



How to place an order

Congratulations on becoming a Health Coach with Take Shape For Life! One of the most important roles of a Health Coach is to assist your Clients in placing an order for their Medifast products. This 10-step document will instruct you how to easily and effectively create a new account and place a first-time order.

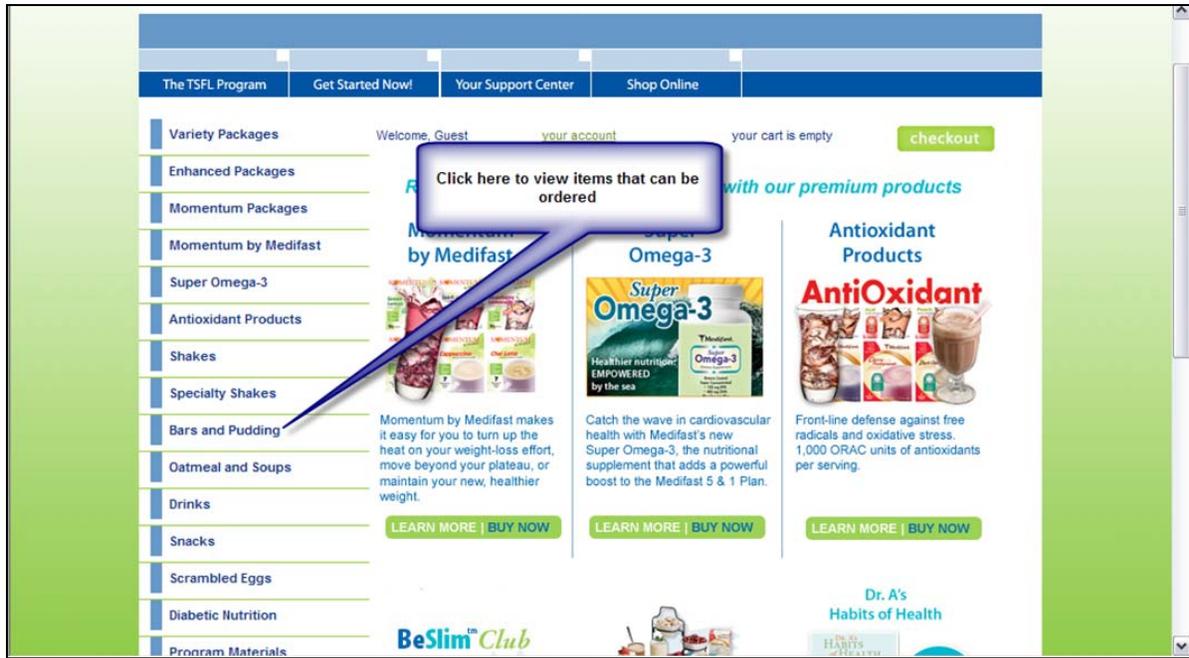
Follow these 10 steps:

Step 1: Go to your Co-Branded site (ex. www.mycobrandedsite.tsfl.com). If you have not setup your Co-Branded site, please go to www.myofficeinmotion.com and do so before continuing.

Step 2: Click on the **Shop Online** tab to access the Medifast product line

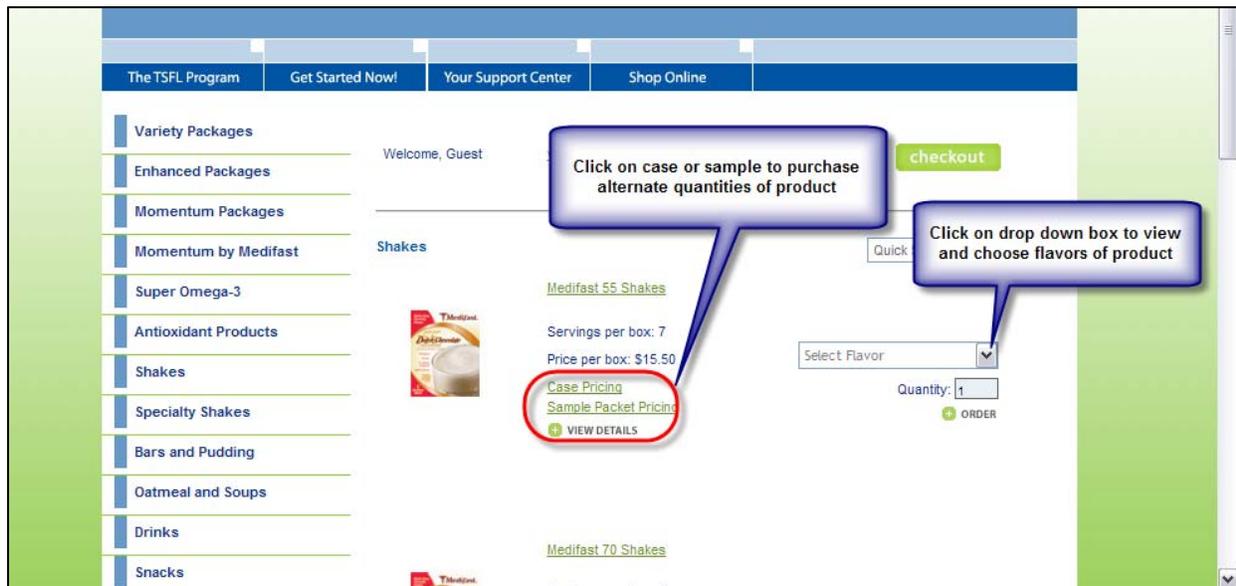


Step 3: All Medifast products are located on the left hand side of your screen. To choose a particular category, simply click on the tab. As you begin to choose your Medifast products, your items will be stored in the Shopping Cart.



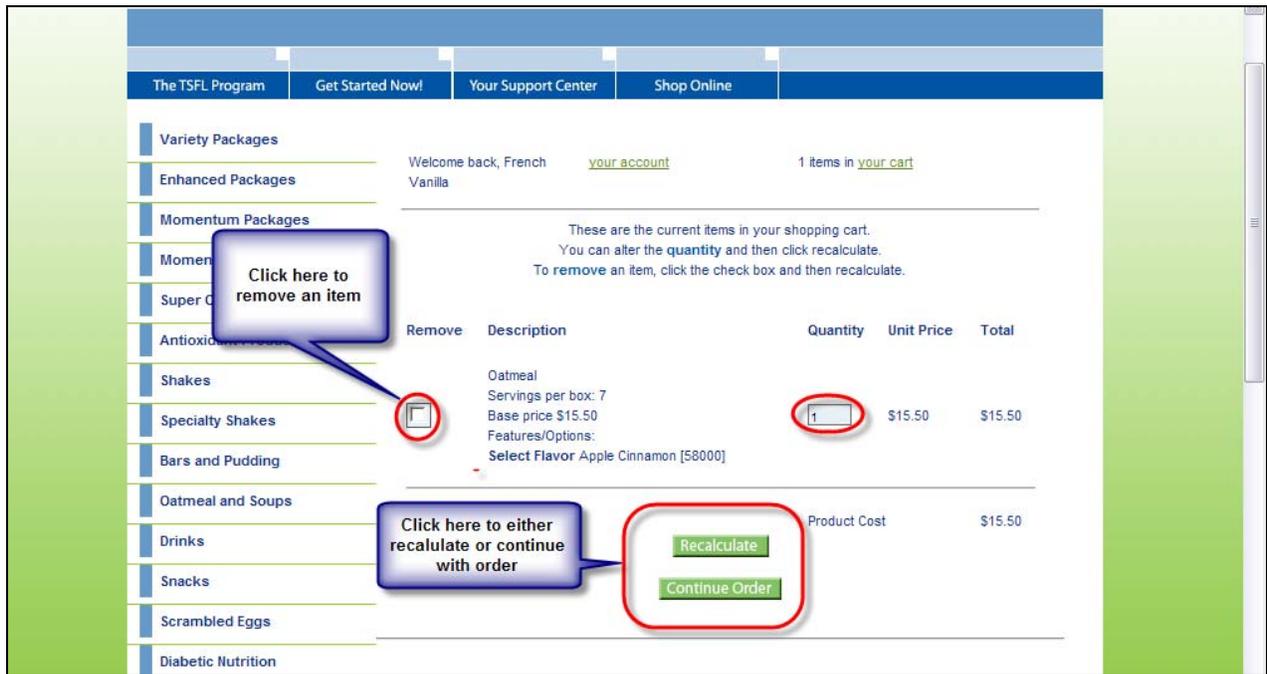
When choosing your Medifast products, all items are sold:

- 🔍 By the box (7 packets in each box*)
 - * Exceptions include: Momentum and Antioxidant infusers (21 packets per box)
- 🔍 By the case (most items are sold 12 boxes to a case with some exceptions*)
 - * Exceptions include: Medifast Ready-to-Drink Shake (24 per case)
 - Medifast 55 and 70 shakes (48 boxes per case)



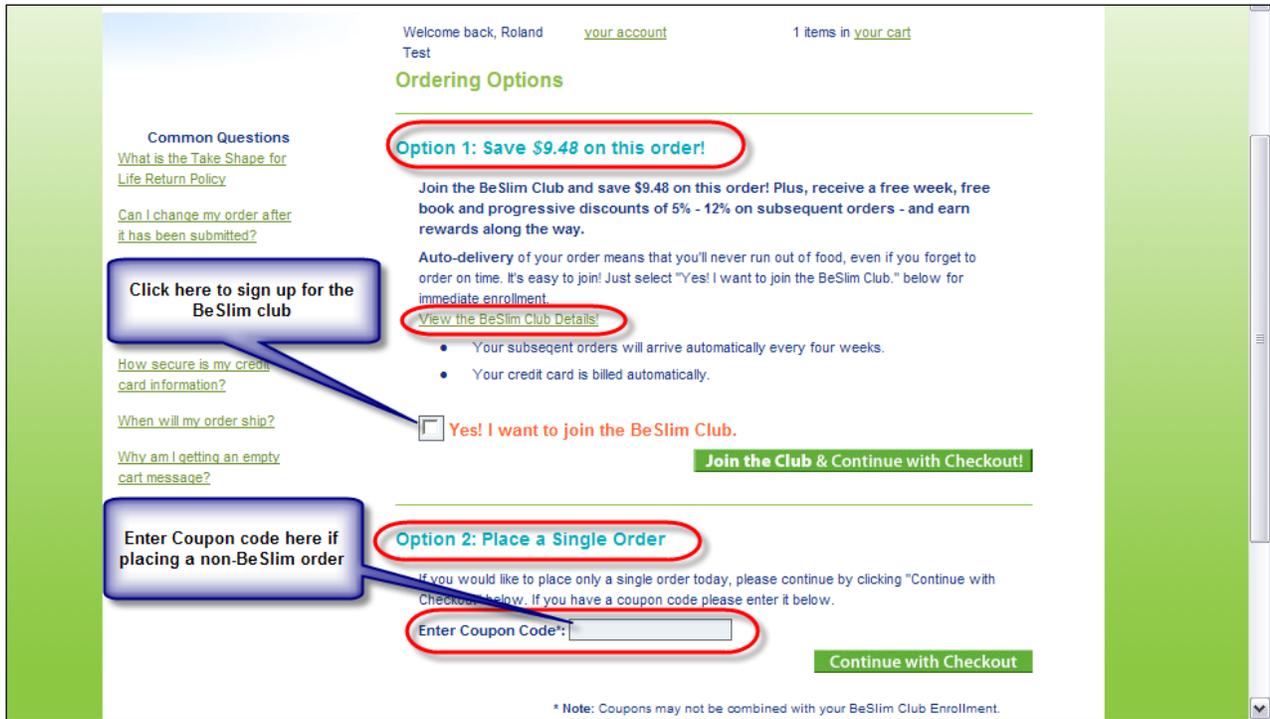
Step 4: Once you have finished adding all items to your Shopping Cart, click **Checkout**, located on the top right-hand side of the screen.

Step 5: Next, you will review the items that you have added to your Cart. At this time you can change the quantity of an item already in the Cart or remove an item completely. Once you have finished reviewing your items, click **Continue Order**.



Step 6: You will next be prompted to verify your current shipping and contact information. Once you have reviewed all contact and shipping information, click **Continue with Order**.

Step 7: Next, the **Ordering Options** screen will generate. Here you can choose to join the BeSlim Club or simply place a regular order. To view more details of the BeSlim Club, click on the “[View the BeSlim Club Details](#)” link.



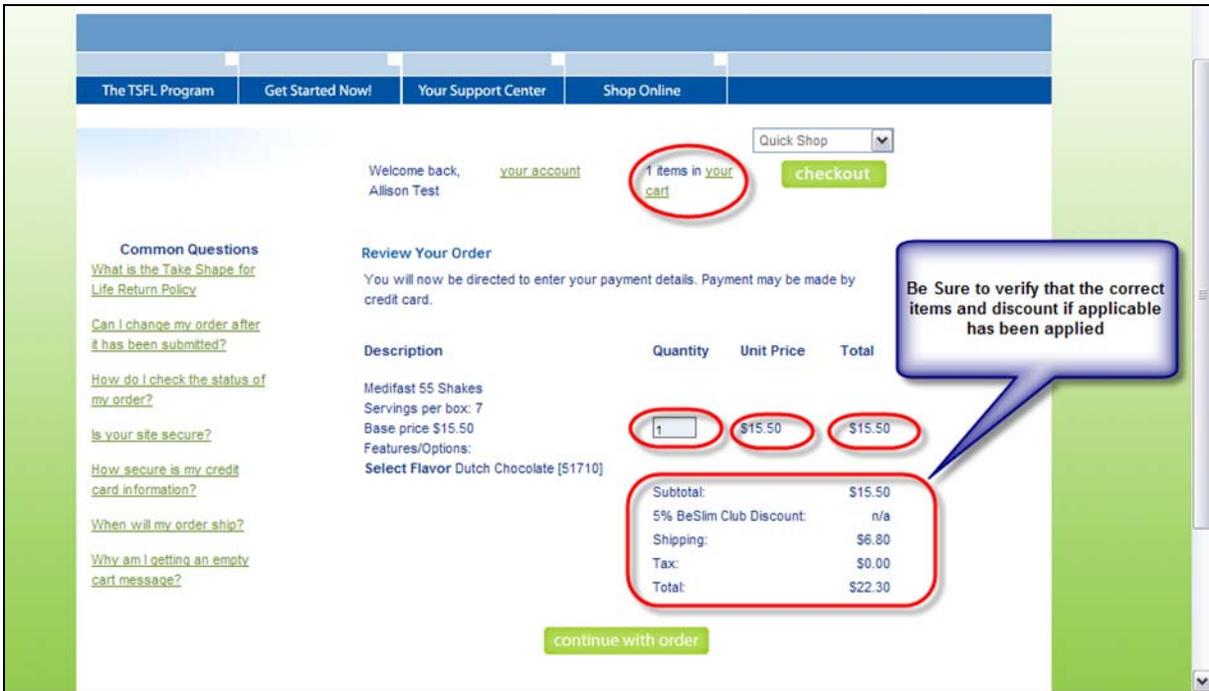
The savings your Client can take advantage of by signing up today will be posted under the **Option 1** heading. This area will also inform your Client of the benefits and applicable terms of the BeSlim Club. For full terms and conditions of the BeSlim Club, click on [View the BeSlim Club Details](#).

If your Client does not choose to take advantage of the BeSlim Club program at this time, select **Option 2** and place a single order. Here the Client can then take advantage of any coupons* that are applicable with their order.

* Coupons cannot be used in conjunction with BeSlim orders.

Step 8: Next will be the shipping options screen. Here you can choose to either have the current order shipped standard or have it expedited. Once you have chosen your shipping options, click [Continue with Order](#).

Step 9: Review the items you have entered into the cart. Here you can verify that the correct shipping and discount has been applied, if applicable. Once you have reviewed your order, click **Continue with Order**.



Step 10: Next, you will be prompted to the payment screen. Here you will enter your payment information that will be used on this order, as well as enter the billing information associated with that form of payment. Once you are done, click **Submit**.

Once your card has successfully been processed, you will be redirected to a confirmation page where you can view the details of your purchase. A confirmation email will also be generated and sent with this information as well.

Congratulations!!! You have successfully placed an order for a new Client!