

1. Visit your website.
2. Click on the login and sign up button at the top right of your screen
3. Once you are logged in at the top right click on the 'My Account' area.
4. You will then need to click on the system tab.
5. Click on 'edit' next to password.
6. Then fill in the appropriate information to change your password.

Your customers can also change their passwords by following the same steps.

## HOW TO CHANGE A PASSWORD

The screenshot displays the MyMICHE website interface. At the top, the logo 'MyMICHE' is visible on the left, and navigation links for 'Cart (0)', 'Welcome, Laurie Williams', 'My Account', 'Business Center', and 'Logout' are on the right. Below the logo, there are links for 'How it Works', 'Host a Show', 'Purchase Product', and 'Opportunities'. The main content area is divided into several sections. On the left, there is a placeholder for a profile picture and contact information: Telephone (509.968.3877), Email (lauriew@micheusa.com), and Address (P.O. Box 428, Ellensburg, WA 98926). The right side features a tabbed interface with 'System' selected. Under the 'System' tab, user details are shown: Login: LaurieW, Created: 02/06/2010, Company ID: MB1176, Type: Distributor, Status: Active. Below this, there are fields for Sponsor (Miche Root), Parent (Miche Root), Company ID (MB1), Tax Status (Retail), API Login ID (with an 'Edit' button), and Transaction Key (\*\*\*\*\*). At the bottom of the 'System' tab, there are fields for Emails Sent (0), Max. Emails (1000), and checkboxes for 'TSA Signed' and 'Listed in Distributor Finder'. A modal window is open in the foreground, titled 'Change Password', with three input fields for 'Current Password', 'New Password', and 'Confirmation Password', and a 'Save' button. Red boxes highlight the 'Edit' button next to the password field in the 'System' tab and the password change modal.

## HOW TO REGISTER A CUSTOMER

1. Visit the front end of your site.
2. Click on the 'login or sign up' button at the top right of your screen.
3. You will see a pop up that asks for a user name and password; below that it says 'anyone can register' click on that link.
4. Then fill in the CUSTOMERS information in the fields.

MyMICHE

Contact Us

Cart (0)

Login or Sign Up

How it Works Host a Show Purchase Product Opportunities

general finalize

Name:

First Middle Last

Email (Username):

Confirm Email:

Password:

Confirm Password:

Back Next

Username:

Password:

Login

Anyone can register?

Forgot your password?

# HOW TO GENERATE AN OFF-SITE ORDER

1. First you will have to register your customer. See registering a customer.
2. Log into your business center.
3. Click on the 'people' tab.
4. Find the name of the person that you just registered and click on their name.
5. Scroll your screen down until you see the 'generate off-site order' button.

The screenshot displays a web application interface for managing customers. At the top, there is a 'People' tab with a dropdown menu showing 'All' (149), 'Customer' (99), 'Distributor' (1), and 'Inv. Rep' (1). A table below lists several customers, with the first row, 'Test Customer Bella Cullins', highlighted in red. The table columns are First Name, Last Name, Email, and Phone. Below the table, a breadcrumb trail shows 'Test Customer Bella Cullins'. The main content area is divided into two columns. The left column contains a placeholder for a profile picture, followed by 'Telephone: 801.566.6565', 'Email: miche1234@email.com', a 'Send Email' button, and 'Address'. The right column has a tabbed interface with 'General' selected and highlighted in red. The 'General' tab shows the customer's name, 'Test Customer Bella Cullins'. Below this are sections for 'Contact' (Home: 801.566.6565, Email: miche1234@email.com), 'Shipping Address' (10701 S River Front Pkwy, South Jordan Utah 84095), and 'Billing Address' (10701 S River Front Pkwy, South Jordan Utah 84095). At the bottom right, there are three buttons: 'Login As This User', 'Generate Off-site Order', and 'Edit', with the 'Edit' button highlighted in red.

First Name	Last Name	Email	Phone
Test Customer	Bella Cullins	miche1234@email.com	801.566.6565
Andy	Bernard	abernard@theoffice.com	555.555.5555
Mr	Bigs	bigman@email.com	801.555.1212

**General** Parties Orders Gift Certificates Notes History System Website

**General**  
Test Customer Bella Cullins

**Contact**  
(Home) 801.566.6565  
(Email) miche1234@email.com

**Shipping Address**  
10701 S River Front Pkwy  
South Jordan Utah 84095

**Billing Address**  
10701 S River Front Pkwy  
South Jordan Utah 84095

Login As This User Generate Off-site Order Edit

# HOW TO LOG INTO YOUR BUSINESS CENTER

1. Visit the front end of your website.
2. Click on the login or sign up button on the top right of your screen.
3. Once you are logged in you will see the 'business center' option at the top right.
4. Click on that.
5. You will then be asked for your user name and password again. Retype in the information.

The screenshot shows the MyMICHE Business Center interface. At the top left is the MyMICHE logo. On the top right, there is a 'Contact Us' button and a user greeting: 'Welcome, Laurie Willett' with links for 'My Account', 'Business Center', and 'Logout'. Below the greeting is a 'Cart (0)' icon and a navigation menu with links: 'How it Works', 'Host a Show', 'Purchase Product Opportunities', and 'Logout'. The main content area is divided into two columns. The left column contains a placeholder for a profile picture, followed by contact information: Telephone (509.968.3877), Email (lauriew@micheusa.com), and Address (P.O. Box 428, Ellensburg, WA 98926). The right column features a tabbed interface with tabs for 'General', 'Parties', 'Orders', 'Gift Certificates', and 'System'. The 'General' tab is active, displaying user details: Login: LaurieW, Password: \*\*\*\*\* (with an 'Edit' button), Created: 02/06/2010, Company ID: MB1176, Type: Distributor, and Status: Active. Below this, it shows Sponsor: Miche Root, Parent: Miche Root, and Company IDs: MB1. Further down, it lists Tax Status: Retail, API Login ID: (with an 'Edit' button), and Transaction Key: \*\*\*\*\*. At the bottom of the 'General' tab, it shows 'Emails Sent: 0' and 'Max. Emails: 1000', along with two checked checkboxes: 'TSA Signed' and 'Listed in Distributor Finder'.







