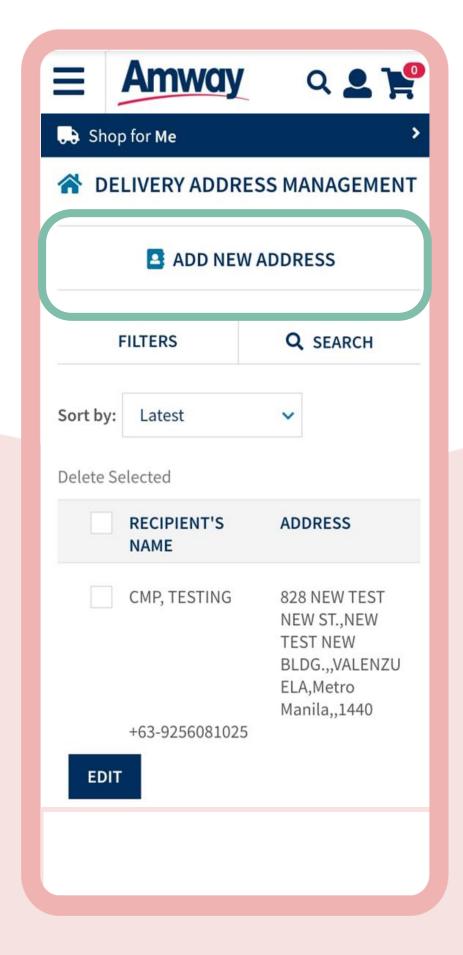


Save Coupons



### **Manage Address**

In **Delivery Address Management**, edit, delete existing delivery address or set new primary address.

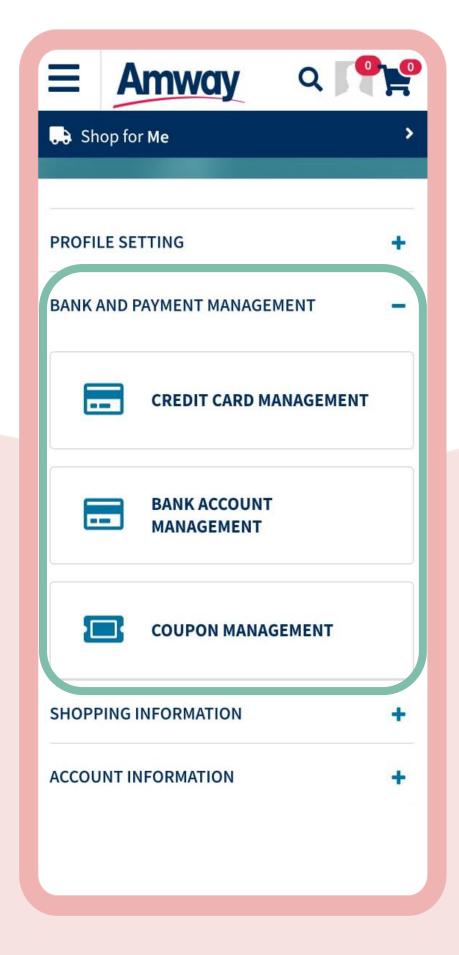






# Manage Banks and Payments

Access Credit Card Management, Bank Account Management and Coupon Management under **Bank and Payment Management** menu.

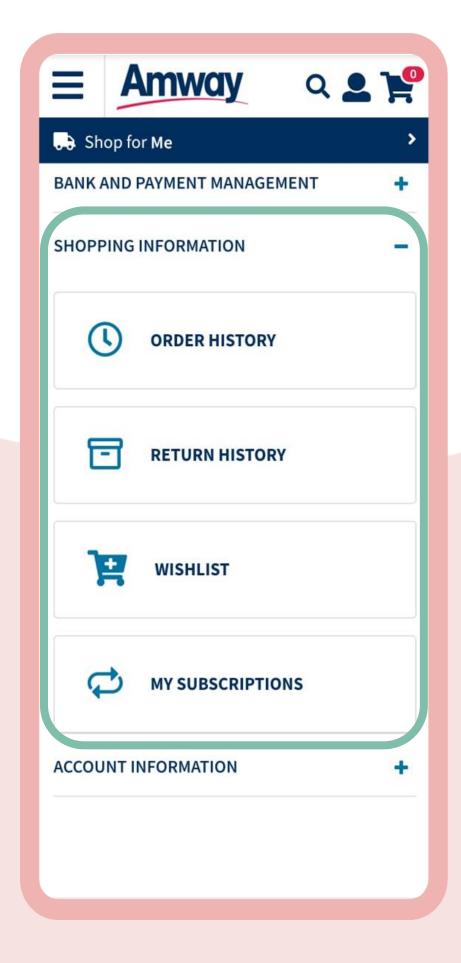






### Manage Shopping Details

Access Order History, Return History, Wishlist and My Subscriptions under **Shopping Information**.

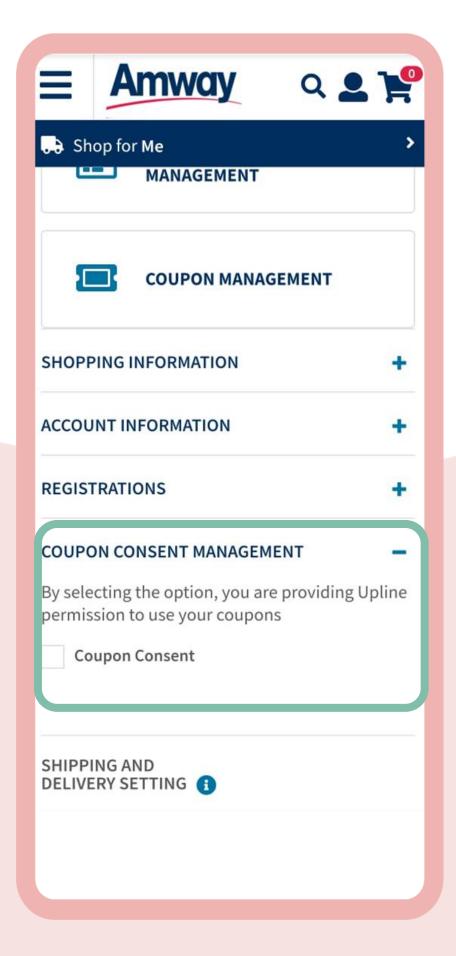






### **Manage Coupons**

Select Coupon Consent Management submenu to grant an upline the permission to use existing coupons on your behalf.

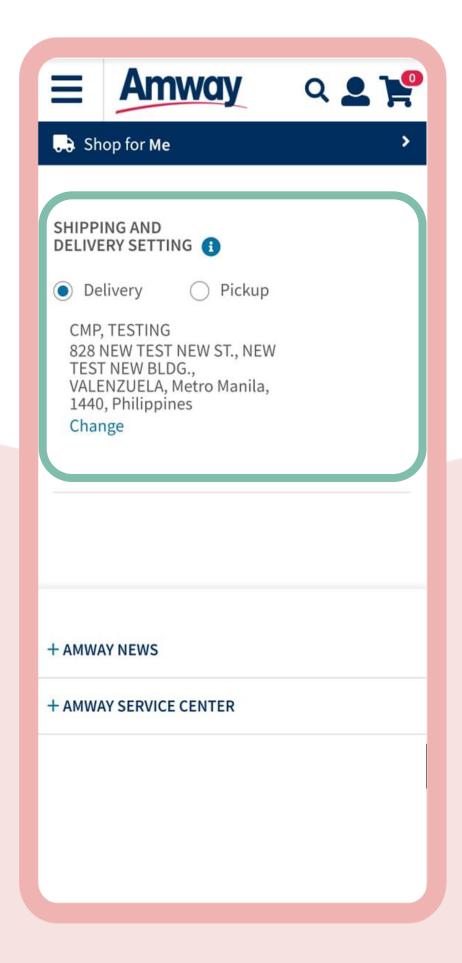






# Manage Shipping and Delivery

In **Shipping and Delivery Settings**, select your preferred shipping options between home delivery or pickup store.

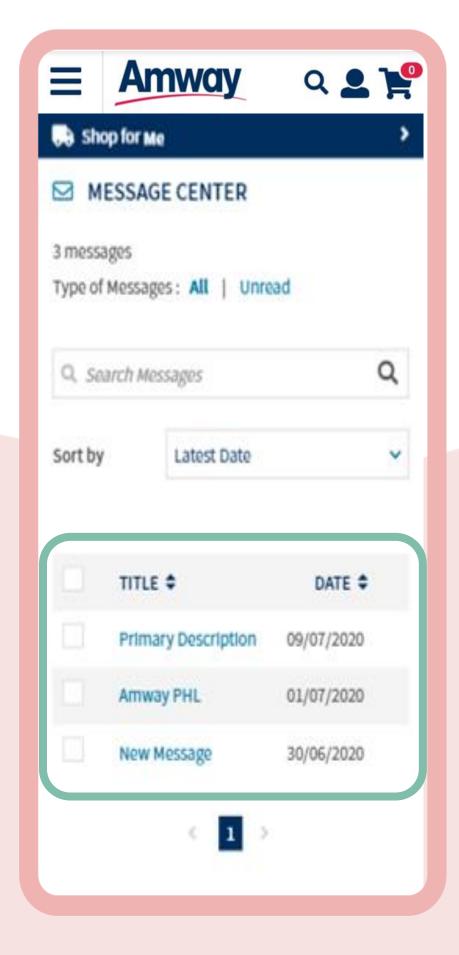






### Manage Notifications

Access **Message Center** in the dropdown menu to check your messages.







### **Update Contact Details**

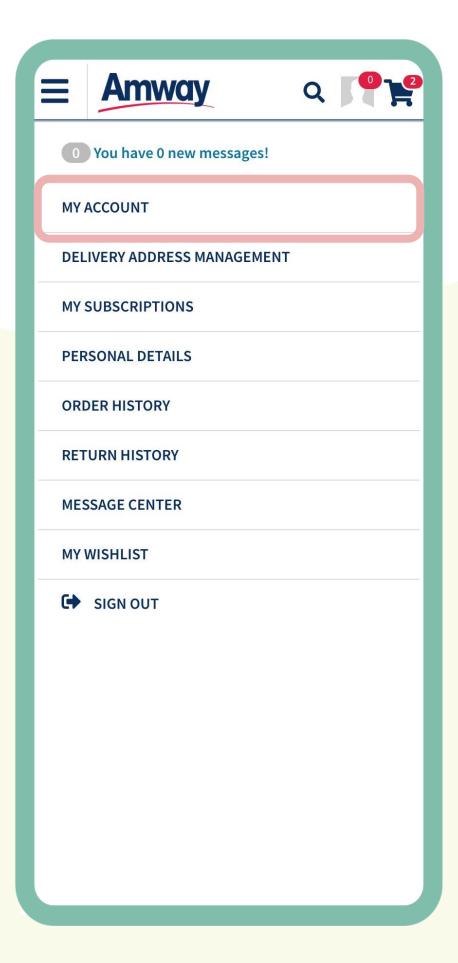
Quick Guide To Easy Sign-Up





### Log In to Account

Enter your login details and tap **My Account**.

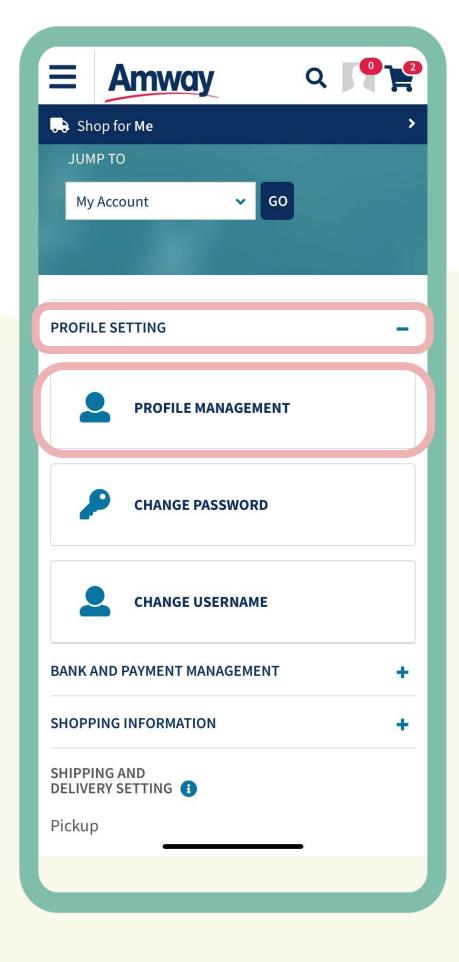






### **Select Profile Setting**

Expand the tab and choose **Profile Management**.



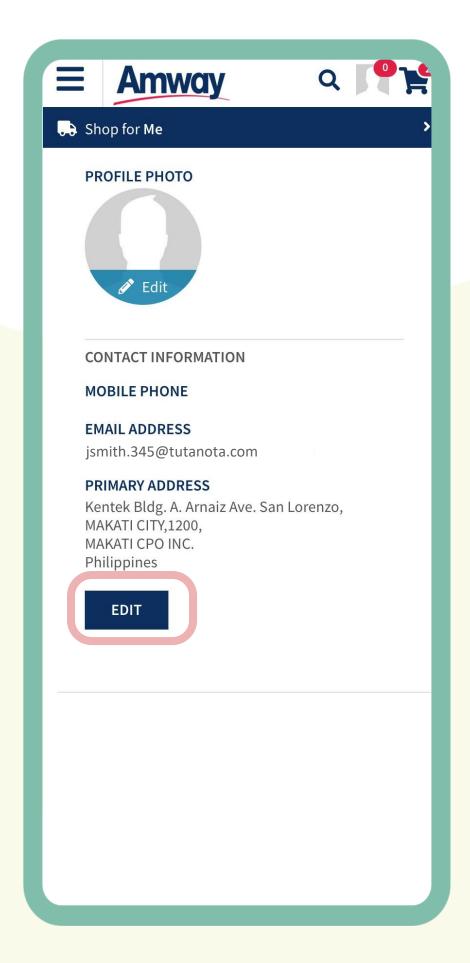




## **Edit Contact Details**

#### Scroll

to **Contact Information** and tap **Edit** to edit your mobile number, email and address.

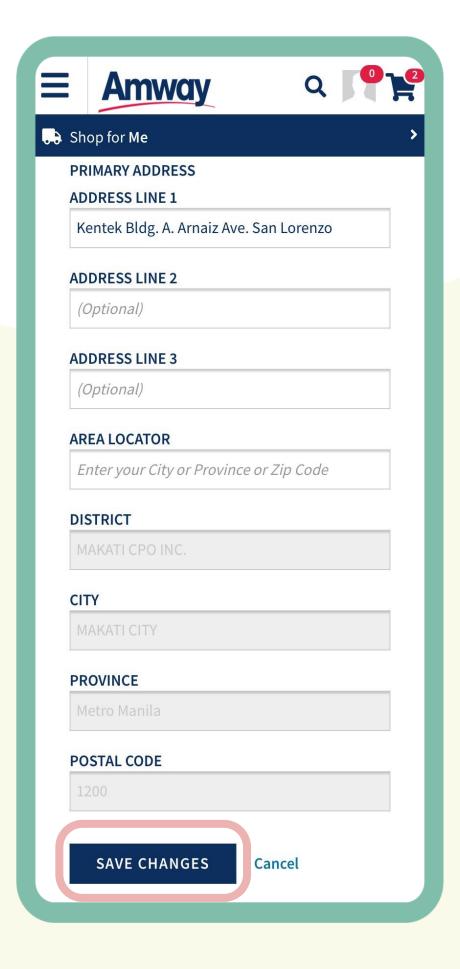






# Tap Save Changes

Once done, save your new contact details.







# Payment Management for Credit Card

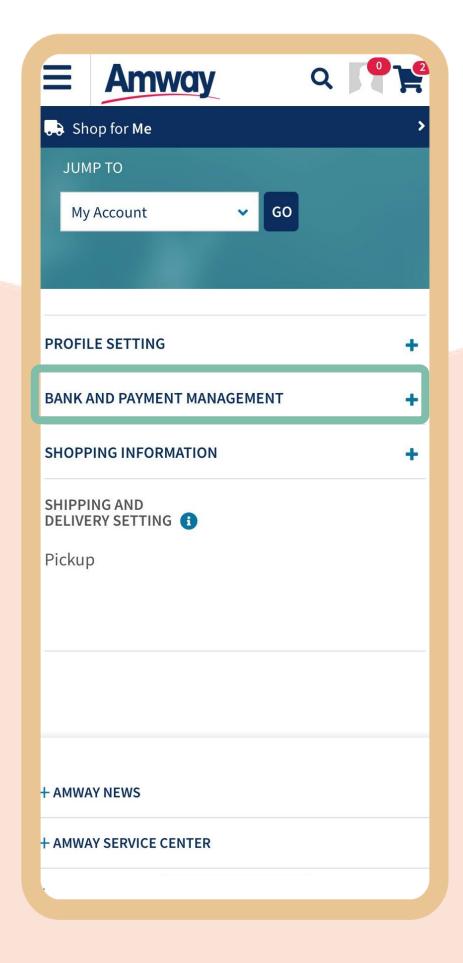
Quick Guide To Easy Sign-Up

Amway



### **Tap My Account**

Select Bank and Payment Management under the My Account section.

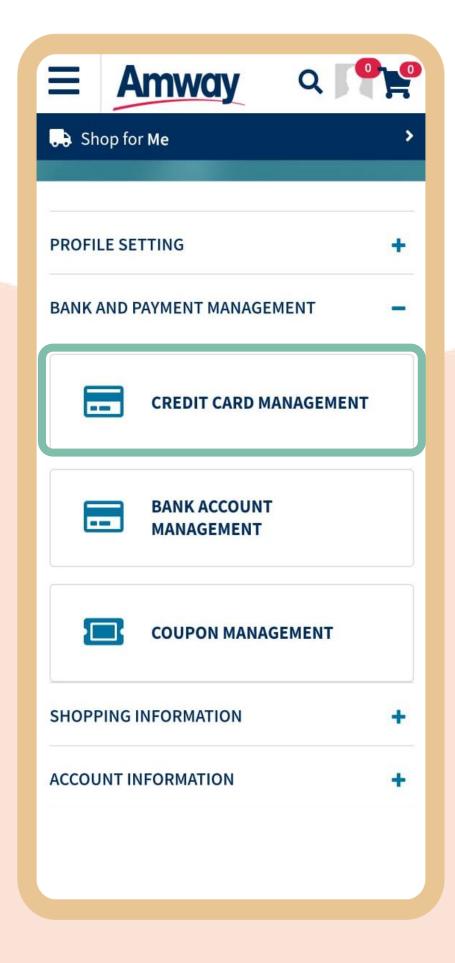






# Tap Credit Card Management

Expand the Bank and Payment Management tab to access the payment management dropdown list.

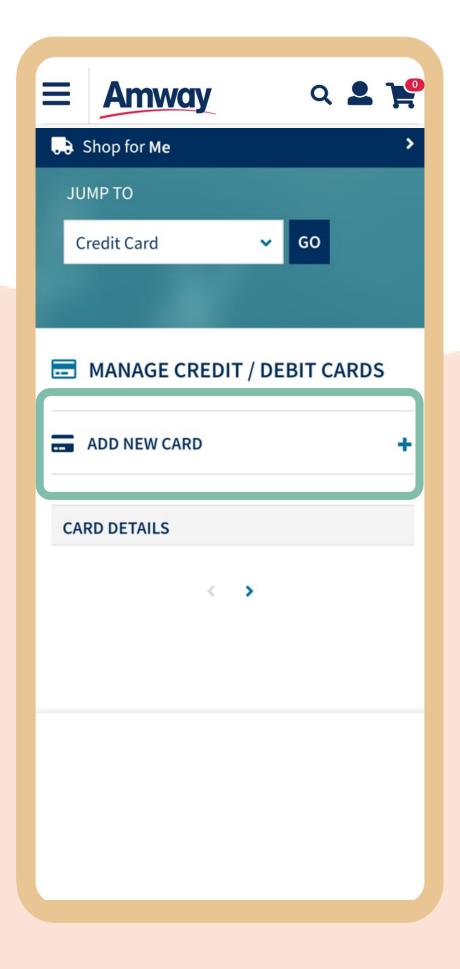






### **Tap Add New Card**

Enter the your credit or debit card details and tap **Add Card.** 

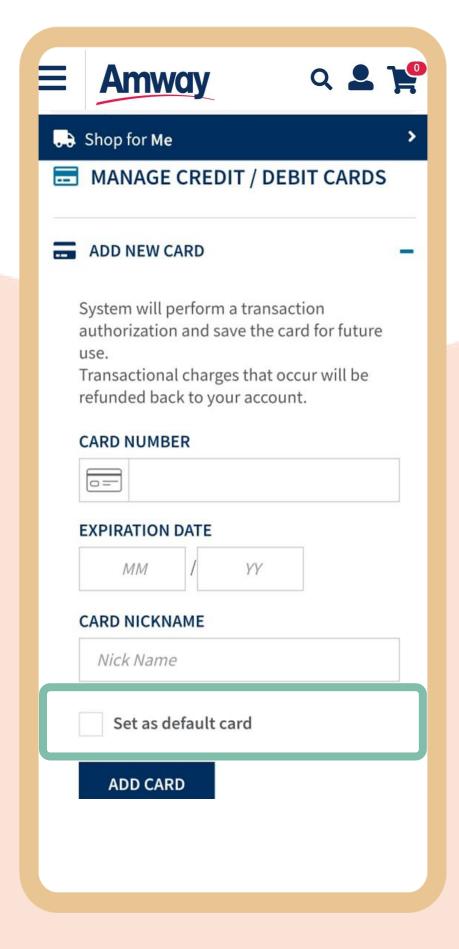






### **Set Default Card**

To make it your default card, mark **Set As Default Card.** Tap **Add Card** again to update details.







# Payment Management for Bank Account

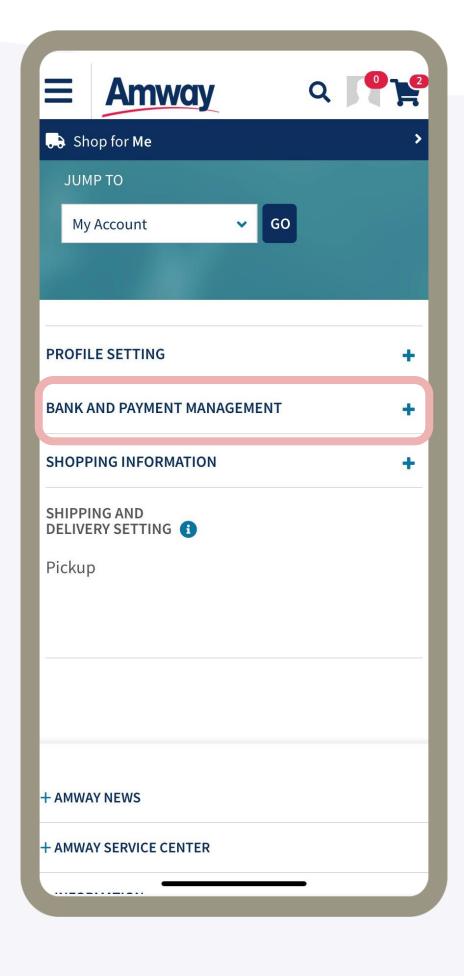
Quick Guide To Easy Sign-Up

**Amway** 



### **Tap My Account**

Select **Bank** and **Payment Management** under the My Account section.



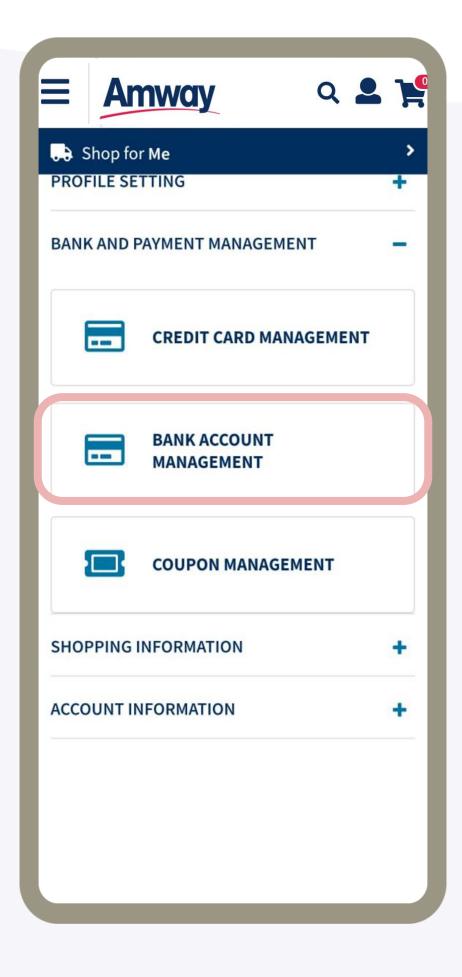




# Tap Bank Account Management

Expand the **Bank and Payment Management** tab to access the payment management dropdown list.

Bonus Payment and Gcash Account will be shown.



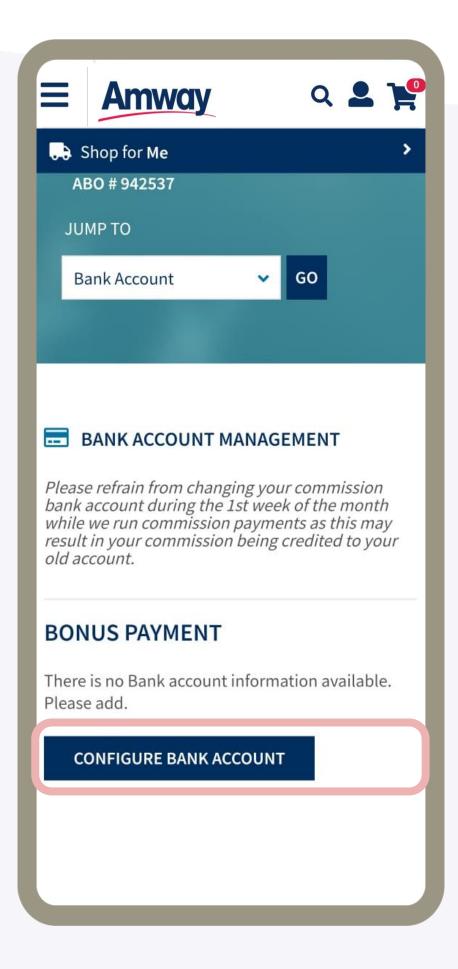




### **Tap Bonus Payment**

Select Configure Bank Account to edit your bank account and select Save.

Choose from **37 available banks**. Refer to page 137.

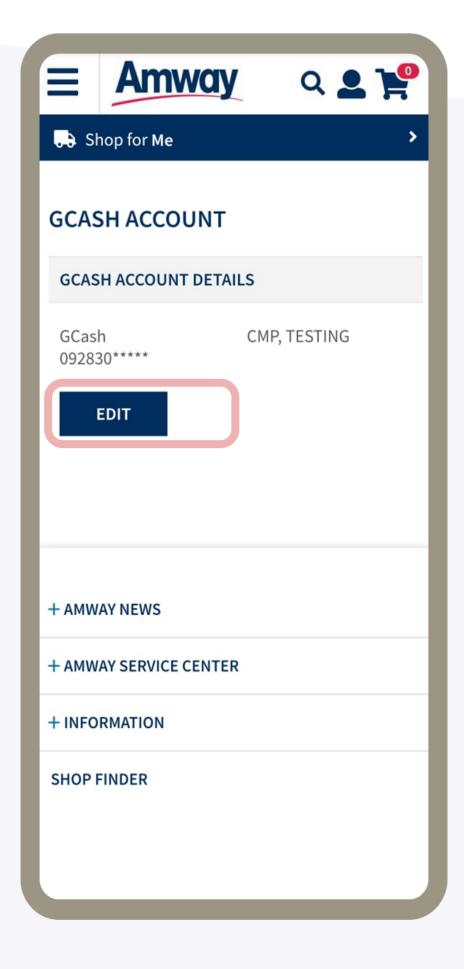






### Tap Gcash Account

Select **Edit** to configure your Gcash account number and select **Save**.





# List of Banks Available on Our Website

Asia United Bank	BPI	Deutsche Bank	BDO
Bank of Tokyo	DBP	Bangkok Bank	LTD. Manila
PBCOM	Bank of America	China Banking Corporation	Eastwest Bank
Bank of China	Citibank NA	Equicom Savings Bank	Bank of Commerce
CTBC Bank (Philippines)	First Consolidated Bank	HSBC	PNB
Security Bank	Land Bank of the Philippines	Philippine Trust Company	Sterling Bank of Asia
Maybank Philippines	Philippines Veterans Bank	Standard Chartered Bank	Metrobank
Philippine Business Bank	Union Bank	Mizuho Corporate Bank	Philippine Savings Bank
UCPB	Philippine Bank of Communications	RCBC	Robinsons Bank
United Overseas Bank			





### **Send Invite Link**

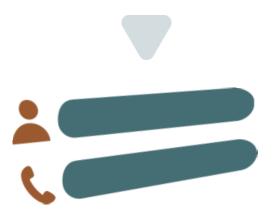
Quick Guide To Easy Sign-Up



# Invite Family & Friends To Join Amway Business With A Link



Invite your prospects to join the Amway Business by sending them an email invitation.



Simply fill in their details along with the ABO number of the proposed sponsor and an invitation email will be sent to them to register with Amway.



Easily view the email invitation status that you have sent. If you do not receive a response, you may choose to resend the invitation.

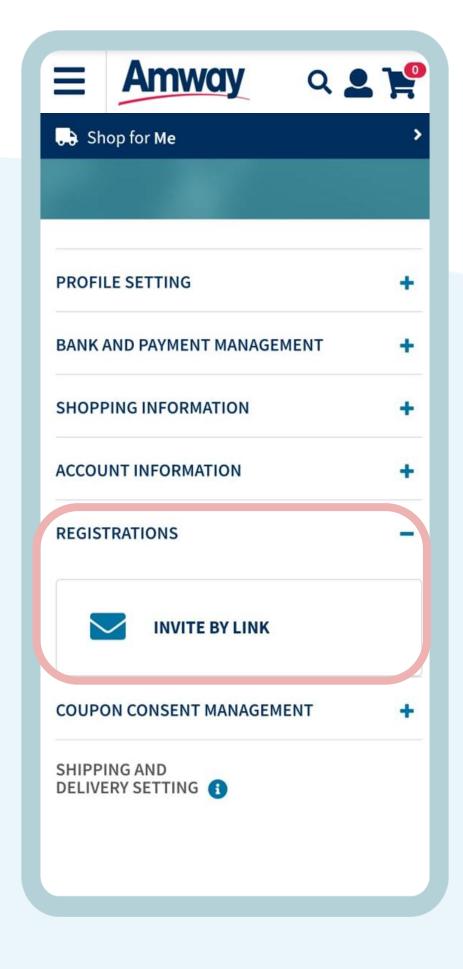
**Reminder:** You should only send an invite by link or email to people with whom you have an existing relationship with and should never spam out invitations. Please refer to the Digital Communication Standards (DCS) or Social Selling Workshop (SSW) for more information.





# Tap My Account

Select **Registrations** and click **Invite by Email**.





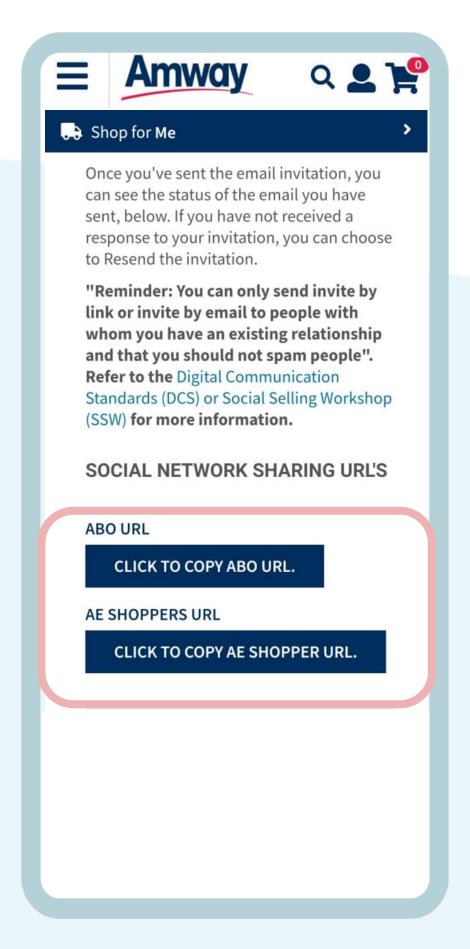


### **Copy Invite Link**

For ABO, tap Click To Copy ABO URL.

For AES, select Click To Copy AE Shopper URL.

Paste your selected link on to your invites.





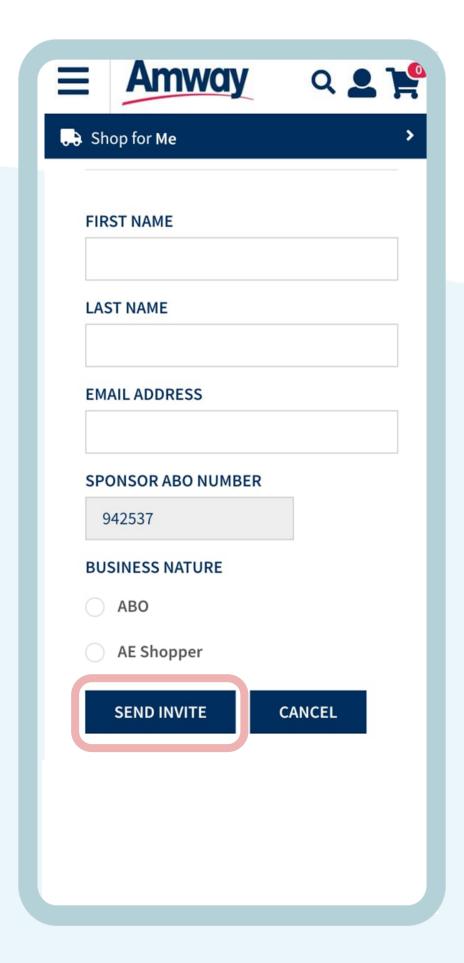


#### **Send Email Invite**

Alternatively, send invite through email. Enter details and click **Send Invite**.

The sponsor information will be autofilled upon registration, when the recipient clicks the link.

\*IMPORTANT: ABOs must comply with Digital Communications Standard and Social Selling Workshop.







### Claim Coupons

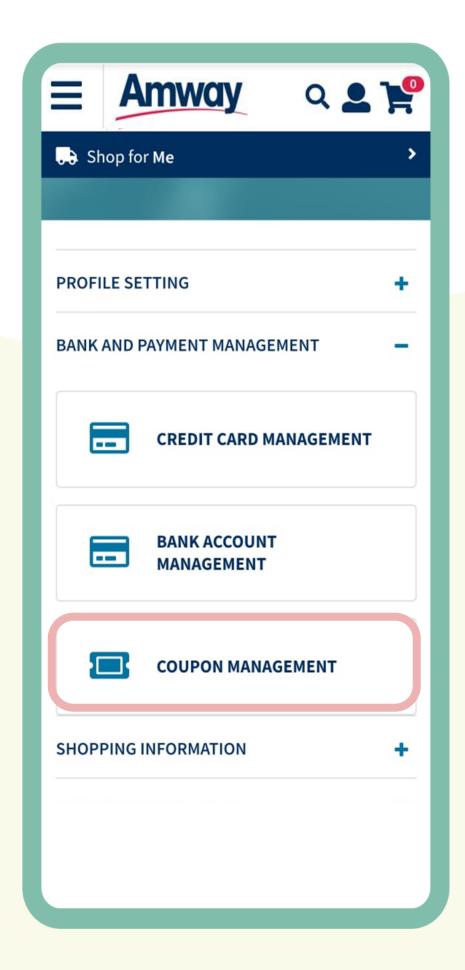
Quick Guide To Easy Sign-Up

**Amway** 



# **Tap Coupon Management**

Under Bank and Payment Management, tap Coupon Management.

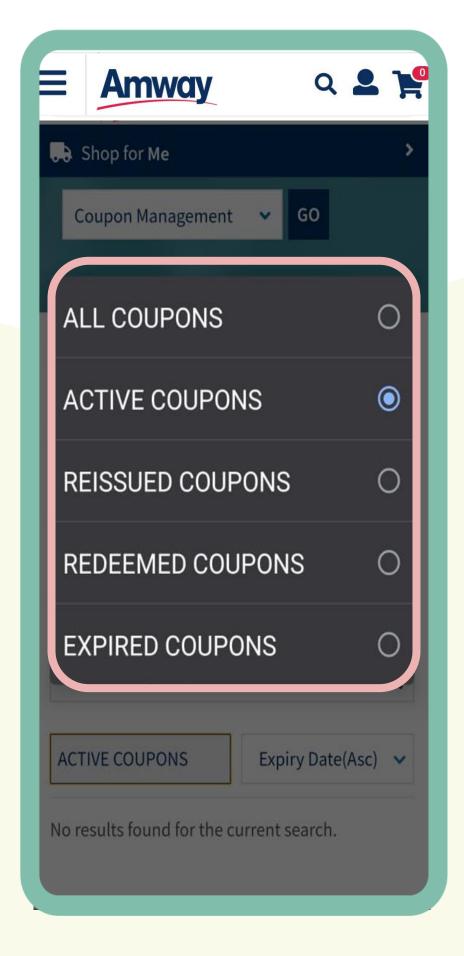






# Manage Active Coupons

**Active coupons** can be filtered by active, reissued, redeemed and expired coupons.

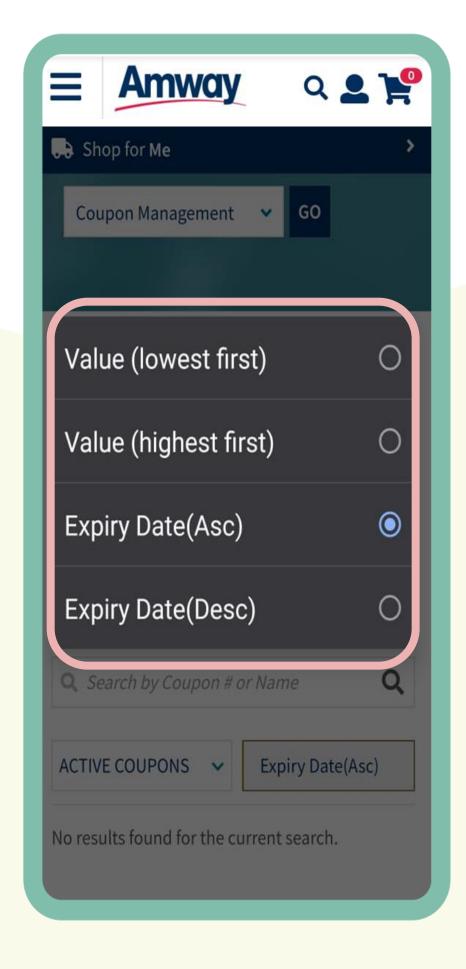






# Manage Expiry Section

**Expiry Section** can be filtered by Value (lowest or highest first) or by ascending or descending order.





### Thank You

