

EAmega.com Cyber Office Functions



Login to your Amega Cyber Office: <https://www.eamega.com/energized/showlogin.esp>

It is a very good idea to familiarize yourself with your Amega Cyber Office. Once you log into your Cyber Office you have access to a number of functions - examples are listed below. These functions are listed in the order they appear in your Cyber Office. (Note: Your Amega Cyber Office is completely separate from your WandTheWorld back office. The Cyber Office is used to administrate your BA account, your WTW Back Office is used for training, tools and setting up your WTW website.)

Key Functions in your Cyber Office:

UNDER PERSONAL PROFILE:

My Personal Details

- Change your contact information and personal information in reference to your business.
- Change the default placement for when you enrol new people. You can choose "Paying leg of BC 001" "Left of BC" or "Right of BC". (See BA tips document for more details on placing people.)
- View your upline placement and your BC's (Business Center's) status.

My Bank Info

- Update or change your bank account information for receiving commissions.

My Password

- Change your password security question and your Cyber Office login password.

My Transaction Password

- If a transaction password is required by Amega you can change it here, if you want it to be different than your Cyber Office password.

My Partners

- If you have formed a legal partnership with another person in reference to your Amega distributorship, you can add that person to your account here.

My Beneficiaries

- If you would like to add any legal beneficiaries to your Amega distributorship, you can do so here.

My Personal Message

- Edit the personal message that is displayed on your Eamega.com replicated website. (Note: If using WandTheWorld, this step is not necessary as it will never be displayed to visitors if using your WandTheWorld website.)

My Debit Card

- Register your debit card (used to receive commissions), if you applied and received one in the mail.

Apply for Debit Card

- Click on this link to be directed to where you can apply for the appropriate debit card, based on your country, to be able to receive commissions from Amega.

UNDER MY ACCOUNT DETAILS

Commission

- View your commission release history and a description of those commissions.

Product Account Statement

- View all your past personal orders and details about each order.

Reward Vouchers

- View any/all reward vouchers you have received from Amega (see Comp Plan PDF for potential reward vouchers.)

Travel Vouchers

- View any/all travel vouchers you have received from Amega (see Comp Plan PDF for potential travel vouchers.)

UNDER MY INVENTORY

Place Orders

- This is where you can place personal wholesale product orders from Amega Global as well as upgrade a BC or reserve BC. You will have the option to pay by credit card (where available), or another form of payment. You can also pay with your Commission balance.
- Choose to have the products delivered or for pick-up.

Order Accessories

- Order Amega specific tools and accessories from Amega. (For business tools visit the “Promotional Material” section under “My Resources” in your WandTheWorld Back Office.)

RV Order

- If you have a Reward Voucher (RV) balance, you can redeem RV credits for certain items on this page.

Autoship Order

- This is where you will setup your monthly Autoship, with the products that you want to have automatically shipped to you on a specific day every month.
- (Note: It is required that you maintain a 60BV monthly personal order to be “active” and receive commissions on the full compensation plan. The Autoship is the easiest way to make sure you are qualified each month.)

Autoship Amendment

- After setting up your Autoship, if you need to make changes to it go to this section. You can add/remove items and change the day of the month your order ships.

Order View/Cancel Request

- Search for specific orders you have made based on date and order type. If orders have not shipped you can make cancellation requests in this section.

Product ID

- Search past personal orders based on product code or product ID.

UNDER MY NETWORK

My Customers

- View a list of customers that have bought products from your personal website.

My Referrals

- View a list of all the BA’s you have personally sponsored into Amega. You can view their contact information, status, and activation date.
- If you click on the activation date, you will be able to view their Welcome Letter. (Tip: If your new enrollee didn’t receive the Welcome Letter, simply use this function to send the Welcome Letter to that person. If the password hasn’t been changed you will also be able to view their temporary password. This is helpful if new enrollees have difficulty setting up their permanent password.)

My Team Generation Network

- View the amount of people in each level of your Team Generation payout (see Comp Plan PDF). You can view up to the 7th enrollment generation in your network.

List of Leaders

- View the total amount of Associates in your left and right legs and their titles (BA, Diamond, Blue Diamond...etc. For more on rank and qualifications see the Comp Plan PDF).

Genealogy Tree

- View the total amount of BA's in each of your BC's (Business Centers). If you click on a business center, you will be able to see a detailed graphical tree and view where each person is placed in the binary.
- (Tip: When browsing the graphical tree, always click on the very bottom-left or very bottom-right to see the next person placed under that person. Also be aware that all BC's and Reserve Centers are shown in the graphical tree.)

Unconfirmed Sales

- This shows how many orders are still within the 3-day cooling off period (a period that all initial orders go through before being confirmed and shipped out.)
- The 3-day cooling off period can be waived by the BA who ordered when they login to their back office, after which the orders will show up as ``confirmed``.

Daily Sign-Up

- Choose the date of signup to view all BA's that have enrolled on your left and right side for that day.
- If a number shows up higher than 0 under the left or right column you can click on it to view the details of the BA's who have signed up, such as their BA name, country, BV order amount, and activation status.

UNDER MY BUSINESS

Welcome Letter

- View and print your Welcome Letter, which included all your BA information such as BA name, BA ID number, etc.

Change Placement

- If you have personal referrals that haven't passed the 3-day cooling off period, you can change their placement from one side to the other, if necessary. (Note: It is recommended to leave people in their current place in the binary if at all possible.)

UNDER REPORTS

Personal Sales

- View all past personal orders you've made on your account.

Team Binary

- View all past team binary commissions you've earned as a BA. (See Comp Plan PDF for more on Team Binary.)

Team Binary C/F (Carry-Forward)

- Here you can view all the carry-forward volume on the left and right of each of your Business Centers. You always get paid on the lesser-volume leg between the left and right of each business center. When you are paid on the lesser leg the volume amount in that leg is subtracted from the greater-volume leg. The remaining volume from the greater leg carries over into the next day.

Team Generation

- View all past team generation commissions you've earned. (See Comp Plan PDF for more on Team Generation.)

Potential Team Generation

- View the projected Team Generation you'll earn based on the Autoship orders of BAs in your organization. You can view a summary of all your qualified generations or view by qualified generation.

Mega-Matching Bonus

- View all past Mega-Matching Bonus commissions you've earned. (See Comp Plan PDF to learn more.)

Monthly Income Statement

- View the total commissions you've earned in each month. If you click on a month you can view a break-down of how these commissions were earned.
- SB = Sponsorship Bonus (Fast Start Bonus), TBB = Team Binary Bonus, TGB = Team Generation Bonus
MMB = Mega-Matching Bonus

UNDER MY MESSENGER**Compose**

- Use this section to contact Amega Customer Service with any questions related to any Cyber Office functions and your distributorship. (Note: Please do not contact WandTheWorld with any questions that should be handled by Amega Customer Service.)

New Messages

- View all new messages you have received from Amega Customer Service in reference to your enquiries.

View All Messages

- View all past messages and correspondence with Customer Service. You can also search by date or category.

UNDER FAQ

A compilation of frequently asked questions and answers about Amega Global, and conducting your business as a BA.