



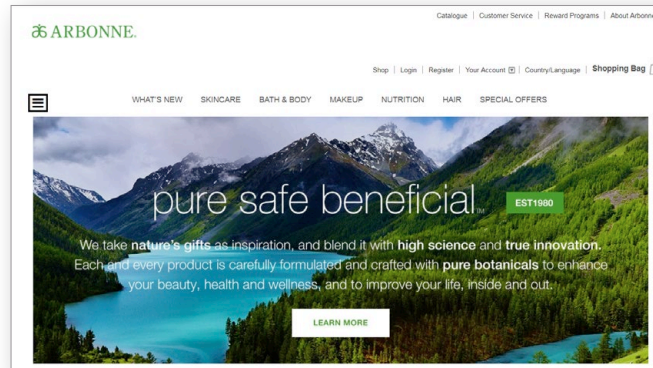
# QUICK START GUIDE

Congratulations and welcome to Arbonne! You've taken your first step by starting your business and now you have the opportunity to build it. Use and share these quick reference sheets for placing your first order, signing up as a new Independent Consultant or Preferred Client, placing an order on behalf of your Preferred Client, and placing an order as a Preferred Client.

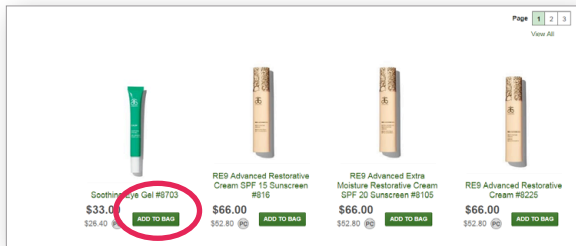


# HOW TO PLACE AN ORDER AS AN INDEPENDENT CONSULTANT

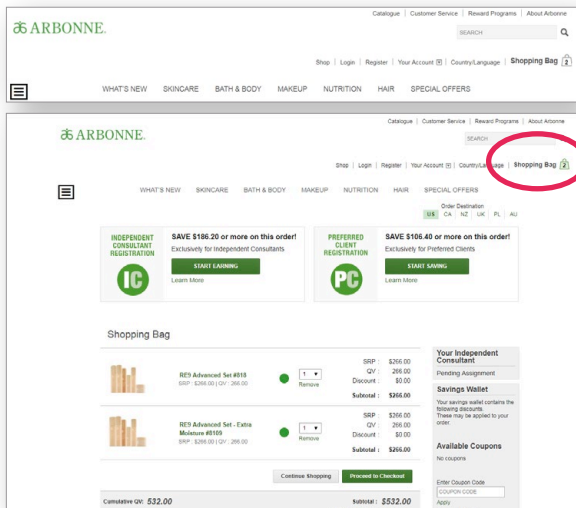
Starting from your Independent Consultant website or [www.arbonne.com](http://www.arbonne.com):



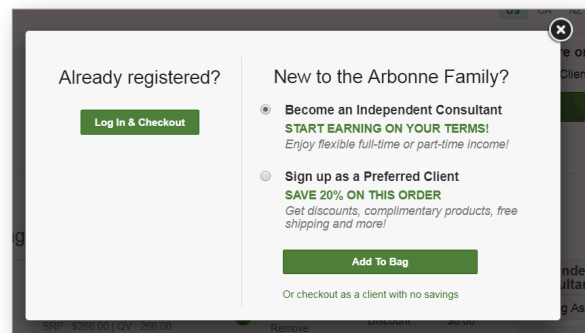
1. Add products to your shopping bag. Note that if you add 500 QV in products, you earn Free Shipping on your order.



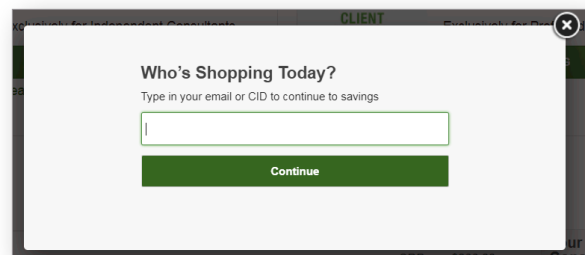
2. Click the **Shopping Bag** link and then **Proceed to Checkout**.



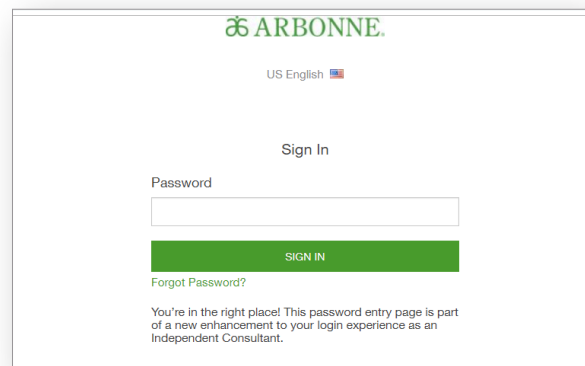
3. Under Already Registered, click **Log In & Checkout**.



4. Enter your CID Number or Email Address and **Continue**.



5. Enter your Password then click **SIGN IN**.



# HOW TO PLACE AN ORDER AS AN INDEPENDENT CONSULTANT

6. **Proceed to Checkout.** You will confirm your shipping address, shipping method and **Continue.**  
*Note: Free shipping applies to orders of 500 QV or more.*

7. If you were invited to an in-person or virtual Host Rewards event, select **Yes** to search for the event here. If not, select **No**, then **Continue.**

8. If you would like to donate to the Arbonne Charitable Foundation, choose a donation amount then click **Continue.**

9. Next you will **Add Credit Card** and **Add Payment.** Note that you can choose to save your payment type to your wallet for a quicker checkout next time.

10. Click **Review and Confirm Order.** You will review your order, and then click **Submit Order.**

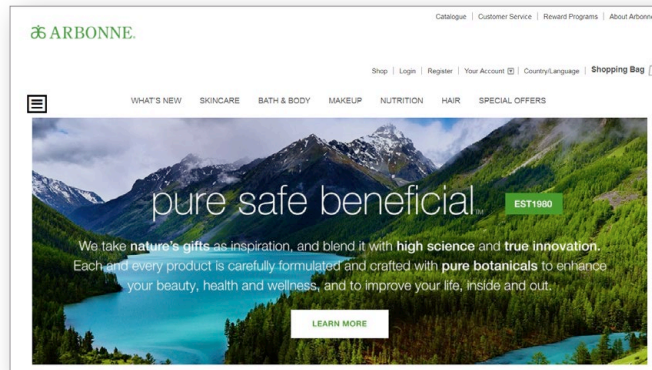
Description	Status	SRP	Qty	Total	Discount	Subtotal	Autoship?
RE9 Advanced Set #818	<input checked="" type="radio"/>	\$266.00	1	\$266.00	\$93.10	\$172.90	N/A
RE9 Advanced Set - Extra Moisture #8109	<input checked="" type="radio"/>	\$266.00	1	\$266.00	\$93.10	\$172.90	N/A

**You've now placed your first order as an Independent Consultant. You're on your way to enjoying your Arbonne products!**

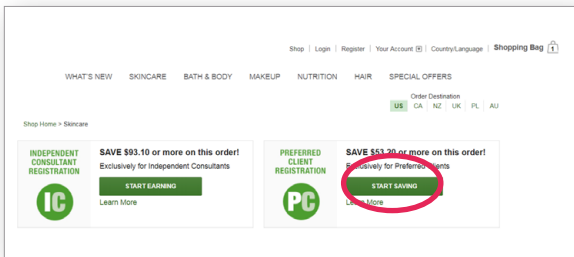


# HOW TO SIGN UP AS A NEW PREFERRED CLIENT

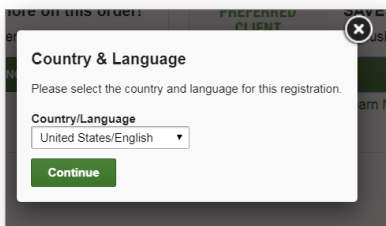
Begin from your Arbonne Independent Consultant's website or [www.arbonne.com](http://www.arbonne.com).



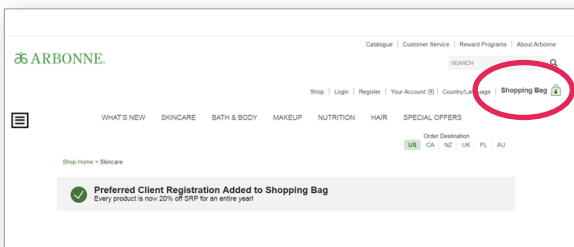
1. Add items to the shopping bag, then click Start Saving.  
*Note: Adding \$250 SRP worth of products to the bag earns a registration Free Gift.*



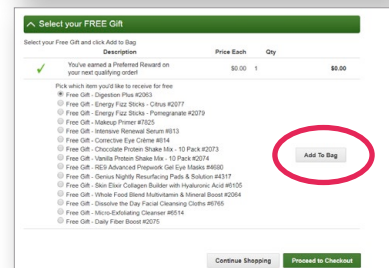
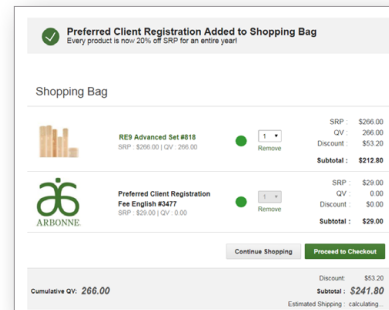
2. Select a country and language preference from the drop down, then click **Continue**.



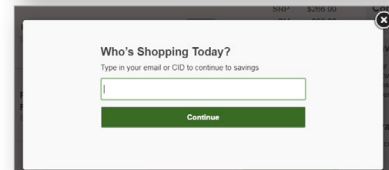
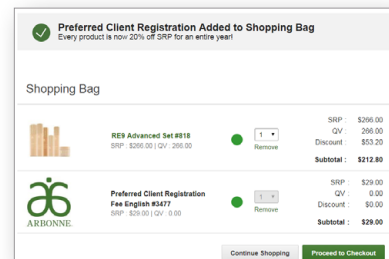
3. You'll see the Preferred Client Registration has been added to the Shopping Bag. Click the **Shopping Bag** link to checkout.



4. Scroll down to see special offers in the shopping bag. Here you can select the product you would like as the Registration Gift, then **Add To Bag**.



5. Click **Proceed to Checkout**. Enter your email address, click **Continue**.



# HOW TO SIGN UP AS A NEW PREFERRED CLIENT

6. Enter your contact information to create an account, click **Register**.

Welcome to Arbonne  
Create an account for a speedy checkout process next time.

First Name  Last Name

Email

Create Password  Show

Birth Date  
Month  Day  YYYY

Home Phone - optional  
US

Mobile Phone - optional  
US

Yes, keep me notified of updates and offers  
By selecting above you agree to receive emails from Arbonne International, LLC and electronic communications from your Arbonne Independent Consultant. You may unsubscribe at any time.

**Register**

7. Enter your shipping address, click **Continue**.

Checkout > Review Order

**1 Shipping Address**

Where are we sending your new products?

Full Name

Company (optional)

Country

Address

City

State/Province  Zip

**Continue**

8. Select the shipping method, click **Continue**.  
*Note: Free shipping applies to orders of \$150 SRP or more.*

**2 Shipping Method**

- \$0.00 - US PC Standard Shipping
- \$24.95 - Expedited 3 Day ?
- \$29.99 - Expedited 2 Day ?
- \$39.99 - Expedited Overnight ?
- \$0.00 - Will Call - Irvine Pickup
- \$0.00 - Green Will Call - Irvine Pickup ?

**Continue**

9. If you were invited to an in-person or virtual Host Rewards event, you can search for the event here. If not, select **No**, then click **Continue**.

**3 Your Host**

Attended a recent Arbonne event via a host? (If so, we want to make sure they get credit!)

No  
 Yes

Order is not associated with an event

**Continue**

10. Search for a Consultant you know, or by Zip Code. *Note: If you are joining from a Consultant's personal website, that Consultant will automatically be assigned as your Consultant.*

**4 Your Consultant**

Pending Assignment

**Search for a consultant**

Select a Consultant  
Your Consultant can assist you with discovering and ordering products you'll love!

**Pending Assignment**

First Name  Last Name

Or

Consultant ID

Or

Business Name

Or

Zip Code

**Search**

11. If you would like to donate to the Arbonne Charitable Foundation, choose a donation amount then click **Continue**.

**5 Support the Arbonne Charitable Foundation**

Join the Arbonne Charitable Foundation in our pursuit of empowering every teen with the confidence they need to pursue their dreams! You can help make a difference in the lives of teens like Celia, who found her forever family through a program the ACF helped fund. Watch the short clip below to learn more about Celia's inspiring story and see the impact we're making together!

I prefer not to donate at this time

Round up my order to the nearest dollar  
\$388.00

\$5.00

\$10.00

\$20.00

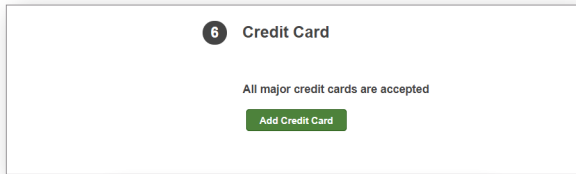
Other

Your donation is not subject to sales tax and is deductible to the fullest extent allowable by law.

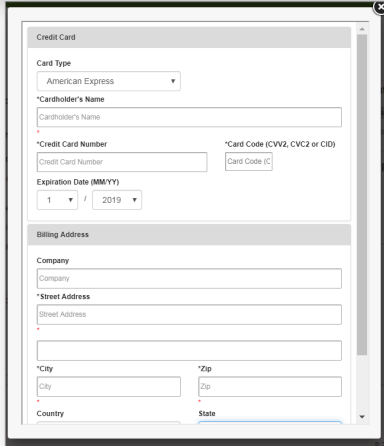
**Continue**

# HOW TO SIGN UP AS A NEW PREFERRED CLIENT

12. Click **Add Credit Card**.

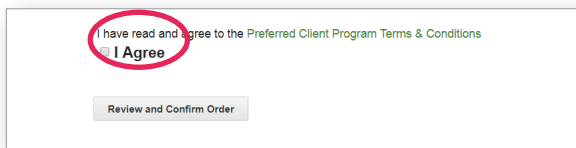


A white rectangular box with a dark border. At the top center, there is a dark circle containing the number '6' followed by the text 'Credit Card'. Below this, the text 'All major credit cards are accepted' is centered. At the bottom center, there is a green button with the text 'Add Credit Card' in white.



A screenshot of a credit card form. At the top, it says 'Credit Card'. Below that, 'Card Type' is set to 'American Express'. The form includes fields for 'Cardholder's Name', 'Credit Card Number', 'Card Code (CVV2, CVC2 or CID)', and 'Expiration Date (MM/YY)' (set to 1 / 2019). A 'Billing Address' section follows with fields for 'Company', 'Street Address', 'City', 'Zip', and 'Country/State'.

13. Review the Arbonne Terms & Conditions, click the box next to **I Agree**, then click **Review and Confirm Order**.



A white rectangular box with a dark border. At the top, it says 'I have read and agree to the Preferred Client Program Terms & Conditions'. Below this, there is a checkbox labeled 'I Agree' which is circled in red. At the bottom center, there is a grey button with the text 'Review and Confirm Order'.

14. Review the order, then click **Submit Order**.

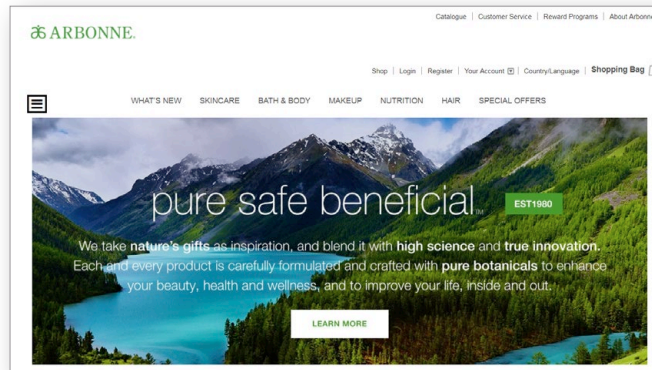


A white rectangular box with a dark border. At the top, it says 'Checkout > Review Order'. Below this, there are two buttons: a grey 'Previous' button and a green 'Submit Order' button. At the bottom, the text 'Review Order' is displayed.

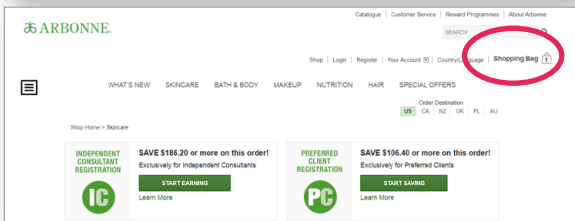
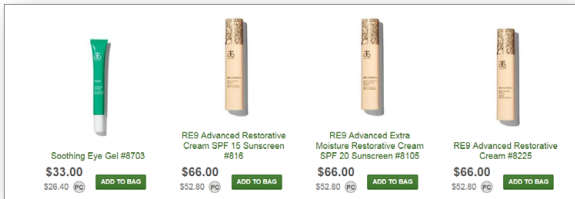
**Your Preferred Client  
Registration is complete.**

# HOW TO PLACE AN ORDER AS A PREFERRED CLIENT

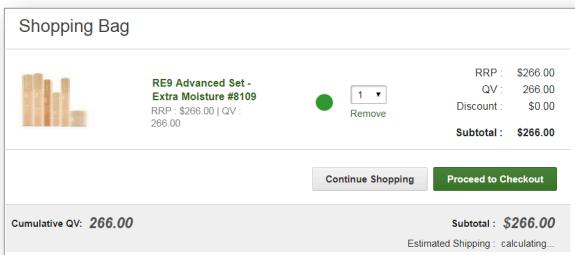
Starting from your Arbonne Independent Consultant's website or [www.arbonne.com](http://www.arbonne.com):



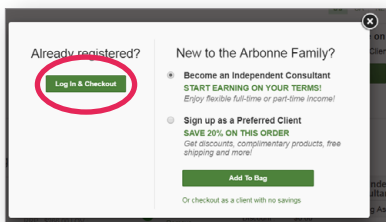
1. Add products to the shopping bag. Click the **Shopping Bag** link. *Note: Placing a \$150 SRP order earns Free Shipping and a Preferred Reward redeemable on your next order.*



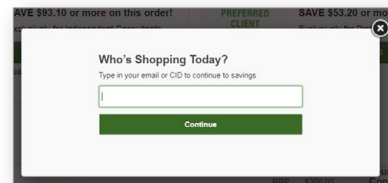
2. Click **Proceed to Checkout**.



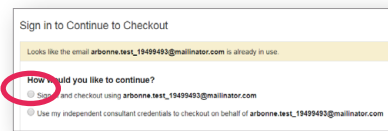
3. Under Already Registered, click **Log In & Checkout**.



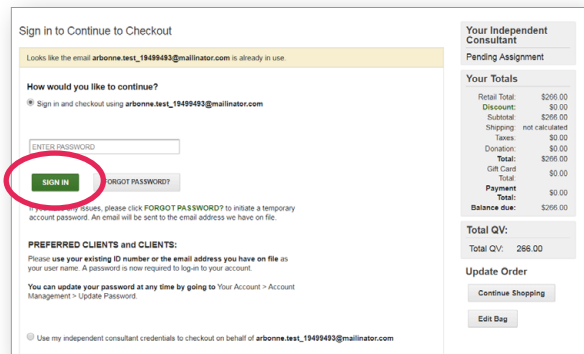
4. Enter your CID Number or Email Address, click **Continue**.



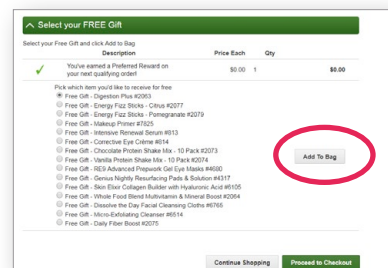
5. Select Sign In and checkout using your email address.



6. Enter your Password then click **SIGN IN**.

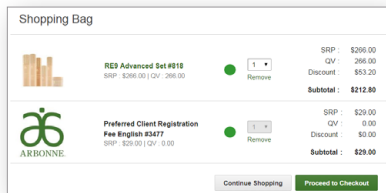


7. If you have a Preferred Reward, select your Free Gift from the list, then click **Add To Bag**.

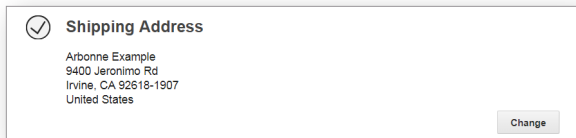


# HOW TO PLACE AN ORDER AS A PREFERRED CLIENT

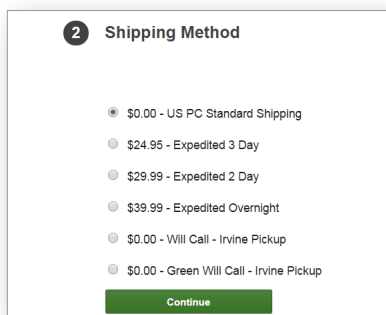
8. Click **Proceed to Checkout**.



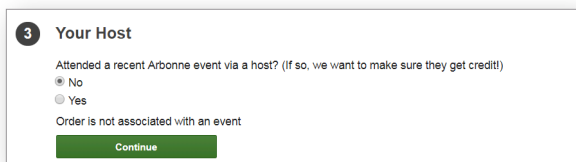
9. Confirm the Shipping Address.



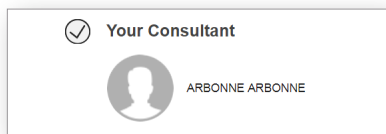
10. Select the Shipping Method, then click **Continue**.  
*Note: Free shipping applies to orders of \$150 SRP or more.*



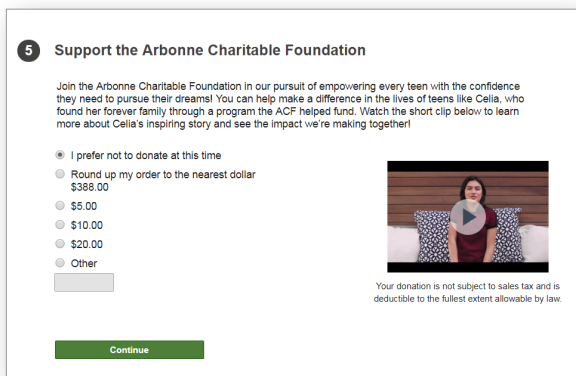
11. If you were invited to an in-person or virtual Host Rewards event, select **Yes** to search for the event here. If not, select **No**, then click **Continue**.



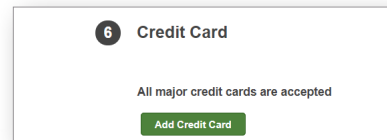
12. Your Consultant's information will be displayed here.



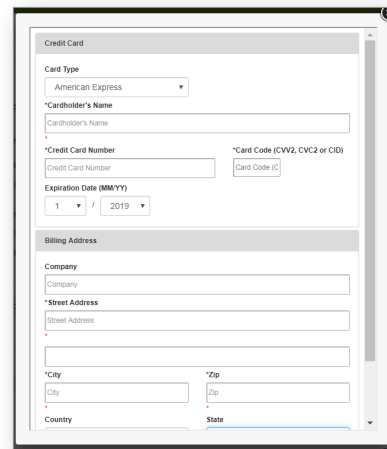
13. If you would like to donate to the Arbonne Charitable Foundation, choose a donation amount then click **Continue**.



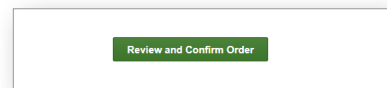
14. Click **Add Credit Card**.



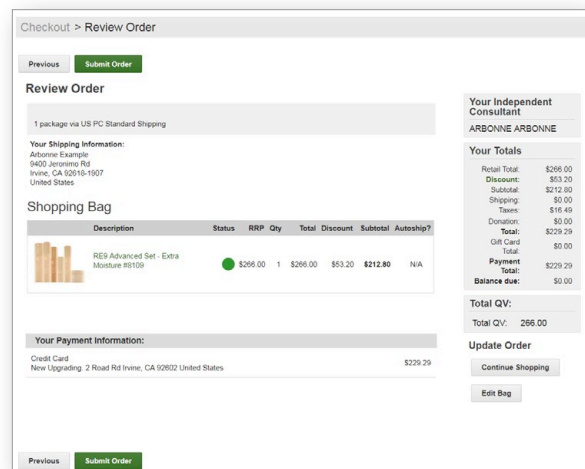
15. Provide your credit card information, then click **Add Payment**.



16. Click **Review and Confirm Order**.



17. Review your order then click **Submit Order**.

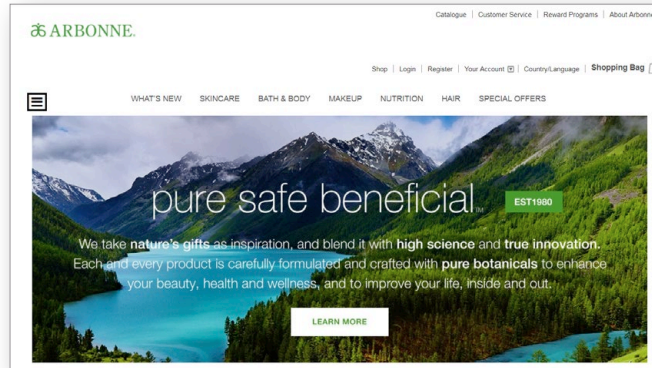


**Your order is complete.**

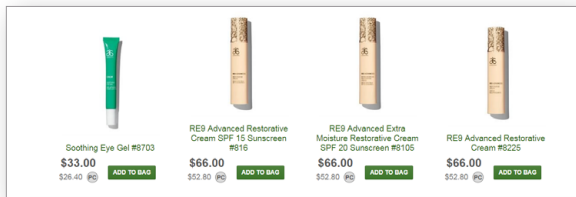


# HOW TO PLACE AN ORDER ON BEHALF OF YOUR PERSONALLY SPONSORED PREFERRED CLIENT

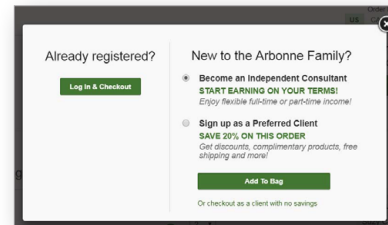
Starting from your Arbonne Independent Consultant website or [www.arbonne.com](http://www.arbonne.com):



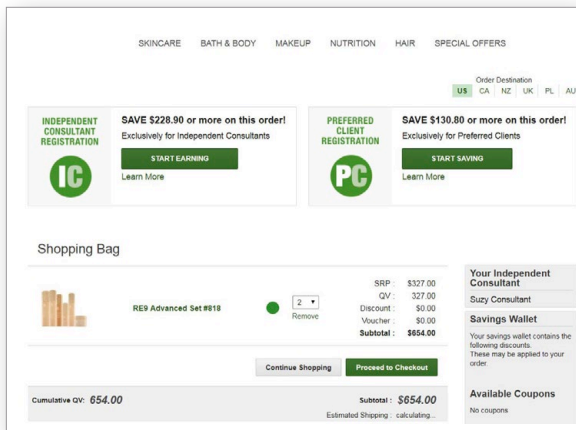
1. Add items to the shopping bag, then click the **Shopping Bag** link to check out. *Note: Registrations are not allowed within On Behalf Ordering.*



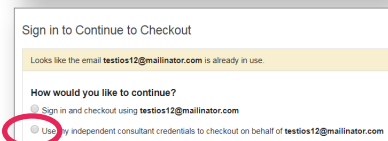
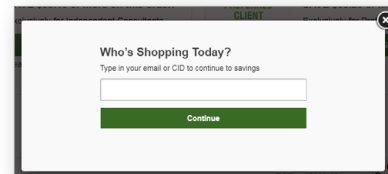
3. Click **Log In & Checkout**.



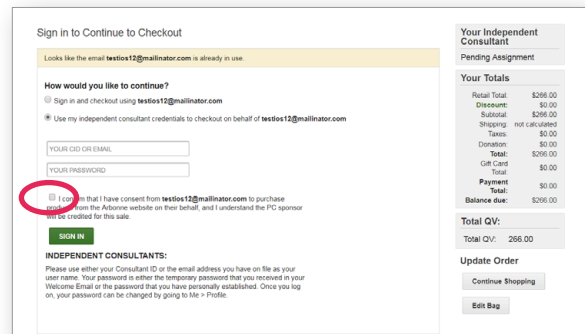
2. Click **Proceed to Checkout**.



4. Enter the Preferred Client's email address, then click Continue and select "Use my Independent Consultant credentials to checkout on behalf of..."



5. Enter your CID or your email address and your account password. Select the box next to "I confirm that I have consent..." then click **Sign In**.



# HOW TO PLACE AN ORDER ON BEHALF OF YOUR PERSONALLY SPONSORED PREFERRED CLIENT

6. You will be directed to the Checkout page. Confirm your Preferred Client's shipping address. Select the shipping method, click **Continue**. *Note: Free shipping applies to orders of \$150 SRP or more.*

✓ **Shipping Address**

Arbonne Example  
9400 Jeronimo Rd  
Irvine, CA 92618-1907  
United States

Change

2 **Shipping Method**

- \$0.00 - US PC Standard Shipping
- \$24.95 - Expedited 3 Day
- \$29.99 - Expedited 2 Day
- \$39.99 - Expedited Overnight
- \$0.00 - Will Call - Irvine Pickup
- \$0.00 - Green Will Call - Irvine Pickup

Continue

7. If your Preferred Client was invited to an in-person or virtual Host Rewards event, select Yes to search for the event here. If not, select **No**, then click **Continue**.

3 **Your Host**

Attended a recent Arbonne event via a host? (If so, we want to make sure they get credit!)

- No
- Yes

Order is not associated with an event

Continue


8. You will be automatically assigned as the Sponsor. If your Preferred Client would like to donate to the Arbonne Charitable Foundation, choose a donation amount then click **Continue**.

5 **Support the Arbonne Charitable Foundation**

Join the Arbonne Charitable Foundation in our pursuit of empowering every teen with the confidence they need to pursue their dreams! You can help make a difference in the lives of teens like Celia, who found her forever family through a program the ACF helped fund. Watch the short clip below to learn more about Celia's inspiring story and see the impact we're making together!

- I prefer not to donate at this time
- Round up my order to the nearest dollar \$388.00
- \$5.00
- \$10.00
- \$20.00
- Other

Continue



Your donation is not subject to sales tax and is deductible to the fullest extent allowable by law.

9. Click **Add Credit Card**.

6 **Credit Card**

All major credit cards are accepted

Add Credit Card

10. Provide the credit card information, then click **Add Payment**.

Credit Card

Card Type  
American Express

\*Cardholder's Name  
Cardholder's Name

\*Credit Card Number  
Credit Card Number

\*Card Code (CVV2, CVC2 or CID)  
Card Code (C)

Expiration Date (MM/YY)  
1 / 2019

Billing Address

Company  
Company

\*Street Address  
Street Address

\*City  
City

\*Zip  
Zip

Country  
Country

State  
State

11. Click **Review and Confirm Order**.

✓ **Credit Card**

Type	Arbonne Example Credit Card	4111*****1111	Update Amount
Amount	\$229.29		
Status	Not Processed		Remove Payment

Review and Confirm Order

12. Review your order, then click **Submit Order**.

Checkout > Review Order

Previous Submit Order

**Review Order**

1 package via US PC Standard Shipping

Your Shipping Information:  
Arbonne Example  
9400 Jeronimo Rd  
Irvine, CA 92618-1907  
United States

Shopping Bag

Description	Status	RRP	Qty	Total	Discount	Subtotal	Autoship?
REG Advanced Set 4818	●	\$266.00	1	\$266.00	\$53.20	\$212.80	N/A

Your Payment Information:  
Credit Card  
Arbonne Example, 9400 Jeronimo Rd Irvine, CA 92618 United States \$229.29

Your Independent Consultant  
Test 19000002

Your Totals

Retail Total:	\$266.00
Discount:	\$53.20
Subtotal:	\$212.80
Shipping:	\$0.00
Taxes:	\$16.49
Donation:	\$0.00
Total:	\$229.29
Gift Card Total:	\$0.00
Payment Total:	\$229.29
Balance due:	\$0.00

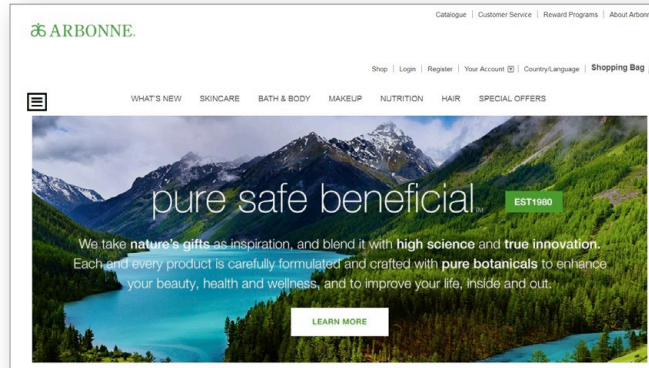
Total QV: 266.00

Update Order  
Continue Shopping  
Edit Bag

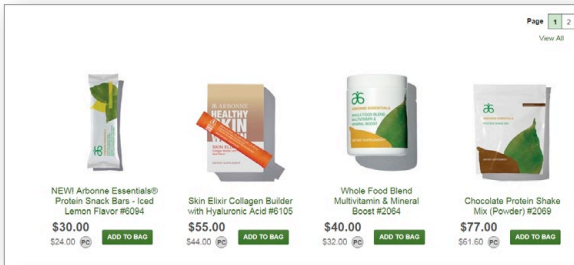
The order is complete.

# HOW TO SIGN UP AS A NEW INDEPENDENT CONSULTANT

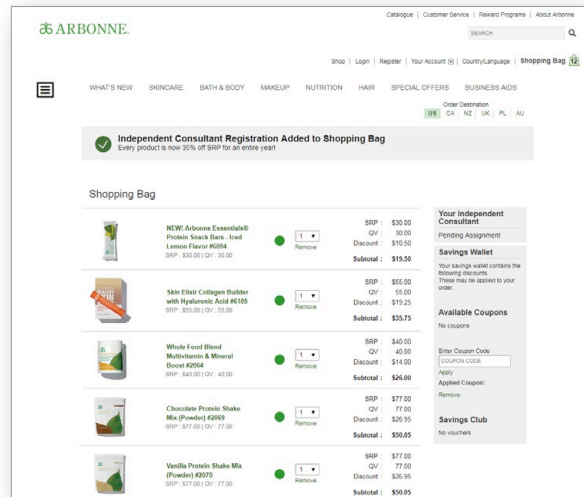
Starting from your Arbonne Independent Consultant's website or [www.arbonne.com](http://www.arbonne.com):



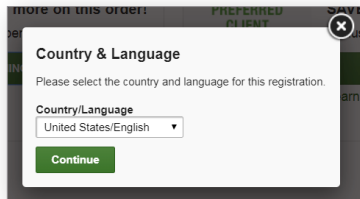
1. Add products to the shopping bag, and click **Start Earning** on the banner at any time while shopping.



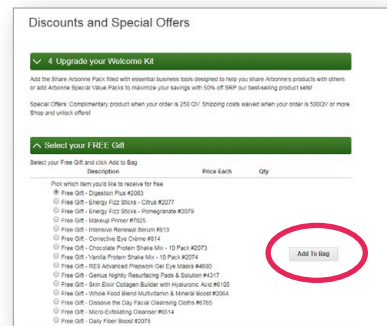
4. New Consultants earn a registration gift of free product when the order reaches 250 QV and earn Free Shipping when the order reaches 500 QV.



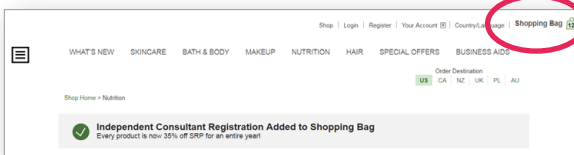
2. You'll be asked to select a country and language preference from the drop down, then click **Continue**.



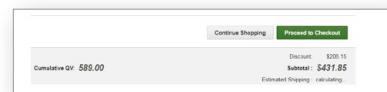
5. Scroll down to see special offers in the shopping bag. Here your new Consultant can select the product they would like as their Registration Gift, then **Add To Bag**.



3. You'll see the new Consultant Registration has been added to the shopping bag, now click the **Shopping Bag** link to checkout.



6. Click **Proceed to Checkout**.



# HOW TO SIGN UP AS A NEW INDEPENDENT CONSULTANT

7. Enter your email address and contact information to create an account, and **Register**.

Who's Shopping Today?  
Type in your email or CID to continue to savings

Continue

Welcome to Arbonne  
Create an account for a speedy checkout process next time.

First Name Last Name

Email  
agent12@mailinator.com

Create Password Show

Birth Date  
Month Day YYYY

Government ID  
SSN

Home Phone - optional  
US

Mobile Phone - optional  
US

Yes, keep me notified of updates and offers  
By selecting above you agree to receive emails from Arbonne International, LLC and electronic communications from your Arbonne Independent Consultant. You may unsubscribe at any time.

Register

8. Enter your shipping address, then click Continue.

Checkout > Review Order

1 Shipping Address  
Where are we sending your new products?

Full Name  
Arbonne Example

Company (optional)

Country  
United States

Address

City

State/Province Zip  
AK

Continue

9. Select shipping method, click Continue.  
*Note: Free shipping applies to orders of 500 QV or more.*

2 Shipping Method

\$0.00 - US Flat Rate Shipping

\$39.95 - Expedited 3 Day

\$39.99 - Expedited 2 Day

\$49.99 - Expedited Overnight

\$0.00 - Will Call - In-Store Pickup

\$0.00 - Green Will Call - In-Store Pickup

Continue

10. If you were invited to an in-person or virtual Host Rewards event, select **Yes** to search for the event here. If not, select **No**, then click **Continue**.

3 Your Host

Attended a recent Arbonne event via a host? (If so, we want to make sure they get credit!)

No

Yes

Order is not associated with an event

Continue

11. **Search for a Consultant** you know, or by Zip Code.  
*Note: If you are joining from a Consultant's personal website, that Consultant will automatically be assigned as your Sponsor.*

4 Your Consultant

Pending Assignment

Search for a consultant

Select a Consultant  
Your Consultant can assist you with discovering and ordering products you'll love!

Pending Assignment

First Name Last Name

Or

Consultant ID

Or

Business Name

Or

Zip Code

Search

12. If you would like to donate to the Arbonne Charitable Foundation, choose a donation amount then click **Continue**.

5 Support the Arbonne Charitable Foundation

Join the Arbonne Charitable Foundation in our pursuit of empowering every teen with the confidence they need to pursue their dreams! You can help make a difference in the lives of teens like Cella, who found her forever family through a program the ACF helped fund. Watch the short clip below to learn more about Cella's inspiring story and see the impact we're making together!

I prefer not to donate at this time

Round up my order to the nearest dollar  
\$368.00

\$5.00

\$10.00

\$20.00

Other

Continue

Your donation is not subject to sales tax and is deductible to the fullest extent allowable by law.



# HOW TO SIGN UP AS A NEW INDEPENDENT CONSULTANT

13. Click **Add Credit Card**, then **Add Payment**.

6 Credit Card

All major credit cards are accepted

Add Credit Card

Credit Card

Card Type  
American Express

\*Cardholder's Name  
Cardholder's Name

\*Credit Card Number  
Credit Card Number

\*Card Code (CVC2, CVC2 or CID)  
Card Code (C)

Expiration Date (MM/YY)  
1 / 2019

Billing Address

Company  
Company

\*Street Address  
Street Address

\*City  
City

\*Zip  
Zip

Country  
Country

State  
State

14. Review the Arbonne Terms & Conditions, click the box next to **I Agree**, then click **Review and Confirm Order**.

**Independent Consultant Registration Agreement**

I have read, understand and agree to the [Independent Consultant Application & Agreement Terms and Conditions, Policies & Procedures, SuccessPlan, Code of Ethics, Privacy Policy, EU Required Data Protection Provision and Website Terms and Conditions](#), which together constitute my entire agreement with Arbonne (the Agreement).

If I choose to use the Arbonne My Office Pro CRM, I agree to its [Terms of Use](#).

I understand that I have 3 business days to cancel my Agreement by submitting the Notice of Cancellation Form to Arbonne Customer Service, (15 days Montana residents and 5 business days for Alaska residents).

I certify that I am at least 18 years old and that the information provided to Arbonne, including my Taxpayer Identification Number, is true and correct.

I understand that either party may terminate this Agreement at any time for any reason by providing a 30-day written notice to the other party.

I consent to the collection, use and disclosure of the personal information provided in this application for the purposes of fulfilling the terms of my Agreement with Arbonne and as set forth in the [Arbonne Privacy Policy](#).

Submitting this Agreement means that I waive certain rights, including the right to a jury trial, in the event of a dispute with Arbonne.

I Agree

Review and Confirm Order

15. Review the order, then click **Submit Order**.

Checkout > Review Order

Previous Submit Order

Review Order

**Your new Consultant  
Registration is complete.**

# YOU'RE ON YOUR WAY!

Arbonne is a people business and the more you reach out, the more connections you'll make. That's how you start to build your business. And once you've experienced Arbonne products, we know you'll want to share your results.

## BUILD YOUR CONTACT LIST

Create a list of 100 people by writing down the names of everyone you know.

Think you don't know 100 people who would be interested in Arbonne? How would you really know if you don't ask? Don't pre-judge — anyone might be interested in great products or the life-changing opportunity, just like you are!

You can start by merging your digital contacts into one contact list from your existing accounts like Yahoo!, LinkedIn, and Facebook. Use the My Office Pro CRM and you'll quickly have your 100-Person List.

## 100-PERSON LIST

Think of at least 20 contacts from each of these categories:  
Friends, Relatives, Activities, Neighbors, & Social Media connections.

1. FRIENDS
2. RELATIVES
3. ACTIVITIES
4. NEIGHBORS
5. SOCIAL MEDIA CONNECTIONS

Remember, you're part of a supportive community that celebrates your success! Partner with your upline to start building your list of contacts.

Then reach out to everyone on your list and start to schedule your first presentations. **Congratulations on all of your future success!**

