

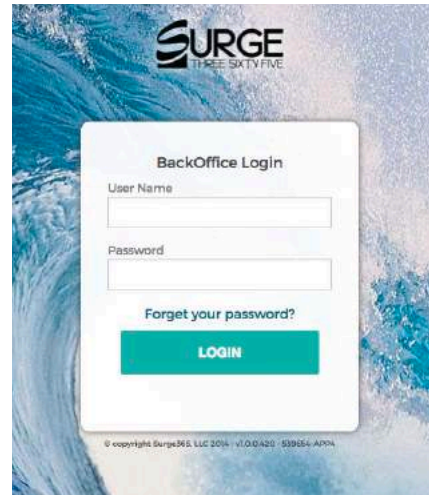


Getting familiar with your Surge365 Back Office

Step 1:

Logging in to your Surge365 Back Office

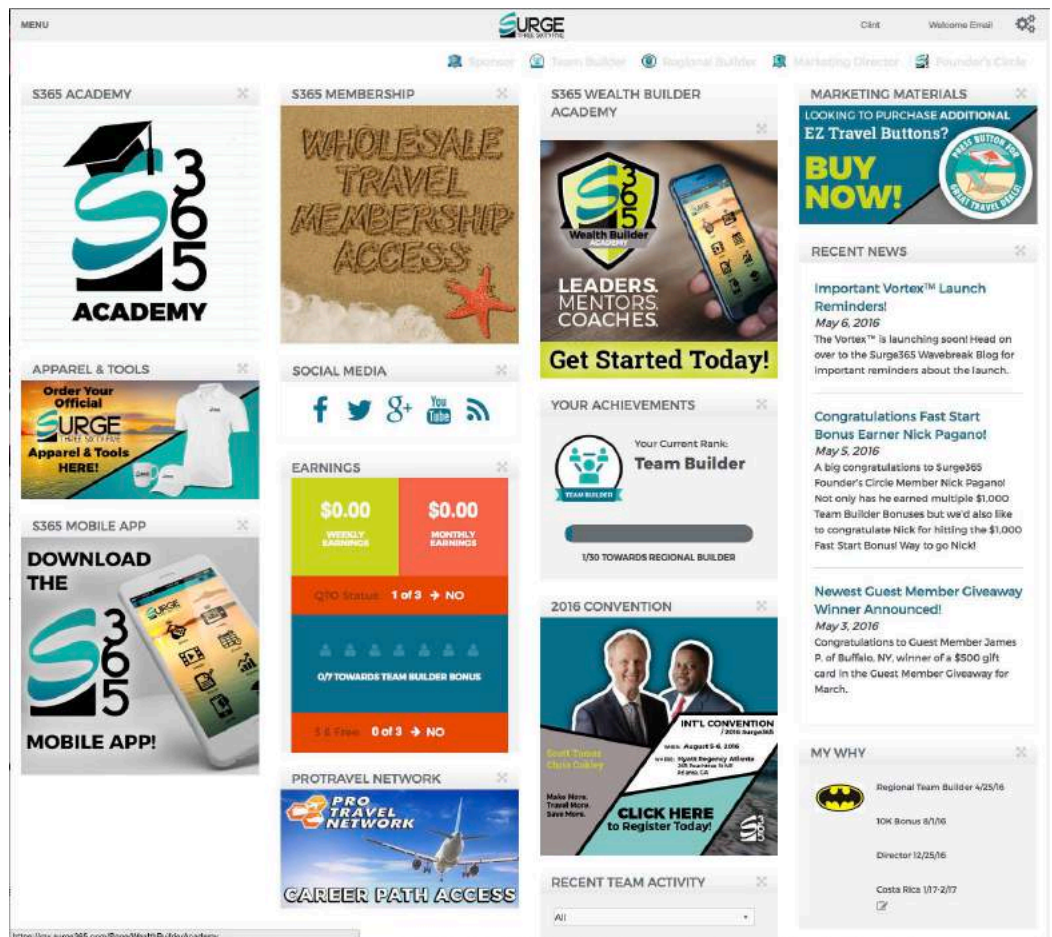
You can login by going to my.Surge365.com and entering the User Name and Password you entered during the sign-up process. This information can also be found in your Welcome Email from Surge365.



Step 2:

Your Home Page

The Home page of your Surge365 Back Office contains a variety of modules that give you access to the Wholesale Travel Membership, Surge365 Mobile App or Wealth Builder Academy. You'll also want to check out the Earnings Module. This will give you quick access to your Weekly & Monthly Earnings and your progress towards QTO, 3 & Free, and \$1,000 Team Builder Bonus. These modules can also be rearranged by selecting the double arrow X in the upper right corner.

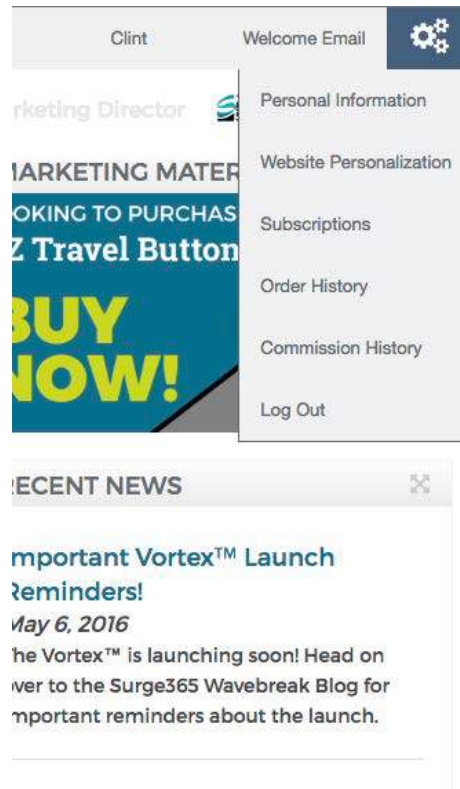


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Step 3:

Your Account Settings

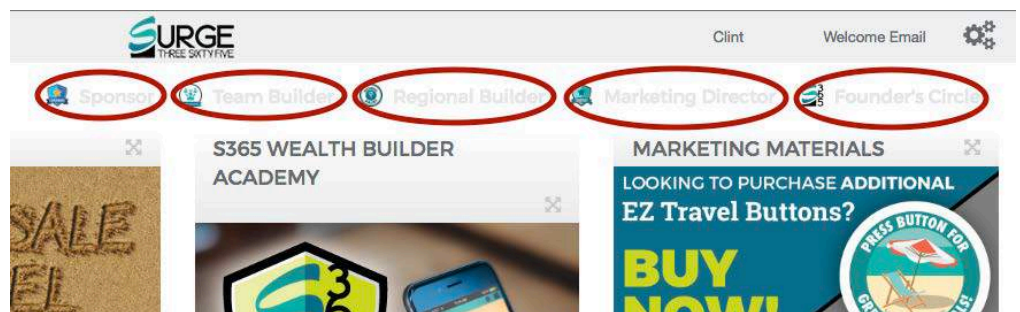
Whether it is changing your Website personalization, looking for your commission history, or editing your subscriptions, you can do all of this easily through your Account Settings located in the upper right corner of your Surge365 Back Office.



Step 4:

Locating Your Upline Support

Utilizing your upline for support in your Surge365 business is a key to take your business to the next level. You'll notice a row of small icons above the modules in your Surge365 Back Office. Each icon is clickable and will display the name, phone number, and email address for each member of your Upline.



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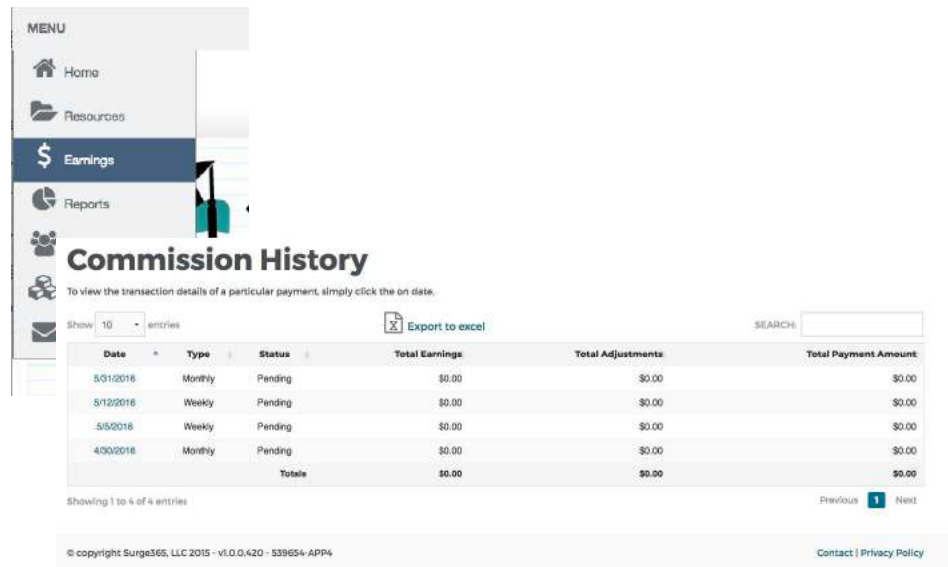
Step 5: Menu > Resources

In the Resources section of your Surge365 Back Office, you'll have access to various tools to help you in your Surge365 business. From Business Forms to SBA Documents. To Recognition, Presentations, and Videos, this is your go to spot!



Step 6: Menu > Earnings

In the Earnings section of your Surge365 Back Office, you'll have access to view your commission history. You can view the details of a particular pay period by selecting the date.

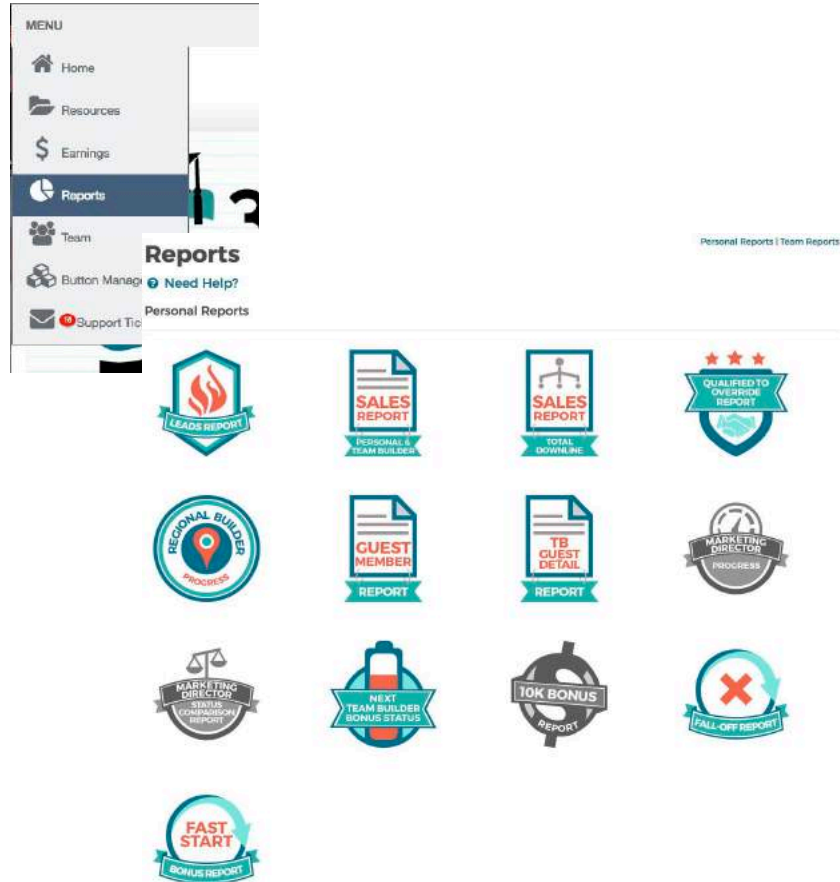


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Step 7:

Menu > Reports

In the Reports section of your Surge365 Back Office, you'll have access to various Personal and Team Reports needed to help you run your Surge365 business. Reports that are unlocked will appear in color. Hover over the report for information about it. Locked reports will appear gray in color. To find out what's needed to unlock a report, hover over it for more details.



Step 8:

Menu > Team

In the Team Reports section of your Surge365 Back Office, you'll have access to view your team and downline by using the searchable genealogy or by a hierarchical view.

