

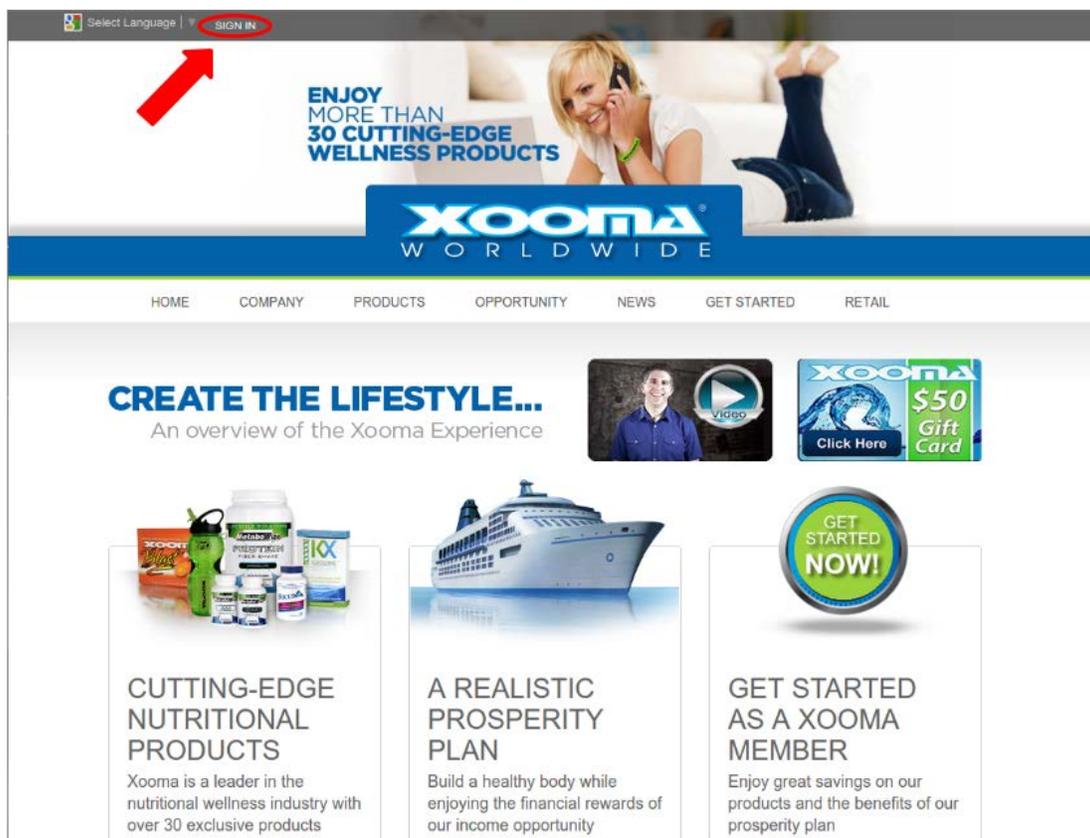
Back Office Training: Setting up your personalized website – A step-by-step guide

To use your Xooma back office effectively you need three things, an email address, a distributor I.D. number, and a password.

Assuming you've got these three things already, let's start using your back office.

First you'll need to go to the Xooma website. Enter "http://www.Xoomaworldwide.com" into the address bar of your web browser.

You should see a page that looks similar to the page below. At the top left of the page enter your login and password information and click "Sign In".



Once you are logged in you'll be taken to the "Members only" section. Here you can see

Distributor specific information. Many pages on the XOOMA website contain “**Members Only**” information that you can’t see unless you log in. You should always log in when you visit the XOOMA site to get the information available to you.



Now it's time to create your personalized website.
Start By Clicking “**My Site**” Tab.

Once you click on “**My Site**” Tab a row of Icons will appear.



These Icons list the main controls for your replicating site.
By Clicking on your Site profile you can access the information displayed to future prospects.



The top portion of the "Profile" menu allows you to change the following below:



1. **Your name or company name** as it appears to your prospects, Please Note this is not the replicating site

address URL:(www.xoomaworldwide.com/xxx) this is simply the name that will show up on the home page.

2. **The Contact Number to Display**

This allows you to choose to display a contact phone number by checking the box to display that number. It also has an open information field to put the number you would like to display.

3. **The Email address to Display**

This allows you to choose to display a contact email by checking the box display e-mail. It also has an open information field to put the e-mail address you would like to display.

4. Custom Link Page

The Custom link page name will allow you to create a separate link from your home page to a custom page which you can use to share information about yourself.

5. Hide PC option

This button allows you to choose to display the Preferred Customer option. Preferred Customers are direct customers in your organization. To learn more about how they work in your business please visit :

http://www.xoomaworldwide.com/content/pdfs/Xooma_Xcel_Prosperty_Plan_Current.pdf .

6. **Show or Hide Bottle Offer** this is an option to display the \$3.99 water bottle special or hide it from the public on your web page.

7. **Allow Multi Item Sign Up** this option allows your prospective team members join with several items.



By Clicking on the "Site Name" Icon you can access the name of your site URL. So you can change what goes after the "/" in your replicating Site name (i.e.Xoomaworldwide.com/xxxx).

The screenshot shows the Xooma Worldwide user interface. At the top, there's a navigation bar with the Xooma logo and user information: "ID: 1 Name: Xooma Worldwide Root Replicated Site Name: THN". Below this is a menu with options like "My Account", "My Site", "Downline Communications", "My Organization", "My Earnings", and "Training and Marketing Tools". The "My Site" menu is expanded, showing "Profile", "Site Name", "Website Preview", "My Custom Page", and "New Signup Link". The "Site Name" option is selected, leading to the "Edit Site URL" page. The main content area contains a form with the instruction: "Please enter the name you want for your replicating website." Below this, it lists allowed characters: "abcdefghijklmnopqrstuvwxyz1234567890" and states the name must be between 3 and 30 characters long. A text input field contains "THN" and the current URL is shown as "www.XoomaWorldWide.com / THN". A red arrow points to the "Submit" button. A warning message at the bottom reads: "Submitting this form will change your current replicating site name. The old name will immediately become available for someone else to register."

Once you enter what you would like for your website name to be, click the submit button to save the changes.



This icon will allow you to see the changes that you have made to your Xooma worldwide site without having to log out of your back office.



This is an optional feature which can be used at any time. This icon allows you to access your Custom Site. This Site is what prospects will see once you have created a custom page link for your home page in site profile. Your Custom Page allows you to share important information and leave a unique impression on a prospect who sees your site. You can use HTML Tags to show images and help to format your text.

*To Learn more about HTML please visit http://webdeveloper.com/html/beginners_html.html.



This icon allows you to access a custom link generator that will tailor a link for a new prospect and allow you to further control what they see. This can be extremely effective for sharing a specific product with your prospect.

WORLDWIDE Replicated Site Name: THN

My Account My Site Downline Communication My Organization My Earnings Training and Marketing Tools

Profile Site Name Website Preview My Custom Page New Signup Link

Custom Signup Link Generator

Want to send a link to a friend to join your Xooma Organization?
This interface will help you customize the options available to the end user for you.

Your Signup Link:

<https://www.xoomaworldwide.com/THN/createAccount.asp> [Select All](#)



Right Click to Save to file

When you are giving out the above link, make sure everything fits onto a single line and does not break down to a second line when sending it.

Allow Signup Type:

Pre-Select Product Category:

Pixel Tracking URL:

Add an additional item to the users cart:

Xooma Bottle Offer:

Hide Site Navigation:

Change Replicated Site Name:

Choose a Country:

For any questions that you may have on how to set up your personalized website name, please give customer service a call at 1-888-865-6687 Mon-Fri, 9am-5pm EST.