

Setting Up Non-Tech Customers To VCS



Setting Up Non-Tech Customers To VCS

First Step - Get the following information

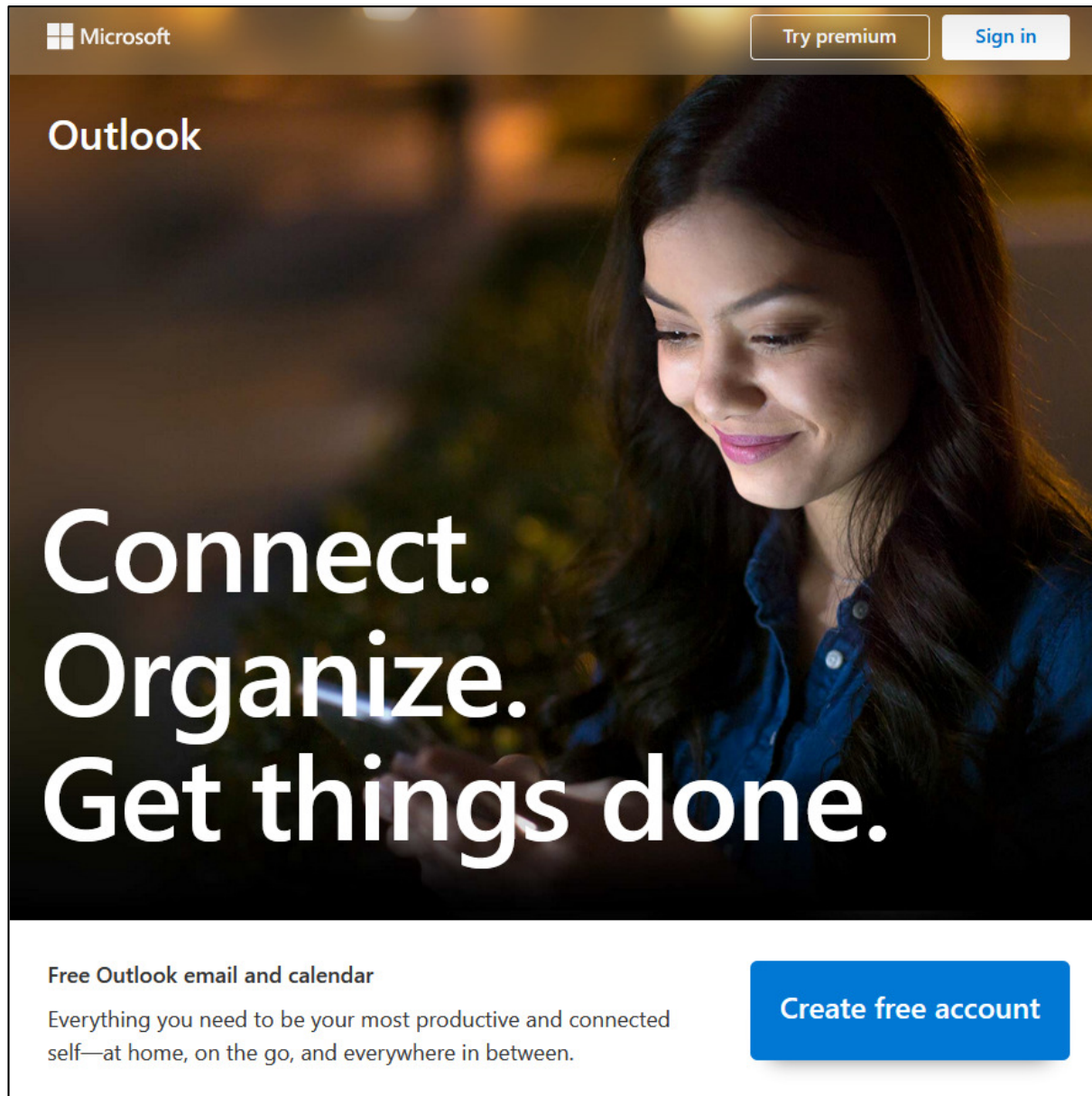
- Customer Name
- Shipping Address
- Cell-number of the customer, or a cell-number from person that has a relationship with the customer, be creative

Setting Up Non-Tech Customers To VCS

2 - Setup an email account for the customer that you will manage

- Select an email service (there are many, I have used Gmail, Outlook, Yahoo, . . .)
- Open your browser and go to the email service provider web page (gmail.com / outlook.com / yahoo.com)
- Find a link/button that says: “Create An Account”/”Create Free Account”
- Register your customer. **WRITE DOWN ALL the information you enter and keep it where you can find it.**

Setting Up Non-Tech Customers To VCS



The image shows the Microsoft Outlook landing page. At the top left is the Microsoft logo. To its right are two buttons: "Try premium" and "Sign in". Below the logo, the word "Outlook" is displayed in a large, white font. The background features a woman with long dark hair, wearing a blue shirt, looking down at a device. Overlaid on the bottom left of the image is the text "Connect. Organize. Get things done." in a large, white, sans-serif font. At the bottom left, there is a section titled "Free Outlook email and calendar" with a subtext: "Everything you need to be your most productive and connected self—at home, on the go, and everywhere in between." To the right of this text is a blue button that says "Create free account".

Microsoft

Try premium Sign in

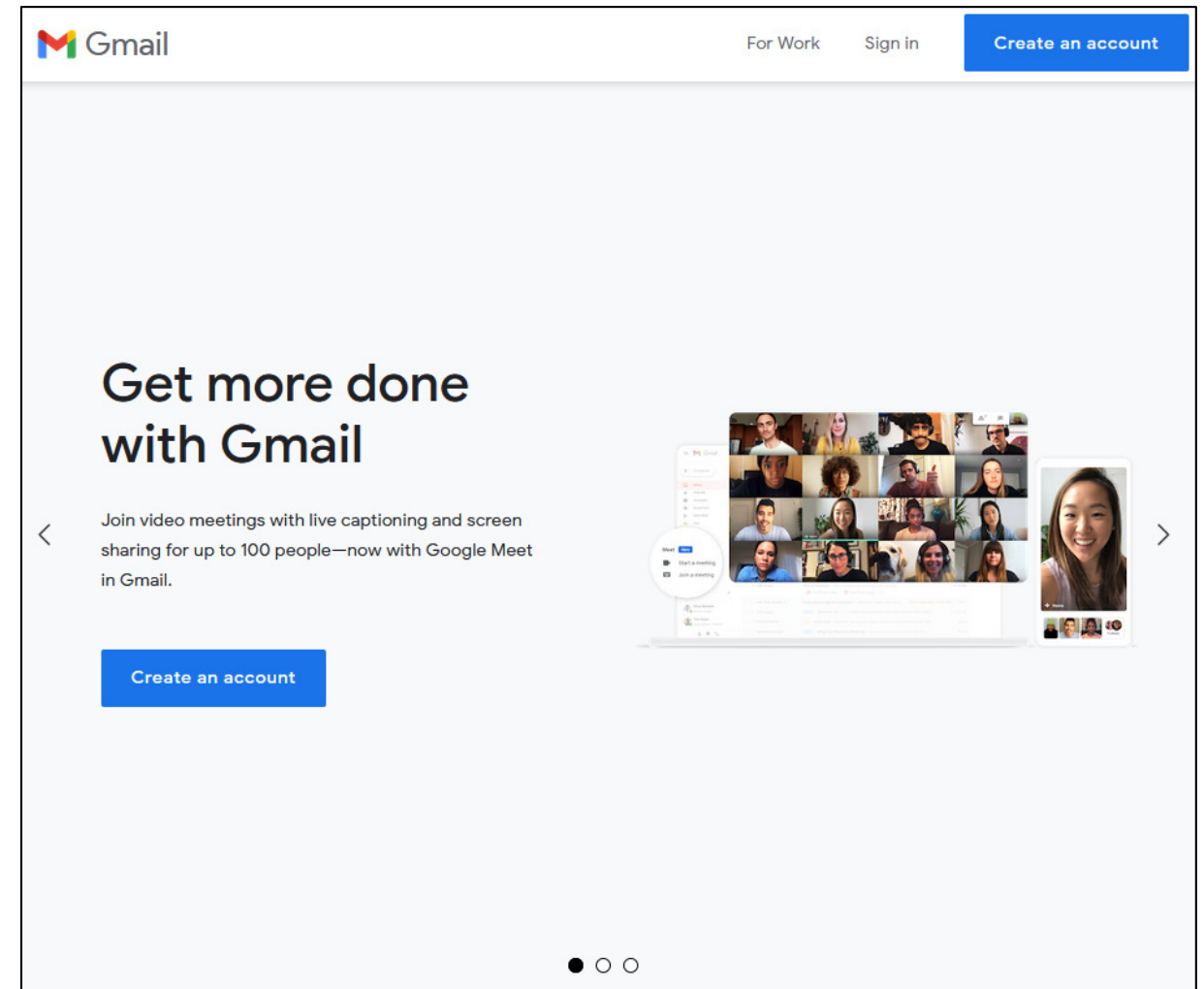
Outlook

Connect.
Organize.
Get things done.

Free Outlook email and calendar

Everything you need to be your most productive and connected self—at home, on the go, and everywhere in between.

Create free account



The image shows the Gmail landing page. At the top left is the Gmail logo. To its right are the links "For Work", "Sign in", and a blue button "Create an account". The main heading is "Get more done with Gmail". Below this is a paragraph: "Join video meetings with live captioning and screen sharing for up to 100 people—now with Google Meet in Gmail." To the right of the text is a screenshot of a Google Meet interface showing a grid of participants and a sidebar with controls. Below the text is a blue button "Create an account". At the bottom right, there are three small circles, with the first one filled, indicating the current slide in a carousel.

Gmail

For Work Sign in Create an account

Get more done with Gmail

Join video meetings with live captioning and screen sharing for up to 100 people—now with Google Meet in Gmail.

Create an account

Setting Up Non-Tech Customers To VCS

2 - Setup an email account for the customer that you will manage (continued)

- Keep It Simple.
- For email use all/part of the customer's name plus a number (street number/zip code - don't overthink it). (ex. bobsmith1234)
- Password. Same thing customer first name + street number/zip code. (ex. bob78777)
- If ask for recovery email or phone, use yours. Birthdate use Jan 1, 1950. Do not sign-up for the emails add-ons.
- Click the accept policy. **DO NOT CLOSE.**

Setting Up Non-Tech Customers To VCS

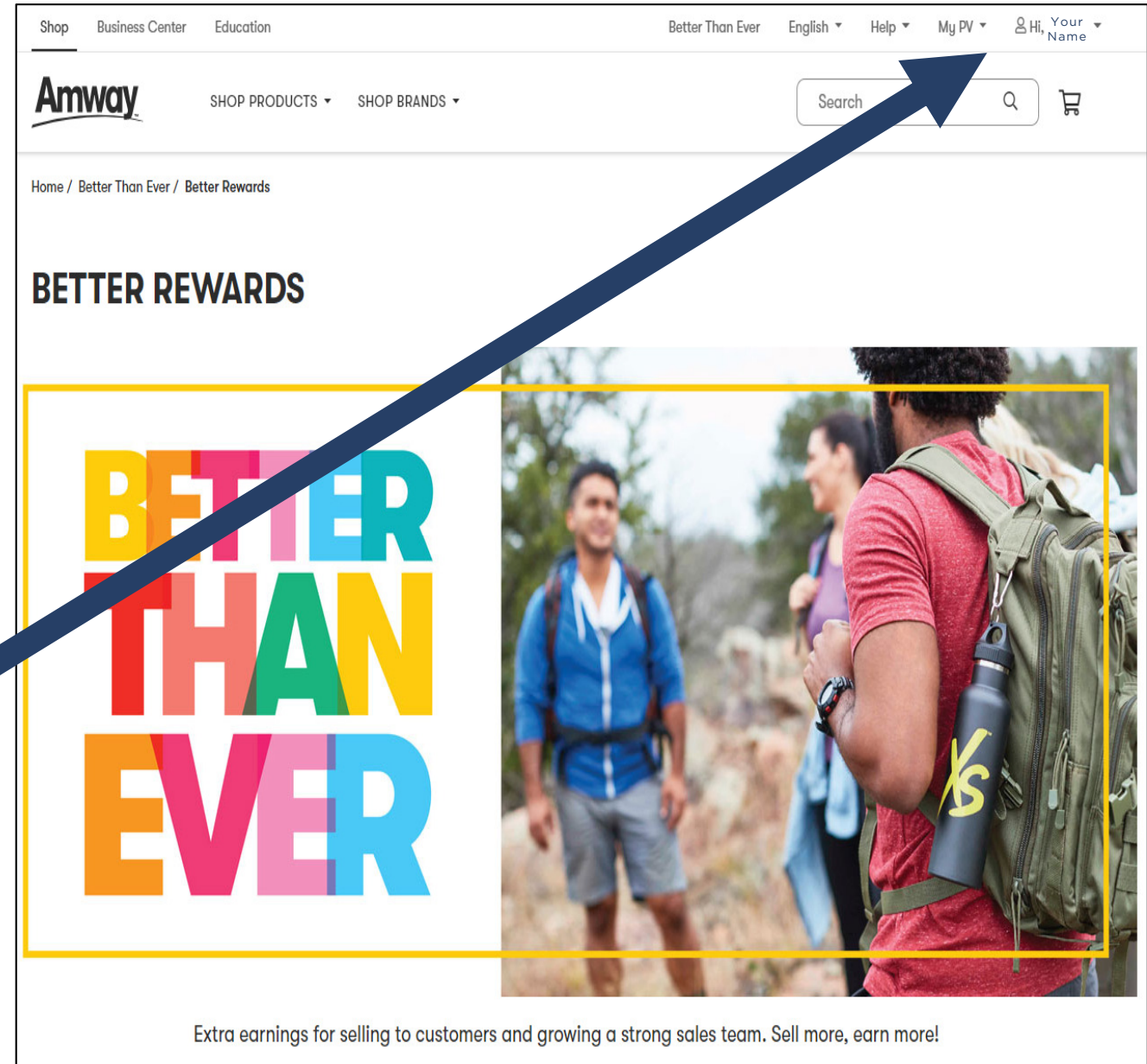
3 - Customer Registration

- Login to your Amway.com site
- Click “Hi Your Name”
- Go down the list to “Register a Customer” and click it
- You are at CUSTOMER REGISTRATION
- Enter Name, Mobile Number, Email, Confirm Email and make sure that it has your IBO number and your name for the Sponsor Name
- Make sure all the info you enter is correct, then click the “Sign up” button
- Log out of your account

Setting Up Non-Tech Customers To VCS

3 - Customer Registration

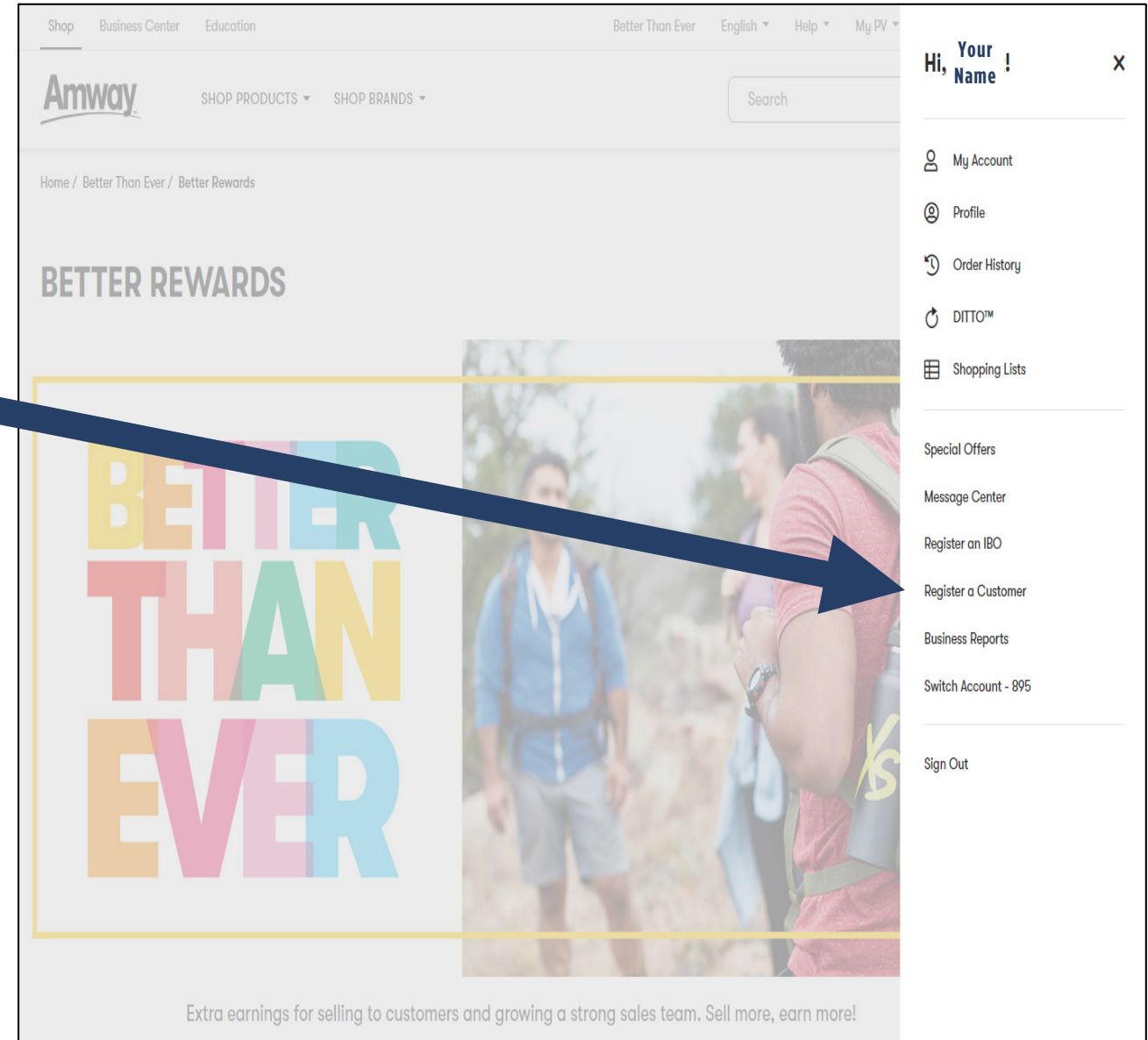
- Preferably in different browser (ex. if you used Chrome for the email, use Firefox to login to Amway) than the one you used to set up the email account
- Login to your Amway.com site
- Click “Hi Your Name”



Setting Up Non-Tech Customers To VCS

3 - Customer Registration

- A dropdown list will appear
- Go down the list to “Register a Customer” and click it

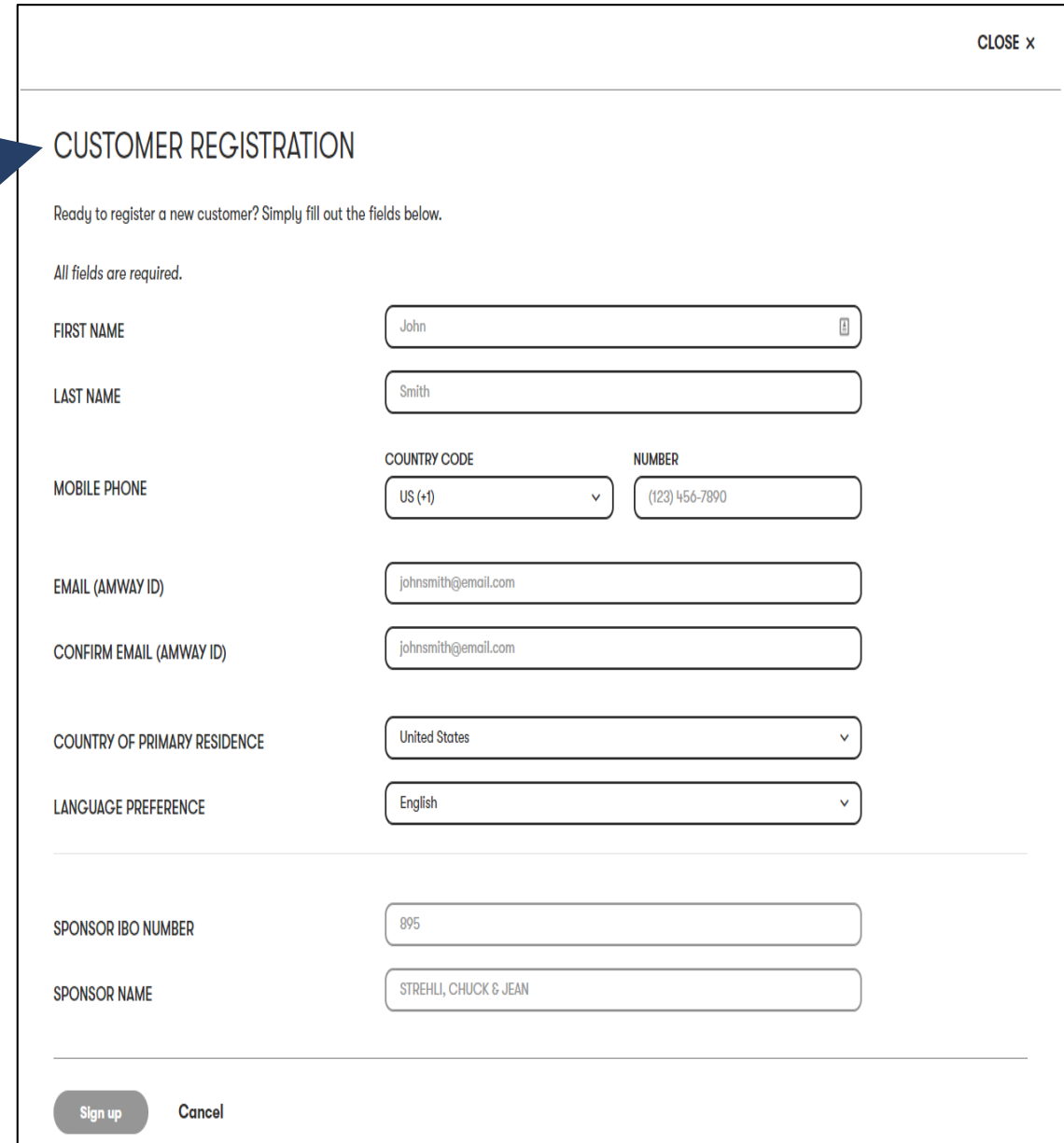


The screenshot displays the Amway website interface. At the top, there are navigation links for 'Shop', 'Business Center', and 'Education', along with 'Better Than Ever', 'English', 'Help', and 'My PV'. The Amway logo is prominently displayed, followed by 'SHOP PRODUCTS' and 'SHOP BRANDS' dropdown menus, and a search bar. Below this, the breadcrumb trail reads 'Home / Better Than Ever / Better Rewards'. The main content area features a large banner with the text 'BETTER THAN EVER' in colorful, stacked letters. To the right, a user account dropdown menu is open, showing options such as 'My Account', 'Profile', 'Order History', 'DITTO™', 'Shopping Lists', 'Special Offers', 'Message Center', 'Register an IBO', 'Register a Customer', 'Business Reports', 'Switch Account - 895', and 'Sign Out'. A blue arrow points from the 'Register a Customer' option in the dropdown menu to the 'BETTER THAN EVER' banner.

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3 - Customer Registration

- You are at CUSTOMER REGISTRATION
- Enter Name, Mobile Number, Email, Confirm Email and make sure that it has your IBO number and your name for the Sponsor Name
- Make sure all the info you enter is correct, then click the “Sign up” button



CUSTOMER REGISTRATION

Ready to register a new customer? Simply fill out the fields below.

All fields are required.

FIRST NAME

LAST NAME

MOBILE PHONE COUNTRY CODE NUMBER

EMAIL (AMWAY ID)

CONFIRM EMAIL (AMWAY ID)

COUNTRY OF PRIMARY RESIDENCE

LANGUAGE PREFERENCE

SPONSOR IBO NUMBER

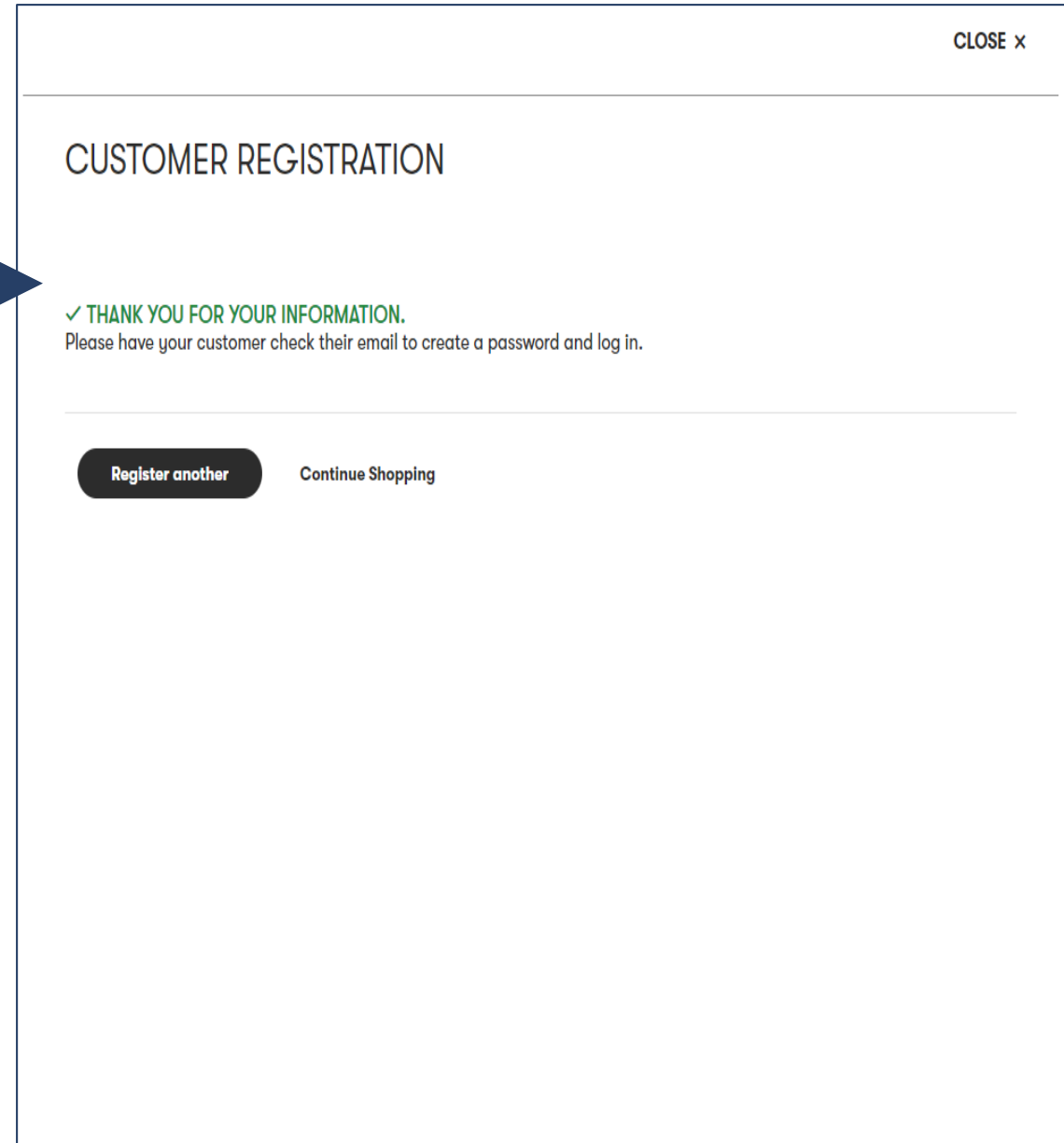
SPONSOR NAME

CLOSE x

Setting Up Non-Tech Customers To VCS

3 - Customer Registration

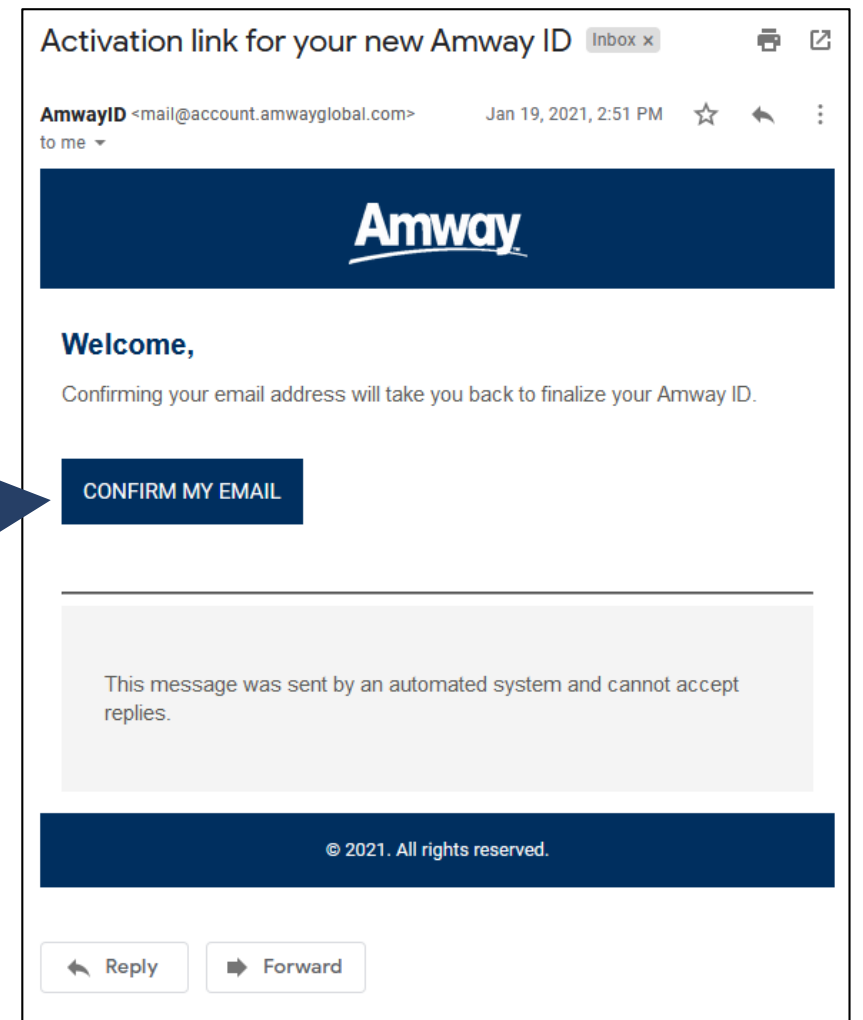
- CUSTOMER REGISTRATION COMPLETE
- Now check the email you setup for the customer to create a password and log in
- SUGGESTION: first log-out of your Amway site before you verify the email if you are using the same browser



Setting Up Non-Tech Customers To VCS

4 - Verify Amway ID

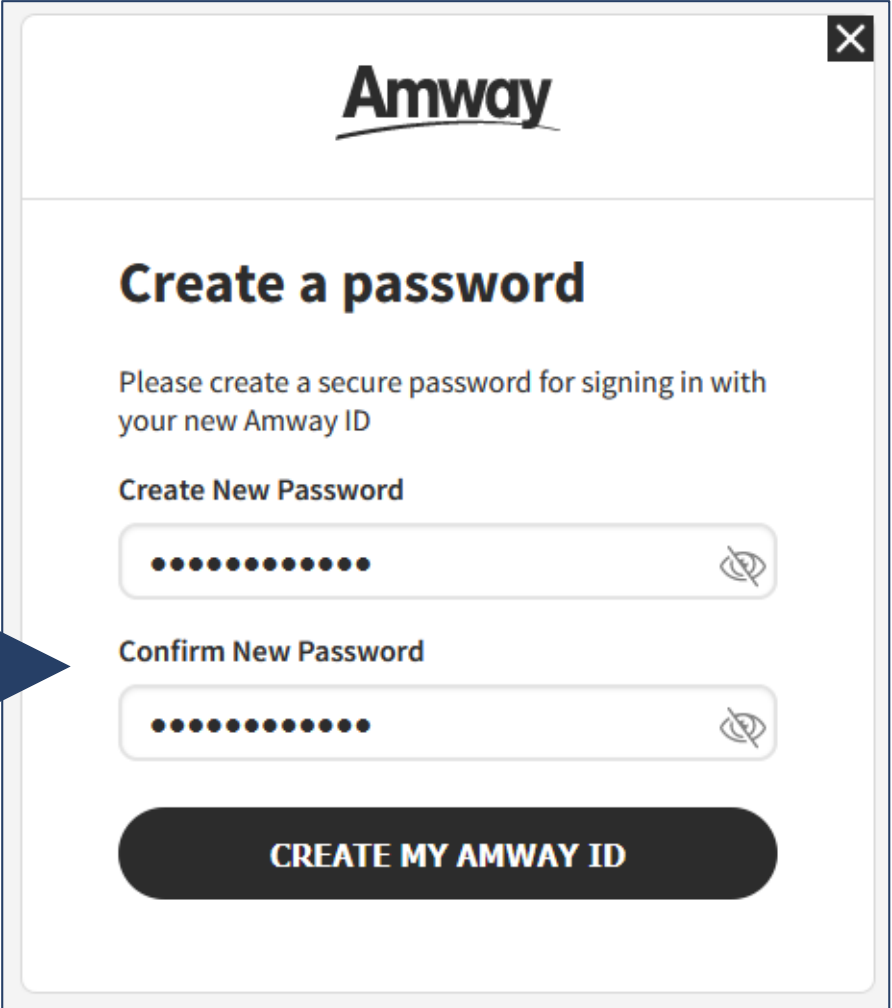
- Go back to the tab/browser where you setup the email account
- Find the email from Amway that says “Activation link for your new Amway ID”
- Click “CONFIRM MY EMAIL”



Setting Up Non-Tech Customers To VCS

5a - Create Password

- If you have logged out of your Amway account or on a different browser, you will get this page (if you do not get this page go to 5b)
- Remember, Keep It Simple, use the same password you used for the email account
- Click “CREATE MY AMWAY ID”



Amway

Create a password

Please create a secure password for signing in with your new Amway ID

Create New Password

.....

Confirm New Password

.....

CREATE MY AMWAY ID

Setting Up Non-Tech Customers To VCS

6a - AmPerks

- Setup AmPerks
- Click the “AmPerks” button

Start a Business Our Story English Help Hi, Janet!

Amway

Search

SHOP PRODUCTS SHOP BRANDS AMPERKS™

Home / My Account

Janet Bishop

MY IBO
PRIMARY PHONE
EMAIL

JUMP TO My Account GO

ORDER HISTORY
View all of your orders in one place




AmPerks
Rewards Program

BILLING & SHIPPING
Manage your preferred addresses, tax information, and more

Setting Up Non-Tech Customers To VCS


6a - AmPerks

- You are now on the “Opt In to AmPerks” page

Amway Search   


Home / My Account / **AmPerks**

Welcome Bishop, Janet

JUMP TO 

Opt In to AmPerks

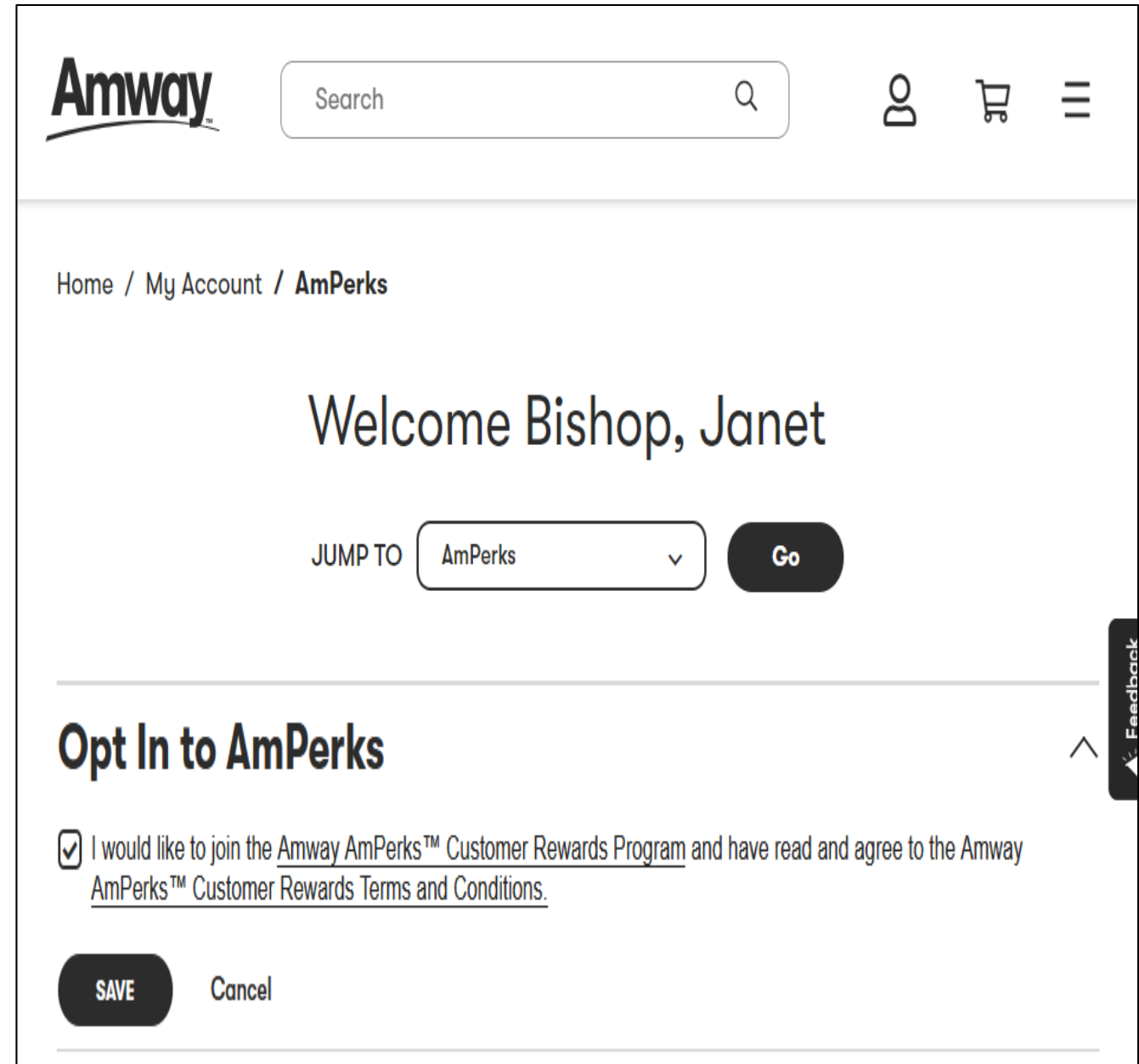
I would like to join the [Amway AmPerks™ Customer Rewards Program](#) and have read and agree to the [Amway AmPerks™ Customer Rewards Terms and Conditions](#).

 Feedback

Setting Up Non-Tech Customers To VCS

6a - AmPerks

- Click the box to put a check mark in the box
- Click Save

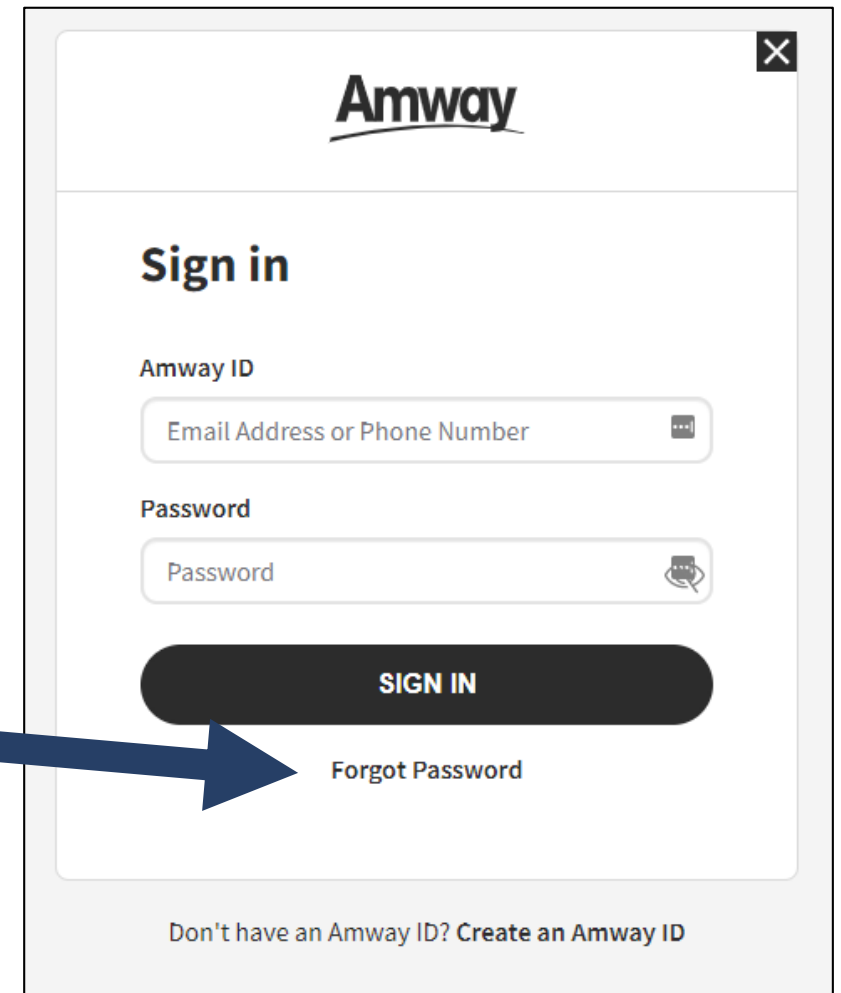


The screenshot shows the Amway website interface. At the top left is the Amway logo. To its right is a search bar with the text "Search" and a magnifying glass icon. Further right are icons for a user profile, a shopping cart, and a menu. Below the header, the breadcrumb trail reads "Home / My Account / AmPerks". The main heading is "Welcome Bishop, Janet". Below this is a "JUMP TO" section with a dropdown menu set to "AmPerks" and a "Go" button. The primary content is a section titled "Opt In to AmPerks" with a checked checkbox and the text: "I would like to join the Amway AmPerks™ Customer Rewards Program and have read and agree to the Amway AmPerks™ Customer Rewards Terms and Conditions." At the bottom of this section are "SAVE" and "Cancel" buttons. A vertical "Feedback" button is visible on the right edge of the page.

Setting Up Non-Tech Customers To VCS

5b - Create Password

- If you did not log out of your Amway account or on the same browser, when you click “COMFIRM MY EMAIL,” you will have to do the following
- Logout of your Amway Account and then click sign-in
- Then, click Forgot Password



The screenshot shows the Amway sign-in interface. At the top is the Amway logo. Below it is the heading "Sign in". There are two input fields: "Amway ID" with a placeholder "Email Address or Phone Number" and "Password" with a placeholder "Password". Below the fields is a large black "SIGN IN" button. Underneath the button is a link for "Forgot Password". At the bottom of the form is the text "Don't have an Amway ID? Create an Amway ID". A blue arrow points from the text "Then, click Forgot Password" in the list to the "Forgot Password" link in the screenshot.

Setting Up Non-Tech Customers To VCS

5b - Create Password

- Then, enter your customers email address (Amway ID)
- Click continue

Amway

Reset your password

Enter the Amway ID associated with your account.

Amway ID

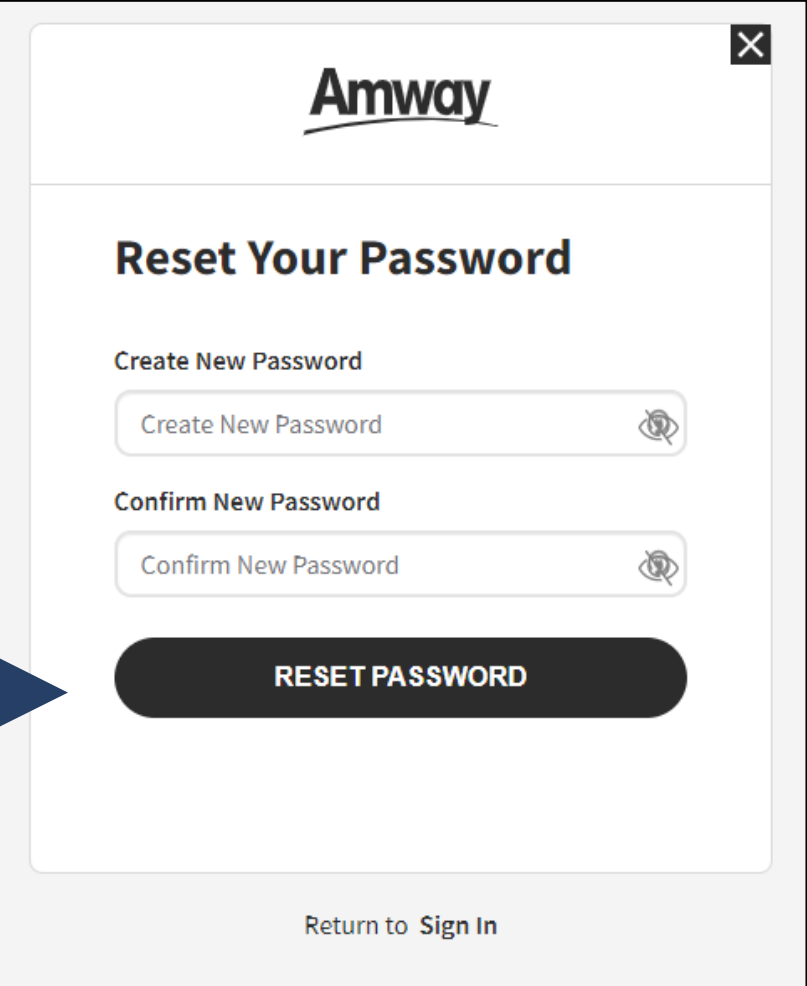
CONTINUE

[Return to Sign In](#)

Setting Up Non-Tech Customers To VCS

5b - Create Password

- If you have logged out of your Amway account or on a different browser, you will get this page
- Enter Password, remember, Keep It Simple, use the same password you used for the email account
- Click “RESET PASSWORD”

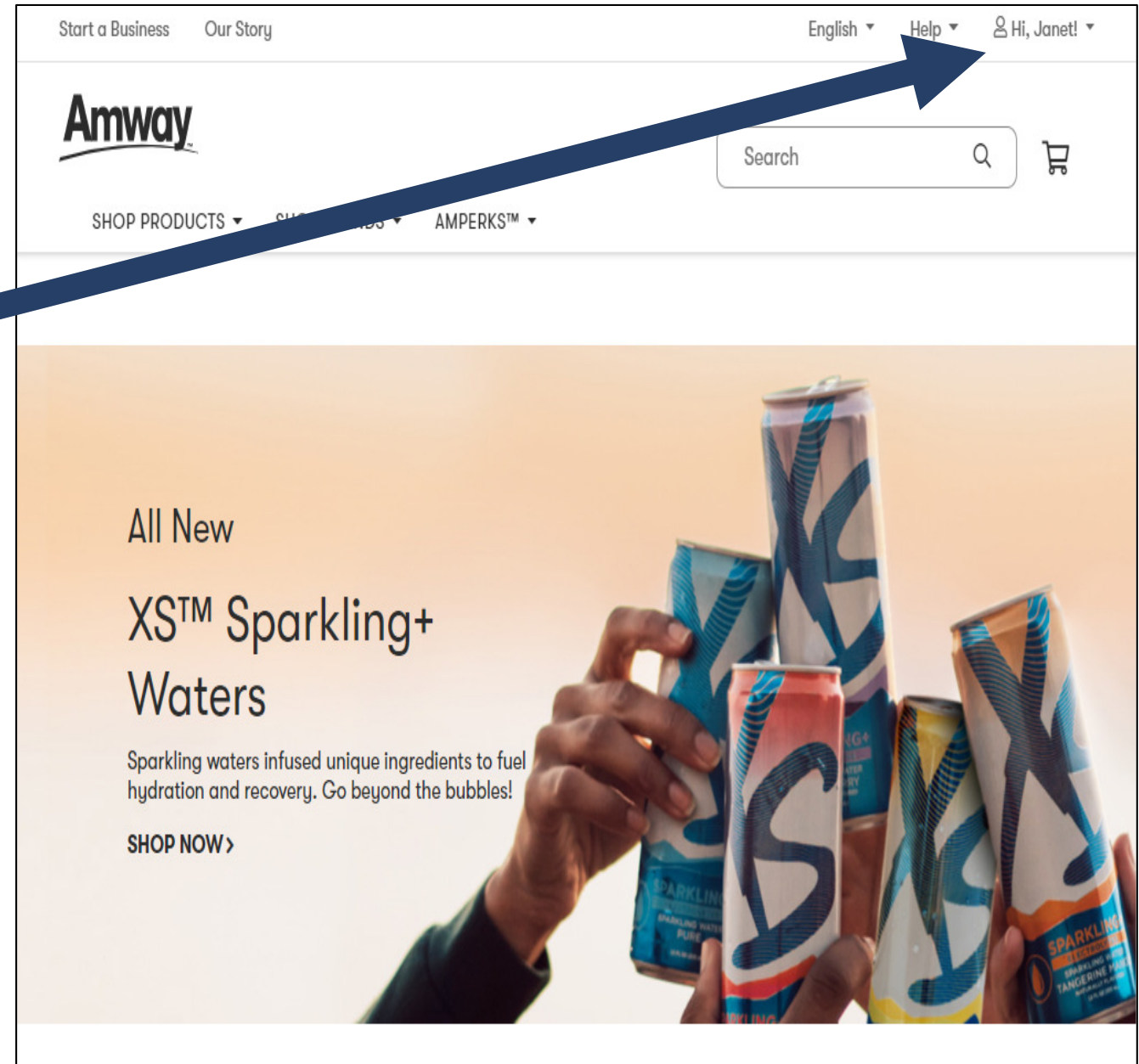


The screenshot shows a web form for resetting a password. At the top is the Amway logo. Below it is the heading "Reset Your Password". There are two input fields: "Create New Password" and "Confirm New Password", each with a toggle icon for visibility. A large black button with white text "RESET PASSWORD" is positioned below the input fields. At the bottom of the form is a link that says "Return to Sign In". A blue arrow from the text "Click 'RESET PASSWORD'" in the list above points to this button.

Setting Up Non-Tech Customers To VCS

5b - Create Password

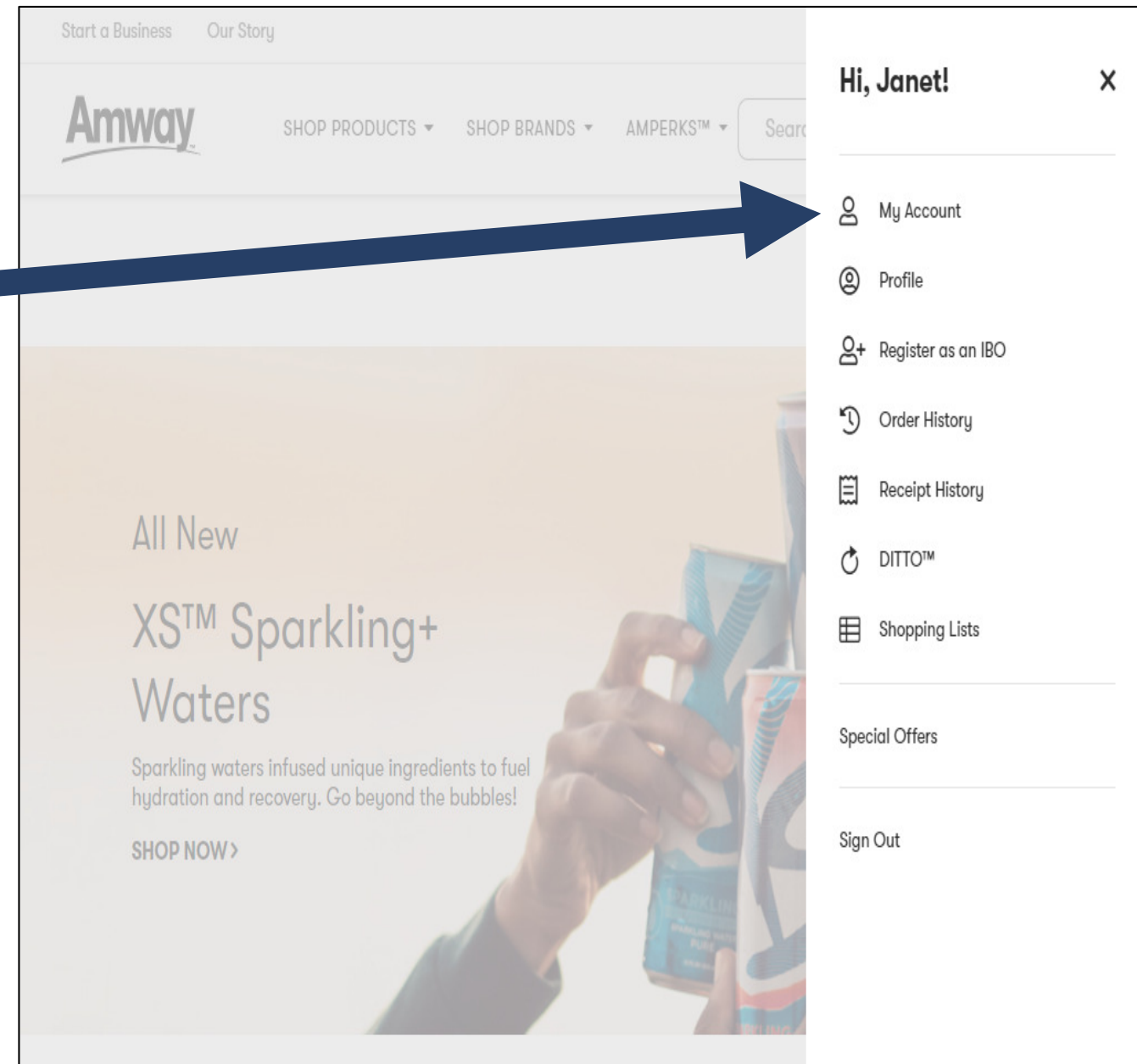
- Login to your customers Amway.com site
- Click “Hi Your Name”



Setting Up Non-Tech Customers To VCS

6b - AmPerks

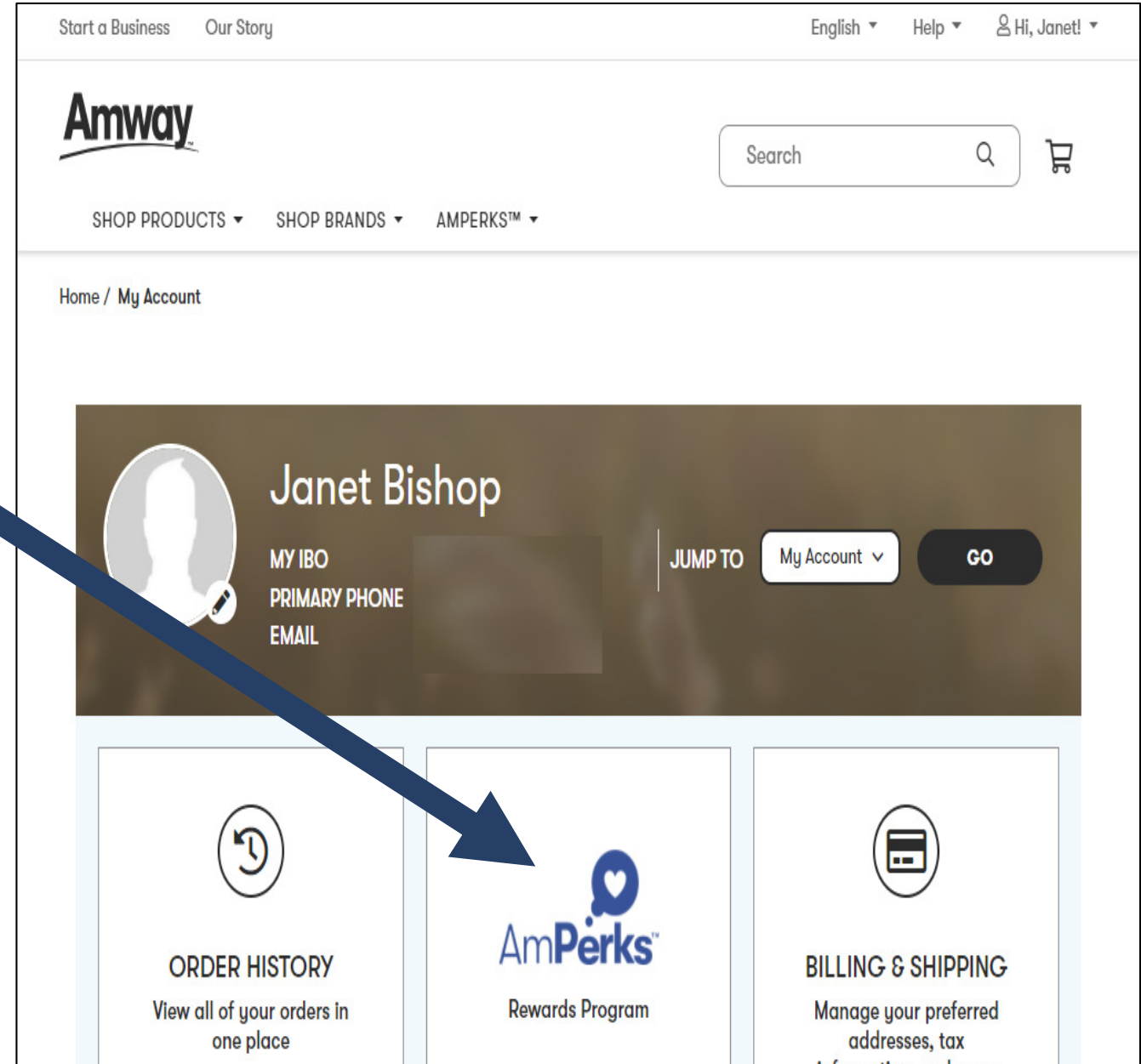
- Setup AmPerks
- Click “My Account”



Setting Up Non-Tech Customers To VCS

6b - AmPerks

- Click the “AmPerks” banner

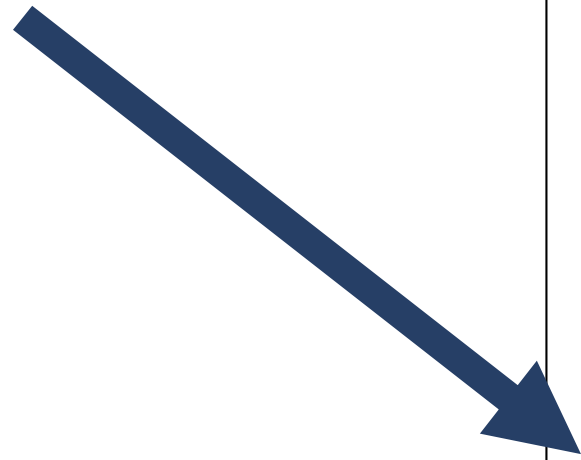


The screenshot shows the Amway website interface. At the top, there are navigation links for "Start a Business" and "Our Story", along with language and help options. The Amway logo is prominently displayed. Below the logo, there are search and shopping cart icons, and navigation menus for "SHOP PRODUCTS", "SHOP BRANDS", and "AMPERKS™". The main content area is titled "Home / My Account" and features a user profile for Janet Bishop. The profile includes a placeholder for a profile picture, the name "Janet Bishop", and fields for "MY IBO", "PRIMARY PHONE", and "EMAIL". To the right of the profile, there is a "JUMP TO" section with a dropdown menu set to "My Account" and a "GO" button. Below the profile, there are three main navigation tiles: "ORDER HISTORY" (with a circular arrow icon), "AmPerks Rewards Program" (with the AmPerks logo and a heart icon), and "BILLING & SHIPPING" (with a card icon). A large blue arrow points from the text "Click the 'AmPerks' banner" to the AmPerks Rewards Program tile.

Setting Up Non-Tech Customers To VCS

6b - AmPerks

- You are now on the “Opt In to AmPerks” page



Amway Search

Home / My Account / **AmPerks**

Welcome Bishop, Janet

JUMP TO

Opt In to AmPerks

I would like to join the [Amway AmPerks™ Customer Rewards Program](#) and have read and agree to the [Amway AmPerks™ Customer Rewards Terms and Conditions](#).

Feedback

Setting Up Non-Tech Customers To VCS

6b - AmPerks

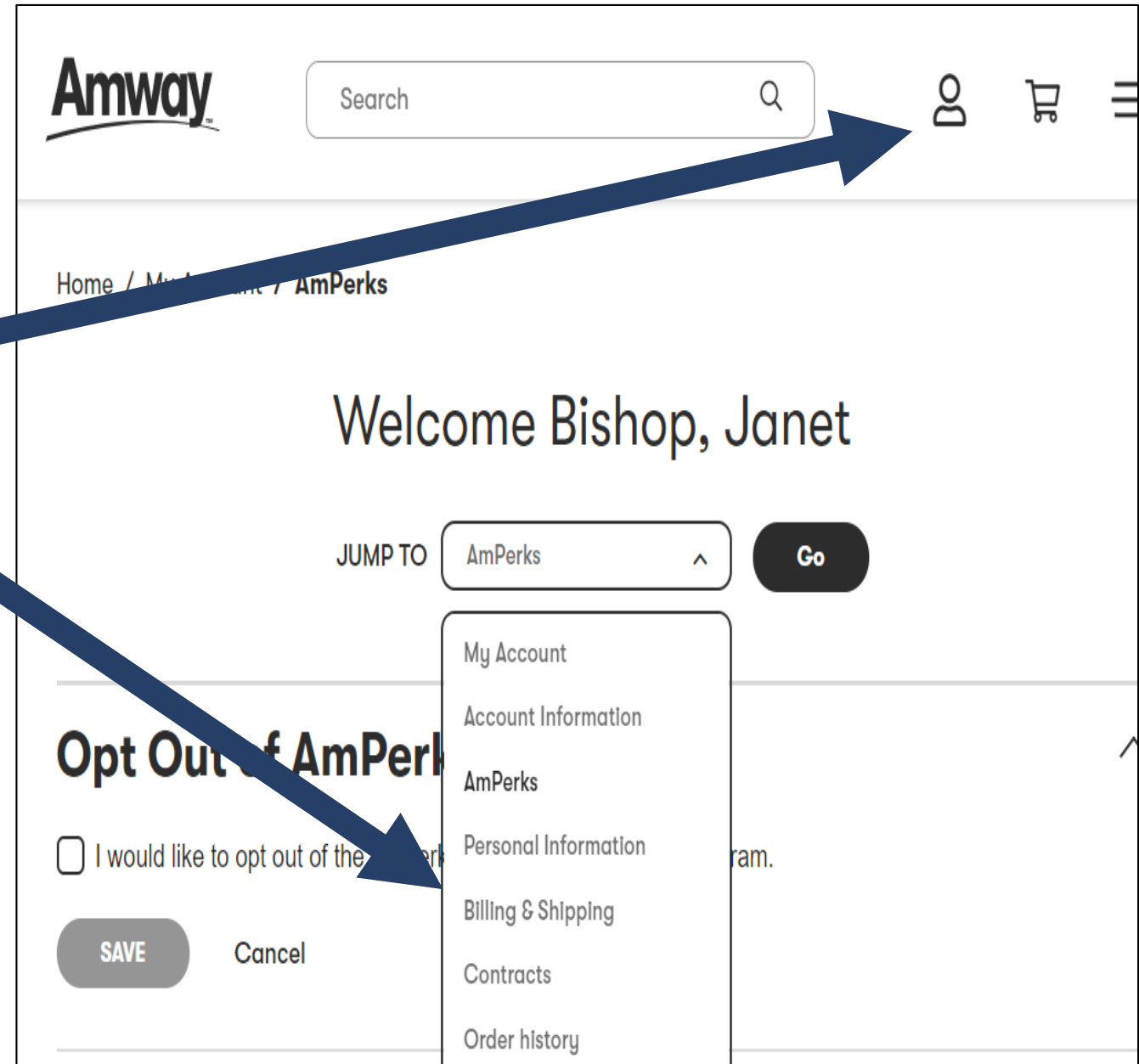
- Click the box to put a check mark in the box
- Click Save

The screenshot shows the Amway website interface. At the top left is the Amway logo. To its right is a search bar with the text 'Search' and a magnifying glass icon. Further right are icons for a user profile, a shopping cart, and a menu. Below the header, the breadcrumb trail reads 'Home / My Account / AmPerks'. The main heading is 'Welcome Bishop, Janet'. Below this is a 'JUMP TO' section with a dropdown menu showing 'AmPerks' and a 'Go' button. The 'Opt In to AmPerks' section is highlighted with a blue arrow. It contains a checked checkbox and the text 'I would like to join the Amway AmPerks™ Customer Rewards Program and have read and agree to the Amway AmPerks™ Customer Rewards Terms and Conditions.' Below this is a 'SAVE' button and a 'Cancel' link. A 'Feedback' button is visible on the right side of the page.

Setting Up Non-Tech Customers To VCS

7 - Shipping Address

- Setup the Shipping Address
- From either drop-down menu click “Billing & Shipping”



The screenshot shows the Amway website interface. At the top left is the Amway logo. To its right is a search bar with the text "Search" and a magnifying glass icon. Further right are icons for a user profile, a shopping cart, and a menu. Below the search bar is a breadcrumb trail: "Home / My Account / AmPerks". The main heading reads "Welcome Bishop, Janet". Below this is a "JUMP TO" section with a dropdown menu currently set to "AmPerks" and a "Go" button. A dropdown menu is open, listing the following options: "My Account", "Account Information", "AmPerks", "Personal Information", "Billing & Shipping", "Contracts", and "Order history". A blue arrow points from the text "Billing & Shipping" in the list to the "Billing & Shipping" option in the dropdown menu. Another blue arrow points from the text "Billing & Shipping" in the list to the user profile icon in the top right corner.

Setting Up Non-Tech Customers To VCS

7 - Shipping Address

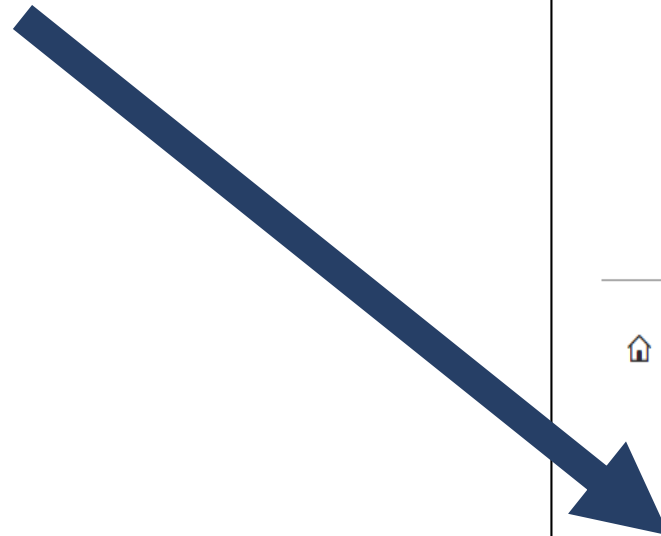
- At SHIPPING AND MAILING ADDRESSES click the “+”

The screenshot shows the Amway website account page for Janet Bishop. The page is titled "Billing & Shipping" and includes a navigation menu with "Start a Business" and "Our Story". The user's name "Janet Bishop" and "MY IBO PRIMARY PHONE" are displayed. A "JUMP TO" menu is set to "Billing & Shipping". The "PAYMENT INFORMATION" section is collapsed, showing "MY CREDIT CARDS" and "No saved payment details." with a "+ Add new payment method" link. The "SHIPPING AND MAILING ADDRESSES" section is visible at the bottom, featuring a house icon and a "+" sign to the right, which is highlighted by a blue arrow from the text above.

Setting Up Non-Tech Customers To VCS

7 - Shipping Address

➤ Click “Add Primary Address”



The screenshot shows the Amway website account page. At the top, there are navigation links for 'Start a Business' and 'Our Story', along with language and help options. The Amway logo is prominently displayed, followed by navigation menus for 'SHOP PRODUCTS', 'SHOP BRANDS', and 'AMPERKS™'. A search bar and a shopping cart icon are also visible. The main content area is divided into sections: 'PAYMENT INFORMATION' (with 'MY CREDIT CARDS' and 'No saved payment details.'), 'SHIPPING AND MAILING ADDRESSES' (with 'PRIMARY ADDRESSES' and 'ALTERNATE ADDRESSES'), and 'SALES TAX EXEMPTION CERTIFICATES'. The 'SHIPPING AND MAILING ADDRESSES' section is expanded, showing 'PRIMARY ADDRESSES' and 'ALTERNATE ADDRESSES' sub-sections. The '+ Add Primary Address' button is highlighted by a blue arrow.

Setting Up Non-Tech Customers To VCS

7 - Shipping Address

- Enter the shipping address information
- Then click “Save”

Start a Business Our Story English ▾ Help ▾ Hi, Janet!

Amway SHOP PRODUCTS ▾ SHOP BRANDS ▾ AMPERKS™ ▾ Search 🔍

SHIPPING AND MAILING ADDRESSES

PRIMARY ADDRESSES

All fields are required unless noted as optional. [+ Add Mailing Address](#)

ADDRESS LINE 1 (STREET)

ADDRESS LINE 2 (HOUSE NO) (Optional)

CITY/STATE

ZIP CODE

Make primary mailing address.

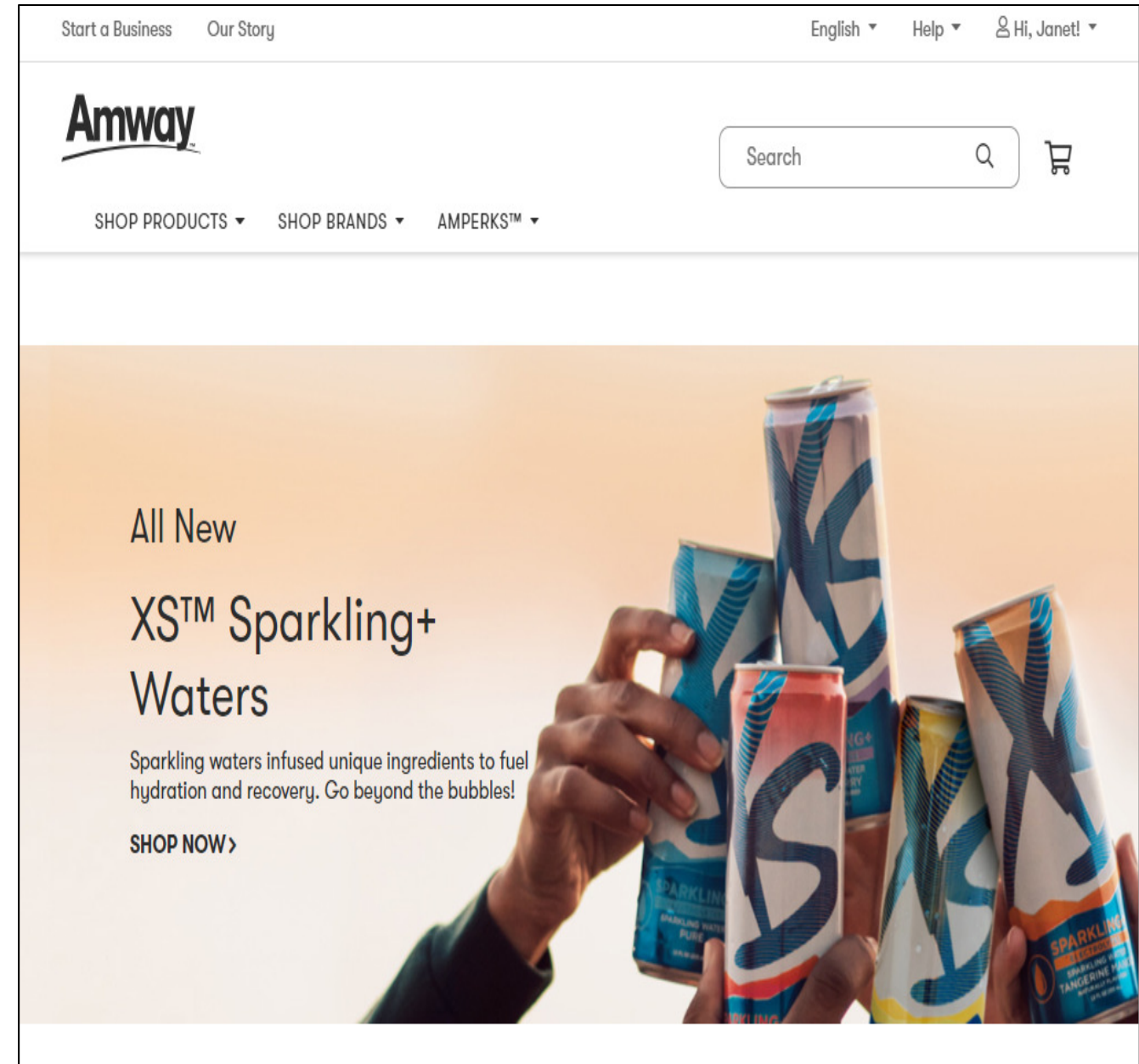
Save Cancel

Setting Up Non-Tech Customers To VCS

8 - Congratulations

You have:

- Registered a VCS Customer
- You have set them up on AmPerks
- You have entered their shipping address
- Remember, you are the manager of this account, make sure you have all the login info stored in a safe place that you can find



Setting Up Non-Tech Customers To VCS

