



Getting Started Checklist For New Brand Partners

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Welcome to B-Epic! Follow this checklist to kick-start your success as a Brand Partner. (If you have not completed the sign-up process, refer to the “How To Sign Up” instructions provided on the bepic.com Support page.)

FOR MORE INFORMATION: Additional details and full instructions for everything mentioned in this document (and lots more) is provided in the “Brand Partner Handbook” located in your Back Office “Resources” section.

QUESTIONS? If you need assistance, please contact your Sponsor or Member Support (help@bepic.com).

Part 1: Complete Your Account Set-Up

☐ **Verify that your payment went through (so you qualify for commissions).**

Check your order (in your online account Order History) to verify that the payment went through. If it did not for some reason, address it right away because unpaid orders are not fulfilled and are not included in Commissions. (If you need to, you can fix or change your Billing Profile in your Account Settings.)

☐ **Double-check your shipping address (especially if you do not live in the USA).**

Make sure the shipping address in your account is complete, correct, and can accept package deliveries. (If you need to, you can fix or change your Shipping Profile in your Account Settings.) Then, once your order ships, tracking numbers are posted in your Order History. If you have any questions about delivery, contact the shipping carrier directly.

☐ **Set up your E-Wallet commissions account (so you can get paid).**

You can overview your account balance as well as request and manage payouts/withdraws in the My Wallet in your online account. Before you can cash out commissions, you need to set up your E-Wallet account. It's simple to do (instructions are provided in the “Brand Partner Handbook”). You can also set it up to use your commissions to pay for your orders. (If you choose this option, be sure to keep your Default Billing Profile updated as a back-up payment method.)

Part 2: Get Connected and Oriented

☐ **Connect with your personal Sponsor (so they can help you get started).**

When you are first getting started, the best place to get direction is from your Sponsor (the person through which you joined B-Epic). (Their contact information is listed in the Welcome email you received when you signed up.) Working together you'll experience greater success and develop true camaraderie! Never underestimate the power of surrounding yourself with people who have likeminded goals and are supportive of each other.

☐ **Familiarize yourself with everything in your account (we have lots of great stuff for you).**

To ensure a successful start, complete this “Getting Started Checklist” as soon as possible. Also, look around your Back Office and familiarize yourself with everything available to you in the online dashboard. Check out the other valuable resources and frequently requested items in the “Resources” section. For important information about your account, business system, and marketing tools, go through the “Brand Partner Handbook”.

☐ Reach out to Member Support (if you need additional assistance).

If you need assistance from Member Support, submit a support ticket via the Back Office online dashboard or email us at help@bepic.com, and our staff will respond as quickly as possible during business hours. For fastest response, be sure to include all key details, including applicable account name, order number, and username.

Part 3: Stay Active and Start Building

☐ Keep your account active (so you maximize your commissions and bonuses).

To maintain an active distributor account, you need an order every month. However, if you want maximize commissions and bonuses, you need a \$89.95 USD (70 CV) or higher qualified pack order every month. So, to make it easy and effortless, most members set up their order on monthly autoship. If you have not enabled auto-shipments, you can change your Autoship preferences in your online account at any time. (Be advised, if you signed up with a free trial distributor account, you need to upgrade your account with a qualified order within 30 days to keep it active.)

☐ Start making money (by inviting others to check out B-Epic).

To start making money right away, we recommend focusing on these three simple, proven steps: (1) Have an active monthly order of a \$89.95 (70 CV) or higher qualifying pack; (2) share B-Epic with 2-5 people (ideally within your first two weeks); and (3) teach them each to do the same. Then duplicate these steps over and over to continue to build your team and customer base. (Refer to the “Brand Partner Compensation Plan” to learn more.)

☐ Sign up new customers and distributors (so they are in your B-Epic organization).

Send people to your B-Epic website (e.g., www.bepic.com/YourUsername) to join as a Customer (free) or as a Distributor (\$19.95 USD one-time, non-refundable sign-up fee). At sign-up they'll choose the products they want to purchase and can set up monthly autoship. (They can change their Order preferences in their online account whenever they want.) (Reminder: Distributors need a qualified order every month to keep their account active; this does not apply to customers.)

If someone wants to get started in the business without paying the distributor sign-up fee or purchasing products upfront, send them to your B-Epic Builder site (e.g., www.bepicbuilder.com/YourUsername) to lock in spot for free. Reminder: Their free trial distributor account is good for 30 days, after-which they need to upgrade their account with a qualified order to keep it active.

IMPORTANT: To ensure people are placed in your B-Epic organization (and not in another distributor's inadvertently), have them sign up via one of the website URLs assigned to you. (Reminder, your designated URLs end with your personal B-Epic username; they are listed in your Back Office and Welcome email.)