

## How To Sign Up (Step-by-Step Instructions)

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Congratulations on your decision to join B-Epic Worldwide! Follow the instructions below to create your member account. You can join as either a distributor or customer. To start you need to be invited by a current member. For more information, contact your Sponsor (the person that introduced you to our company and products). If you need additional assistance or experience any technical difficulties, please contact Member Support (help@bepic.com).

CUSTOMER ACCOUNT: Join for free as a Preferred Customer to get access to B-Epic's premier line of high-performance lifestyle products and programs and to take advantage of great prices and special offers.

- Order B-Epic products today and anytime via your online member account.
- Set up monthly autoship subscription so you never run out of your favorite products.
- Save time at checkout with saved shipping and billing preferences.
- Access your order history; track and manage your orders online.

DISTRIBUTOR ACCOUNT: Sign up as an Independent Distributor (Brand Partner) to become a B-Epic affiliate so you can generate income by promoting the products and building your business. There is a one-time, non-refundable (\$19.95 USD) sign-up fee for distributors.

- Earn commissions and bonuses for product sales and new member sign-ups.
- Receive your own personalized replicated websites to promote your B-Epic business.
- Get access to the B-Epic marketing, ordering, and business system (online dashboard / Back Office).
- Plus, get discounted prices on the products, exclusive packs, and special programs.

## Step-by-Step Instructions

**Step 1: Go to your sponsor's B-Epic website**, then click on "JOIN" in the site menu. Please note, your sponsor's website URL ends with their B-Epic username (e.g., www.bepic.com/SponsorUsername). You can verify that you are on the correct site because their contact information should be listed at the top of the page. If it is not, immediately contact them to make sure you have the correct URL before signing up.

FREE OPTION FOR DISTRIBUTORS: If you want to get started in the business without paying the sign-up fee or purchasing products upfront, you can lock in a spot for free via your sponsor's Builder site (e.g., www.bepicbuilder.com/SponsorUsername). That free trial distributor account is good for 30 days, after-which you must upgrade the account with a qualified order to keep it active.

**Step 2: Select your Country** from the dropdown list. Be advised that choosing a Country other than where you live will cause issues. If you reside outside the USA, refer to the "International Shipping Terms and Restrictions" on the bepic.com Terms & Conditions page.

**Step 3: Confirm that your Sponsor is correct.** If the website prompts you to enter a Sponsor Code, type in the B-Epic username of the person through whom you are signing up (if you do not know it, contact them for it before proceeding).

Step 4: Choose the type of account you want: "Preferred Customer" or "Independent Distributor" (explained above).

**Step 5: Add to cart the product(s)** you want to purchase then continue to checkout. Please note, prices are listed in USD currency. To maintain an active account, distributors need an order every month (this does not apply to customers). However, to maximize commissions and bonuses, distributors need an \$89.95 USD or higher qualified pack order every month. FYI, you will be able to track your orders and change your order preferences in your online account whenever you want. For more information, refer to "Orders and Billing" in the Terms & Conditions.

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**Step 6: Set up your monthly autoship.** Although not required, setting up a monthly autoship ensures you will get your product(s) every month and makes it easy and effortless to maintain an active account. If you change your mind, you can change or disable your autoship in your online account. Refer to "Terms of Rebilling" in the Terms & Conditions.

**Step 7: Fill in your account details.** The information you provide will be securely stored in your online account and will be used to process your order(s). If you need, you can change it at any time. Distributors, be advised that your username, first and last name, email address, and phone number will be listed as the site contact information on your B-Epic websites.

USERNAME: Create a username that is easy to remember and simple to type. Do NOT use an email address, symbols, special characters, non-English characters, nor the "BEPIC" company name in your username. Keep safe record of your username; you'll need it to access your account later.

EMAIL: Communications about your account are sent via email, so be sure to provide a valid email address.

PHONE: A valid phone number is required in case we need to contact you about your account or order.

FIRST NAME & LAST NAME: This must be your actual name. Be advised, what you enter will be how your name is listed on your account profile and used in company correspondence and recognitions.

COMPANY NAME: This is optional and only applicable if you are signing up as a company versus as an individual. For example, Dr. Jane Smith, Acme Wellness Center. (Do not type in "B-Epic" here.)

PASSWORD: Be advised that passwords are case sensitive. Keep your password safe for future reference.

ADDRESS: Provide the default billing address for your account. This address must match the one to which your credit card is registered (i.e., the address that is currently on file with your credit card provider).

SHIPPING ADDRESS: Provide the default shipping address for your account (if it is different than your billing address). This address must be able to accept package deliveries in a safe, secure area.

PAYMENT INFORMATION: Provide the default payment method for your account. Make sure everything is correct and complete. (FYI, the charge on your credit card statement will show merchant name "Bepic".)

**Step 8: Read Terms & Conditions and Privacy Policy.** Click on each link to view B-Epic's Terms & Conditions and Privacy Policy. To proceed select "YES" from the dropdown list to indicate that you understand and agree to them.

**Step 9: Review everything then submit form.** Carefully review the information you entered to ensure everything is correct and complete. Then, click the "Process Order Now" button to submit your online form and complete the sign-up process. You will be directed to an Order Confirmation page indicating the submission was successful.

**Last Step: Check your inbox.** Shortly after you complete the sign-up process, you should receive a Welcome email from B-Epic containing important information about your account. (If you do not see it, check your email SPAM folder in case it went there. If you do not receive that email, contact Member Support.) Then immediately log into your account to track your order. Distributors, also check out the "Getting Started Checklist" located in your Back Office "Resources" section.