

CREATING A PAYLUTION ACCOUNT

Step-by-Step Tutorial

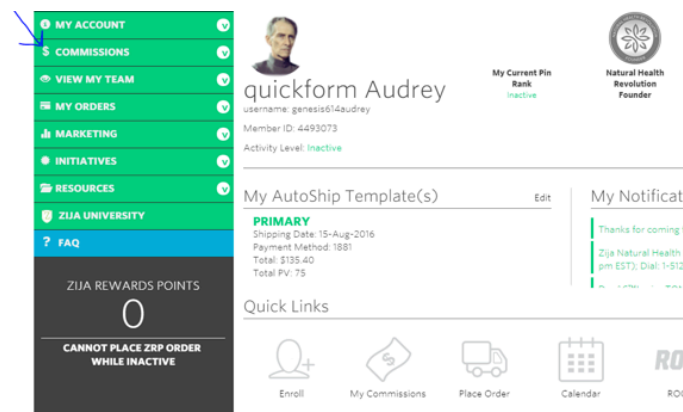


IMPORTANT INFO TO HAVE:

- A unique email address
- Complete address information
- Date of birth (Paylution will verify that you're over 18 years old)

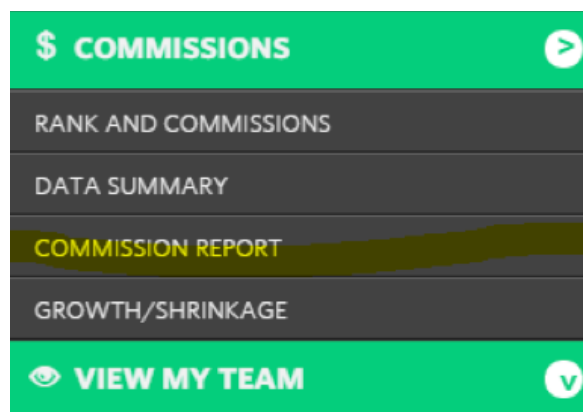
1

Log in to your Member Back Office at MyZija.com and select the **“COMMISSIONS”** options in the menu.



2

In the **“COMMISSIONS”** drop-down menu, select **“COMMISSION REPORT.”**



3

On the page that will display after selecting **“COMMISSION REPORT,”** select **“CLICK HERE TO CHANGE PAYMENT TYPE.”**

Commission Report
Period: 108 / Cycle: 4
Last Updated: 08:50:11

[Show Previous Commission Weeks](#)

Pay my commissions using Check [Click here to change payment type](#)

Earnings	Team Commissions
\$0.00	\$0.00

4

In the next page, click on the drop-down menu where **“HOLD COMMISSIONS”** is currently displayed and select **“PAYLUTION.”**

Payment Type

Pay me using: **Hold Commissions**

Minimum Payment Amount: \$1.00 (Payments will be held until they reach this amount or higher)

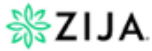
Fee per payment: \$0.00 per payment.

[SAVE SETTINGS](#)

5

Once **PAYLUTION** is selected, a recap of your personal information will appear. Please check all information and ensure it is correct.

If the information is incorrect, you will have to edit it in your Member Back Office by going to **MY ACCOUNT** and then clicking on **ACCOUNT INFO**, or by sending us an email to support@zija.com with the changes requested. The Paylution page is a summary of existing information, changing information there will not actually update and the registration process will not be completed as expected.



- DATA SUMMARY
- COMMISSION REPORT
- GROWTH/SHRINKAGE
- VIEW MY TEAM** v
- MY ORDERS** v
- MARKETING** v
- INITIATIVES** v
- RESOURCES** v
- ZIJA UNIVERSITY
- FAQ

ZIJA REWARDS POINTS

0

CANNOT PLACE ZRP ORDER WHILE INACTIVE

Pay me using: Paylution

Minimum Payment Amount: \$25.00 (Payments will be held until they reach this amount or higher)
Fee per payment: \$2.00 per payment.

First Name	<input type="text" value="quickform"/> *
Last Name	<input type="text" value="Audrey"/> *
Middle Name	<input type="text"/>
Email	<input type="text" value="genesis614audrey@none."/>
Street Address Line 1	<input type="text" value="bogus"/> *
Street Address Line 2	<input type="text"/>
City	<input type="text" value="bogus"/>
State/Province/Area	<input type="text" value="MT"/>
Zip/Postal/Area	<input type="text" value="11111"/>
Day Phone	<input type="text" value="4008007000"/>
Evening Phone	<input type="text"/>
Mobile/Cell Phone	<input type="text"/>
Birth Date	<input type="text" value="Oct"/> <input type="text" value="10"/> <input type="text" value="1980"/>
Gender	<input type="text" value="Male"/>
Mother's Maiden Name	<input type="text"/>
Passport	<input type="text"/>
Driver's License	<input type="text"/>

TACKOD

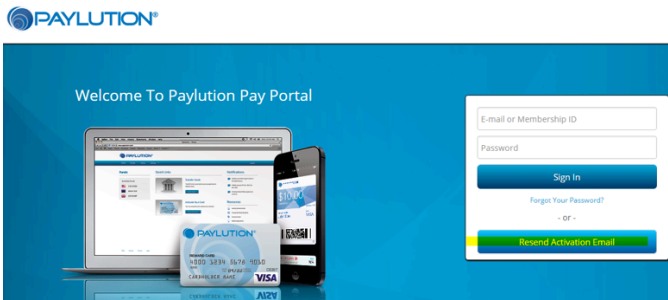
ACTIVATING YOUR PAYLUTION ACCOUNT

Step-by-Step Tutorial



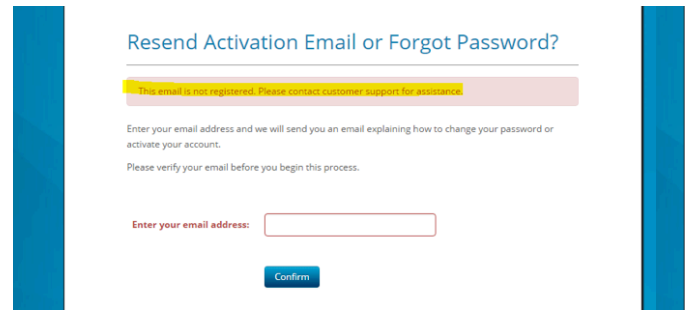
1

Once the account is created, **PAYLUTION** will send you an activation email to the email address you enrolled with! If you do not receive one within 24 hours, go to www.paylution.com and click on **RESEND ACTIVATION EMAIL** and input your email address.



2

If your registration did not go through for any reason, the error message below will come up, at that point, you should contact **ZIJA CUSTOMER SERVICE** to troubleshoot the issue.



3

The activation process will ask you to confirm your personal info, **EXACTLY** as they are displayed in your **MEMBER BACK OFFICE**.

After confirming, you will be able to set up a password and security questions for your new account.

4

REQUESTING A PAYLUTION PREPAID CARD

- Log in to your Paylution account, and click on "REQUEST A PREPAID CARD" on the home screen.
- You will need to have enough funds available to pay the \$3.95 fee for requesting the card.
- Once requested, your card will be received within 4 to 6 weeks.
- If you'd like to receive it sooner it is possible to expedite this process for a higher processing fee.

The card will be mailed to the address you enrolled for Paylution with.

HOW TO TRANSFER FUNDS TO YOUR BANK ACCOUNT

- Log in to your Paylution account, and click on "TRANSFER" on the top blue bar on the home screen.
- Select "ADD NEW TRANSFER METHOD" and input the necessary information related to your bank account.
- Enter the amount you wish to transfer and any notes if necessary.
- Click "CONTINUE."
- If there is any currency conversion that will occur for this transaction, it will be displayed as a final confirmation before the transaction is made. The transfer fees will be displayed before confirmation.
- Please review all the information and then click "CONFIRM."
- NOTE: the transfer can take up to 3 business days depending on your location.