

## New Consultant Enrollment Step-by-Step with Tips

### Sponsor a New Consultant

We recommend directing potential Consultants to your eCommerce website (for example, [lbri.com/sallysmith/join-us](http://lbri.com/sallysmith/join-us)) and having them complete the Consultant Enrollment Form themselves.

They will need to have the following information to enroll:

- Your eCommerce website or your Consultant ID#
- Social Security number
- Date of Birth
- Billing/Shipping Address
- Contact Information
- Banking information for direct deposit/monthly technology fees

### Helpful Tips Before Starting

- Please remind them that their \$9.95 Monthly Technology fee will be charged beginning 30 days after their start date.
- When your new consultant is entering their website address, remind them they only need to type in the web address. For example, JennysLoveforAloe.
- Let them know that many Consultants customize their websites using their first name and last name (for example, sallysmith).
- Review the different Starter Kit options with them and help them make a choice that will be a good fit.
- Review the Add-On Kit options with them and help them make a choice that will be a good fit. Add-On Kits are optional.

### Enrollment Step-by-Step

1. Have your prospective Consultant go to your website. If they go to [lbri.com](http://lbri.com), they will need your Consultant ID# to connect to your team.
2. On the START EARNING – EARN INCOME page, they will scroll down and click on JOIN NOW.
3. If they click JOIN NOW on the L'BRI corporate site, they will be instructed to enter the Consultant ID # of the Consultant they are joining under.
4. If your new consultant joins using your eCommerce website, they will see a message asking them to confirm they are joining under the correct consultant. Have them click JOIN NOW to go to the enrollment form.
5. They will then complete the following sections:
  - NEW CONSULTANT INFORMATION and BILLING/SHIPPING INFORMATION
  - CONTACT INFORMATION  
*Phone numbers should be entered using hyphens (i.e., 000-000-0000).*
  - DIRECT DEPOSIT INFORMATION
  - eCommerce WEBSITE ADDRESS

6. Encourage new Consultants to create a short ABOUT ME so people who visit their website will learn about why they are excited about L'BRI.
7. Help them create a secure PASSWORD so they can access their Business Center.
8. For ENROLLMENT OPTIONS, review the Starter Kit options and have them choose one that is a good fit for them.
9. Remind them to read the INDEPENDENT CONSULTANT AGREEMENT. Make sure they understand the only Consultant requirement is to maintain the \$9.95 Monthly Technology Fee. Once it is read, they will check the box to agree.
10. Have them choose an Add-On Kit from the ADDITIONAL ENROLLMENT OPTIONS page. If they do not want to purchase an Add-On Kit, have them select NO THANK YOU and then click CONTINUE.
11. Enter payment information and check the box that confirms the \$9.95 monthly technology fee.
12. Click PROCESS ENROLLMENT.

### Additional Tips

- Your customers cannot enroll from their customer account; they need to join by completing the online Consultant Enrollment Form and purchasing a Kit.
- Encourage new Consultants to upload a profile picture. It should be an up-close and smiling headshot. This gives their website a personal touch and helps their customers feel connected when visiting their site.

If you need additional assistance, please contact our L'BRI home office [support@lbri.com](mailto:support@lbri.com) or 800-742-8828.