This tutorial is designed to guide you through how to process a Group Presentation online. Please use the following how-tos and pictures to help you complete each step easily and successfully.

How to find the Host Rewards Processing link
You can easily find the Host Rewards Processing link by clicking to arbonne.com > Internet Consultants > Tools > Host Rewards Program. The link is located at the bottom of the page; click it to be directed to the My Group Presentations page.

How to create a Group Presentation
Once you reach the My Group Presentations page, click the Create button.
Fill in your Group Presentation name, the Host’s first and last name, and the date. Next, read the Terms and Conditions and click “Yes” to accept the agreement. Click the Submit button to continue.
How to add guests to the Group Presentation

To add guests to the Group Presentation, select the appropriate Group Presentation and click the Proceed button. Once you reach the main page of the Group Presentation, click the Add Guest button located in the bottom-left corner. A pop-up window will appear, to which you will enter the guest’s first and last name and click the Add button to continue. Close the window and repeat this process for each guest.
How to process a new application
To process an application and obtain an Arbonne ID for the Host or a guest, return to the main page of the Group Presentation. Select the name of the person who you would like to register and click the Register for new Arbonne ID button. A pop-up window will appear, to which you will enter the Arbonne ID of the Sponsor. Press the OK button to continue and proceed with the standard registration process where you can choose between the three ways to Join Arbonne: Client, Preferred Client or Consultant.
How to confirm that an Arbonne ID was processed
During the registration process of a new Arbonne ID, the Arbonne ID column on the Group Presentation main page will indicate “Processing Arbonne ID.” Once processing is complete, the new Arbonne ID will appear.
How to address error messages that appear during the application process

If you receive this error message during the application process, press the OK button. Locate the error message below the tool bar and click to “allow scripted windows.” Next, click the Register for new Arbonne ID button to begin the registration process.
How to process a guest order
To process guest orders, you must first verify their Arbonne ID. On the Group Presentation main page, select a guest, enter his or her Arbonne ID in the “Existing Arbonne ID” field, then press the Verify button to begin the process.

![Group Presentation screenshot]
Once the guest’s Arbonne ID appears, click the Create button to enter the order and proceed with the standard shop online process.

If the guest does not have an Arbonne ID, you must first process their application. After you complete the registration, continue to shop online and place the guest’s product order.
How to process the Host’s product order and rewards
The Claim Rewards button will appear in the Host’s row after his or her Arbonne ID is validated, or after his or her application has been processed. Click the Claim Rewards button after you have entered all other orders and applications and are ready to place the Host’s product order and redeem the host rewards.

A pop-up window will appear. Click “OK” to continue or click “Cancel” to remain on the Group Presentation main page.

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Arbonne ID</th>
<th>Sponsor ID</th>
<th>Order #</th>
<th>RV</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Consultant</td>
<td>Christina Melrose</td>
<td>CNS: 18670040</td>
<td></td>
<td>47590695</td>
<td>50.00</td>
</tr>
<tr>
<td>2 Host</td>
<td>Wendy Jones</td>
<td>CNS: 18670092</td>
<td>Sponsor: 18670040</td>
<td>47590692</td>
<td>0.00</td>
</tr>
<tr>
<td>3 Guest</td>
<td>Samantha Johnson</td>
<td>CLI: 18670093</td>
<td>Sponsor: 18670092</td>
<td>47590693</td>
<td>200.00</td>
</tr>
<tr>
<td>4 Guest</td>
<td>Sarah Rush</td>
<td>CNS: 18670037</td>
<td></td>
<td>47590696</td>
<td>50.00</td>
</tr>
<tr>
<td>5 Guest</td>
<td>Carol Smith</td>
<td>PCL: 18670094</td>
<td></td>
<td>47590694</td>
<td>300.00</td>
</tr>
</tbody>
</table>

Group Presentation Total: 5 orders $600.00 RV

WARNING: Do not press your browser’s "Back" button when processing a Group Presentation online.
The host rewards will appear in the Host’s shopping cart under the Special Products Qualifications section. The Host can use those rewards to shop for Arbonne products.

IMPORTANT: Processing the host rewards order will close the Group Presentation. Please process all other applications and orders before claiming the host rewards. Any unclaimed host rewards will be forfeited and cannot be claimed at a later time.

How to proceed when your Host sponsors a guest

If the Host has an Arbonne ID, proceed with the guest’s registration and be sure to enter the Host’s Arbonne ID in the Sponsor field.

If the Host does NOT have an Arbonne ID, it must be generated before processing the guest’s application. You can do this by clicking the Register for new Arbonne ID button and completing the registration process. Once the Host’s Arbonne ID is processed, you can proceed with the guest’s registration. Note: Do not claim the host rewards during the Arbonne ID registration process for the Host. Claiming host rewards will auto-close the Group Presentation and all remaining rewards will be forfeited.