

Setting Up goherbalife Account with Propay

Create a Propay Account

- a. Go to [Http://www.propay.com/herbalife](http://www.propay.com/herbalife)
 - i. Click Sign Up
 - ii. Pick which option is best for you
 1. \$29.95 per year OR
 2. \$2.95 per month
 - iii. Hit select under your option
 - iv. Follow the steps
 - a. Enter email and Password
 - b. About you
 - c. Payment Info
 - d. Review
- b. Now log into Propay
 - a. Request Visa Card
 - b. Request Card reader
 - c. Under "My Account"
 - i. My Profile
 1. Change/Add bank account (to easily transfer funds)

Now that you Propay is set up, we will go to your myherbalife to complete setting up your shopping website! Go to www.myherbalife.com and log into your account.

- a. Then go to the tabs on the left and select: Customers: Goherbalife Admin: and then it should say something along the line of Get Started to create your website and continue with those steps
- b. As you continue the steps you will Select most of the options that come by default:
 - i. Select: "exact sales tax & shipping Fees"
 - ii. Select: "Accept Credit/Debit Payments with AUTOMATIC shipping"
 - iii. Select: "Propay"
 1. Log Into Propay
 2. Link your Propay
 - iv. Then hit Finish in the lower right corner

At the end it should say you are done and give you the link for your shopping website!!! Write down your shopping website so you will remember it because that is the link you can give to your clients.