

FAQ About eCommerce UBAM Websites

Written by Becky Dean



What are eCommerce Web Sites?

- This is a personal shopping web site offering Usborne Books & More products online with a secure shopping cart.
- It also includes current information regarding the business opportunity and where new consultant applications/kit order forms are submitted when you get a new recruit.
- This is also where eShows and eFairs are set up and edited.

A Consultant's unique website address is:
<http://YourID#.myubam.com>

Please do not use "www." when typing in your ecommerce address. The address should read:
"YourID#.myubam.com" or
"http://YourID#.myubam.com"

Sample eCommerce Site – www.myubam.com

NOTE: A 6 month subscription to the ecommerce website is included in New Consultant Kits. To continue a subscription it is \$50 a year. If you choose not to renew your website and customers go to your invalid website: www.YourID#.myubam.com - they will be redirected to your upline's ecommerce website.

Any order placed on your ecommerce website is automatically shipped directly from the Home Office. You earn 25% commission on web orders and eShow orders. Your commission check is sent by the middle of the following month, when bonus and override checks are sent. Or, sign up for [Direct Deposit](#) to get paid sooner.

Renewal Process for eCommerce Websites

The eCommerce websites are billed for the first 12 months at \$95.00 and each additional 12 months for only \$50.00. (new Consultants have an eCommerce website included in their starter kit – renewal is only \$50 a year)

Home Office will automatically renew your eCommerce website IF the credit card that you used during the initial purchase is still valid. If you do NOT want to be included in the renewal process, you can opt out by entering your Consultant ID at consultants.myubam.com/ecommerce/WebCancel.asp and submitting the form. If you need to update your payment information, go to: consultants.myubam.com/ecommerce/WebRenew.asp to renew.

Home Office will be sending some reminders to you as your eCommerce expiration date approaches. The first email will be sent two weeks before your site is set to expire. Then, if you have NOT responded to us via the Renewal or Cancellation form, we will send a reminder email about three days before the site expires. We will list the status of your credit card in both emails so that you know whether you will automatically be billed or if you need to manually renew your website.

How do I personalize my ecommerce website?

Personalize your ecommerce website so your customers will connect the website to YOU! Change the phone number at the top to yours and add a picture of yourself, plus a "blurb" about yourself on the Your Consultant page – reviewed before being posted between the 2nd and 3rd paragraph, limited to 250 characters. For your picture, use the same picture of yourself that you use for your IMN newsletter for consistency/personal branding.



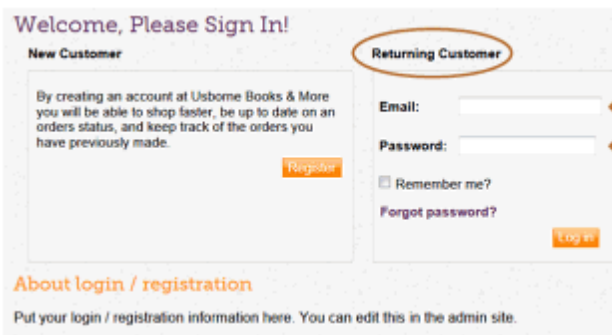
You must PERSONALIZE your eCommerce Website

as the phone # shown is defaulted to show the 800# for the Home Office.

To personalize your NEW ecommerce website and create eShow/eFairs you need to first log-in to your site. Here's how...



Go to your ecommerce website and **click LOG-IN at top-right**
Or, log-in directly at this page: www.myubam.com/login



The log-in page appears to be for a "returning customer" - but this is where you, as a Consultant, log-in to edit your site.

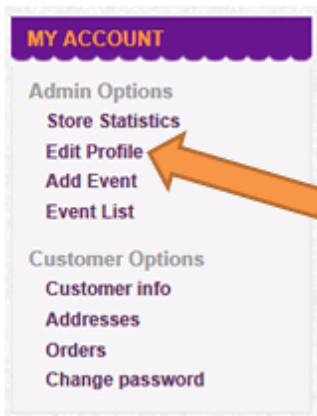
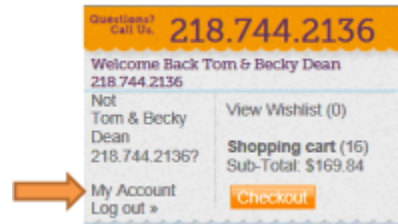
Log-in using the email address you had for your ecommerce website.

Not sure? Check at your [My Profile page](#) - look at the email listed under Consultant Website.

Your password is the same as how you log-in to your consultants only website/"back office".



Click "My Account"
- located at the upper right where the log-in link was.



On the LEFT-hand side under My Account - **click on Edit Profile**

Profile Page - put in your phone number, picture, info blurb about you and links to social media.

Make sure you hit SAVE at bottom!

How do I add more personalized info?

For those of you who have more than one phone number or have a fax number or a domain name - here's an idea of how you can have this information appear on your ecommerce website.

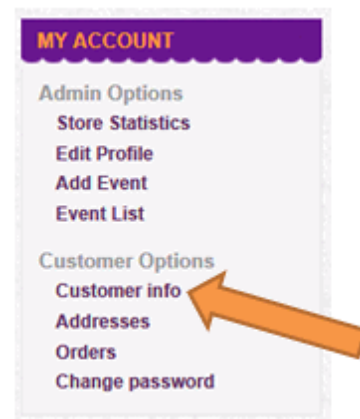
Under Customer Options - click on Customer Info

The information listed on the Customer Info page will be shown on the upper left side of your ecommerce website in the white "bar".

You could put your full name and phone number(s) and fax number in the First Name box. Then your domain name in the Last Name box. Add Just see what fits in when you hit the Save button.

Your email address is not pictured on the screen - just an "email" link.

NOTE - if you change your email address on the Customer Info page - this changes the email address in your profile... meaning this will change your log-in email to your ecommerce website.

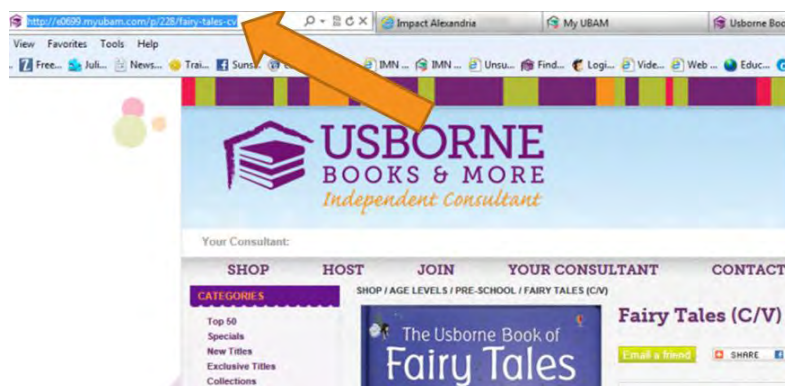


How to link individual eCommerce pages to YOU!

When you go to various pages within your ecommerce website, your ID# is already in the web address. So to direct your potential recruits and/or customers to specific pages within YOUR ecommerce website, simply copy/paste that link for the page.

Highlight/Copy the address of the page you want to direct them to.

Examples: www.YourID#.myubam.com/Join/MyTeam or
www.YourID#.myubam.com/c/45/internet-specials



How do I send a link to the PDF of the current catalog?

Copy/paste the address to send link via email or to post on Facebook.

<http://www.YourID#.myubam.com/UBAMCatalog.pdf>

May I link to my ecommerce site from my existing website?

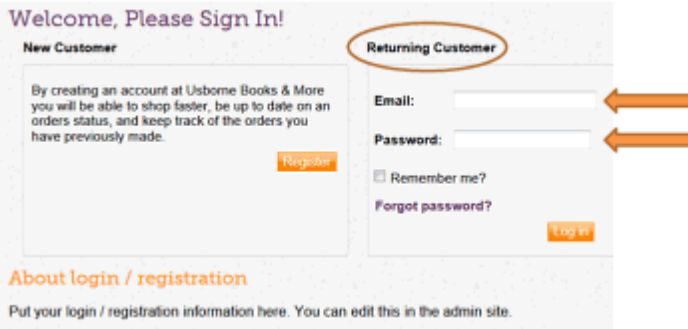
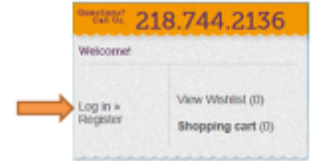
Yes, you may use your own existing website (please keep time pertinent information up to date) and link to your ecommerce website. Just post this disclaimer on your own website: "Usborne Publishing Ltd. has no connection with these pages and does not sponsor or support their content." Follow instructions above on how to create direct links to individual pages within your ecommerce site to post on your own website or on Facebook, etc...

How to Set Up an eShow – Reopen eShow – See Orders Placed

Training Written by Becky Dean



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Or, log-in directly at this page: www.myubam.com/login

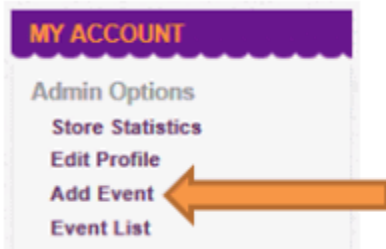
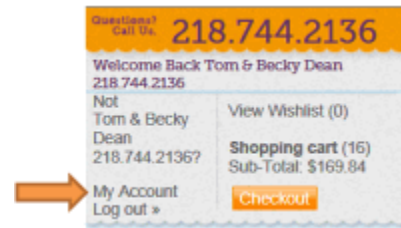


Log-in under "returning customer" using the email address you had for your ecommerce website.

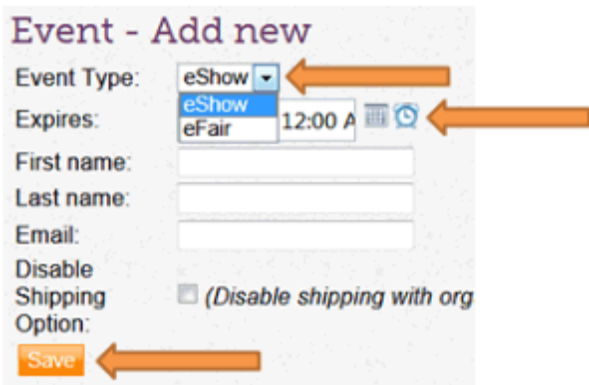
Your password is the same as how you log-in to your consultants only website/"back office".



Click "My Account"
- located at the upper right where the log-in link was.



On the LEFT-hand side under My Account - **click on Add Event**



Select eShow or eFair

Set EXPIRATION DATE by clicking on the calendar logo

Change expiration time by clicking on the clock logo

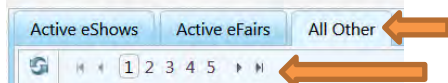
NOTE: change the expiration time to 11:30 pm so the eShow closes at the END of the day on the day it expires – it is less confusing to those invited.

For eFairs you can disable the option to have orders held to ship free with organization's order by clicking box - only applicable for eFairs.

Always hit SAVE

Event - List

TO RE-OPEN: If an eShow expires but you need to re-open it, find it under the All Other tab in your Event List. Change the date to the future and hit save.

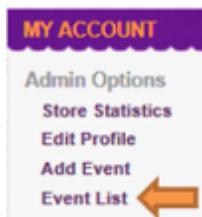


You may need to click on the last page (other pages) to find it.

TO SEE eSHOW ORDERS:
Under Event List, click the arrow to the left of Edit for that event.

Edit	1	58.95
View	Order status	Shipping status
View	Processing	Not yet shipped

Finding the eShow Link to Give to Your Host



Click on Event List

Within Event List,
Click on Active eShows

To change ending date of eShow,
Click Edit

Edit	Name	Orders	Total Retail	Expires	Event Link
Edit	To have your order benefit charity - CLICK HERE TO SHOP	1	31.96	12/20/2012	https://www.myubam.com/66
Edit	Mary Hermanson	0	0	08/07/2012	https://www.myubam.com/1853

Highlight/Copy the URL for eShow to email to Host.

It will be: <http://YourID#.MyUBAM.com/Eshow#>

How to Link to eCommerce Pages within an eShow

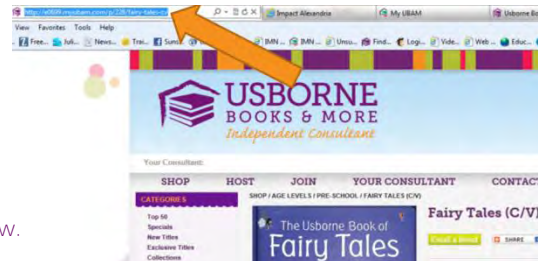
Highlight/Copy the address of the web page you want to point eShow customers to.

Example: <https://YourID#.www.myubam.com/c/46/customer-specials>

To connect it to an eShow,
add: **?e=eShow#** at the end

Example: <https://YourID#.www.myubam.com/c/46/customer-specials?e=1996>

NOTE - if you do not add in your eShow# at the end before posting these links on Facebook or in an email - those page addresses won't connect back to that eShow. But because the URL has your ID# in it - it will connect back to your website.



Combining eShows into OPOL

e-Show retail sales can be combined/added to your home show's retail amount by using the Combine e-Show button when you are placing the orders in OPOL. (see arrow in picture on left)

You can only import ONE eShow per order in OPOL. You cannot "merge" eShows into one eShow, so only set up one per party please. Thanks.