

ENROLLING AND TRAINING NEW DISTRIBUTORS

Congratulations!!! You have begun your path towards success by enrolling a new Distributor. **The first 48 hours are usually the key to the success...for both you and your new enrollee.** It is often in these first few days in which they are the most willing and ready to learn; so it is vitally important that you are there to help them. Additionally, what you teach them (or don't teach them) in this time period is exactly what they in turn will teach their new enrollee's. The Duplication process begins NOW!!!!

ENROLLMENT PROCESS

Getting Started: When you are sponsoring a new Distributor, often times you will be with them in person. If you are, then you can help lead them thru this process. However, many times you are not able to be there in person. Make sure you direct them to the website (www.keithhalls.com) and carefully go over and complete the following items:

1. Choose the correct Enrollment Pak and Autoship Pak: If for any reason, they haven't enrolled yet, now is the time to enroll them. It is very important that you help your new Distributor choose the right Starter Pak and Autoship Pak for them. Exfuze offers several different ones to choose from. Find the one that matches their budget with their goals. **MAKE SURE EACH NEW DISTRIBUTOR IS SIGNED UP FOR AUTOSHIP.** Many times, if a person has signed up online, they choose a smaller Pak; now is the perfect time to show them how to correct that.

2 Enroll your new Distributor. If you haven't already, it is now time to enroll the new Distributor. If you are there in person, show them how the sign up process is done online. If you are not with them, talk them thru the process. This is a very important time for you and them. This is when you will place them in a position in your Binary Tree. Once entered and enrolled, they are permanently in that position in your organization (certain exceptions apply, but must be taken care of with the Company within the first 48 hours of their sign-up). To enroll someone, log in to your Exfuze back office on your computer. Then, in your back office, you will have several options to choose from. Select "My Exfuze Team", then from the choices given, select "Binary Tree View". A view of your organization will appear on your screen. Click down to the spot where you want them placed. Then Click on the next available spot and the information for the sign up process will appear on the screen. Make sure you go thru all the steps, fill it out completely and print out a copy of their Enrollment Confirmation. If you are working using Automatic Placements, be sure the Computer knows where you would like the next new Distributor to be automatically placed. If you haven't, now is the time to select your automatic placements. To set up your Automatic Placement, again go to your back office. Again under the tab at the top of the page "My Exfuze Team", select "SETUP Default Placement". You then will choose which side of your Binary tree you want people to be automatically placed and save your settings. If you ever would like to change your settings, just go back and select the other side and save it.

3. Teach them how to Log In and Navigate. After the sign up process, make sure that each new distributor knows how to sign in and show them the back office; invite them to navigate through the various options. One of the most important items they need to complete is their profile. Have them click on "Main Menu" and then "My Exfuze Profile". They will then be prompted to fill out certain needed information.

4. **Help them get started.** The most exciting and often confusing few days for a new Distributor is often at the very beginning. Most of them will not know what to do or where to turn. **THIS IS THE TIME WHEN YOU CAN BUILD A TRUSTING RELATIONSHIP.** Be sure and take the time and help them. First, lead them to the "New Member Kit" and have them fill it out. Make sure that they complete and save their worksheet. As their sponsor, you will want to ask for and keep a copy of their "Hopes, Dreams and Commitments" section. Also show them where they can find the phone numbers and email list of important people. Make sure they know when all of the Company calls and Training calls are and encourage them to listen each and every week. They will be able to learn new techniques, hear how others are succeeding as well as listening to the Company's leaders. Remember, this is the time when they need your help the most, so take the time to answer their questions and lead them in the right direction.

5. **Schedule their first training appointment.** Too many times new Distributors feel they are ready to sponsor the world without any training. Because of the potential they have, make sure they are trained. They should read and learn about the Company, the Products and the Compensation Plan. They will need to learn how to invite someone to a meeting or webinar; how to "close" their new recruits and so much more. The key is for them to get started NOW but have the close and careful help of an upline member.

5. **Make a list of prospects.** With all of their excitement and energy focused on starting their business, now is the time for them to make a list of people who they know. This is called their "warm list". This is list of people who they believe would be interested in learning more about better health and better wealth. One way to begin is by asking a question... "If you were beginning a new business today, who are the 10 people who, if they would be part of your business, would help you succeed?" This is a great place to start. Have them continue their list until they have 50 names, (of course, make sure they keep their list fresh and up to date with new names). Then, with these 50 people in mind, who are the people who would be most likely to get started and join with them now? Help them contact these person and invite them to listen to a webinar, to attend a presentation, a meeting or even something as simple but as effective as visiting them in their own home. In the beginning, either you, another upline member or even the computer will be doing most of the talking for them. Help them to have success in sponsoring at least TWO new recruits and have them then teach their new recruits to duplicate what you have done. This is how Duplication works and is the means of leveraging yours as well as others time and efforts.

Remember, your team will duplicate what you have or haven't taught them to do. If for some reason you are not able to help them, make sure that someone in your upline does. **THIS PROCESS IS VITAL FOR YOUR SUCCESS AND FOR YOUR TEAMS SUCCESS.** If your sponsor didn't teach you this process in the beginning, don't get mad. Remember, we are still a young Company and we are all still learning and will always be learning. However, if you haven't completed this section, now is the time to make sure you do...at some time, your team will ask you if you did. If your response is no, then it will be hard to convince them to. This is your business and you want to make sure you and your team are on the right track. Your business and long term success depends upon it!