

Your Own Replicating Sisel Website/Office

1. If you have registered as a **DISTRIBUTOR** and placed your first Sisel order, **your own Website/Office** will automatically be created.

To visit your Website/Office or place future orders go to your **User Name site** (*remember you wrote it down!*) ie. www.SuzanneK.sisel.net - www.HarryW.sisel.net
(Did you use your own christian name & surname initials or something different?)

2. Your personal Website/Office will appear with your ID Number in the top right hand corner.
3. Click on LOGIN (a green box appears)
 - fill in your OWN Username
 - fill in your OWN Password
 - **CLICK LOG IN**
4. This website page has a Menu along the top & sub-menus below each heading.
 - **CLICK on Marketing Tools Manage Replicated Sites**
5. Fill in the CONTACT DETAILS section on the new page:
 - name, email and phone number
 - NB: You can **hide** email & phone details. Picture & My Story are **optional**.
 - **CLICK SAVE**
6. You can now explore the facilities in your OWN OFFICE and find lots of interesting information in the sub-menus as each menu heading has a drop down box with details of what they contain. Explore!

NB: When a new Distributor registers in your group, send an email to Head Office to 'place' them where you want them to be:

CSplacement@sisel.net

Make sure you include your own name & ID, the name & ID of the new Distributor, and the name and ID of the Distributor you wish to place them under. You can track your group in your own office website.

**** IMPORTANT:** All **NEW DISTRIBUTORS** must be 'placed' in your group within thirty days (30).