

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 <u>www.myofficeinmotion.com</u> 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.

The ISPL Program Ge	tour support cente	r Shop Unline	
Variety Packages	Welcome, Guest your	account your car	t is empty checkout
Enhanced Packages	Click here to view	items that can be with or	ur premium products
Momentum Packages	orde	red	A national data a
Momentum by Medifast	by Medifast	Omega-3	Products
Super Omega-3	100	Super	AntiOxidant
Antioxidant Products		Omega-3	
Shakes		Healthier nutrition	Contraction Participation
Specialty Shakes		by the sea	
Bars and Pudding	Momentum by Medifast makes it easy for you to turn up the	Catch the wave in cardiovascular health with Medifast's new	Front-line defense against free radicals and oxidative stress.
Oatmeal and Soups	move beyond your plateau, or maintain your new, healthier	supplement that adds a powerful boost to the Medifast 5 & 1 Plan.	per serving.
Drinks	weight.		
Snacks	LEARN MORE BUY NOW	LEARN MORE BUY NOW	LEARN MORE BUY NOW
Scrambled Eggs			D- 44
Diabetic Nutrition			Habits of Health
Drogram Materials	BeSlim [®] Club	and a state of the second	HARITS

When choosing your Medifast products, all items are sold:

- O 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)

The TSFL Program C	Get Started Now!	Your Support Center	r Shop Online			
Variety Packages	Walaama	Curet				
Enhanced Packages	vveicome	Guest	Click on case or samp alternate quantitie	ole to purchase s of product	checkout	
Momentum Packages	8				Clink on dress day	
Momentum by Medifast	Shakes		1/	Qui	and choose flave	ors of prod
Super Omega-3		Mec	difast 55 Shakes			_
Antioxidant Products	Dent	TMedizet Ser	vings per box: 7			
Shakes		Pric	e per box: \$15.50	Select Flavor		
Specialty Shakes			nple Packet Pricing		ORDER	
Bars and Pudding			VIEW DETAILS			
Oatmeal and Soups						
Drinks						
		Mec	difast 70 Shakes			

- **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**.

The TSPL Program Get Stat	ted Now! Your Support Center Shop C	Inline	
Variety Packages	Welcome back, French your account	1 items in <u>your cart</u>	
Momentum Packages	These are the curren	t items in your shopping cart.	
Momen Click here to	You can alter the quar To remove an item, click t	titiy and then click recalculate. he check box and then recalculate.	
Antioxid	Remove Description	Quantity Unit Price Total	
Shakes	Oatmeal Servings per box: 7 Base price \$15.50	515.50 \$15.5	0
Bars and Pudding	Features/Options: Select Flavor Apple Cinnamon [58	000]	
Oatmeal and Soups	Click here to either	Product Cost \$15.5	0
Drinks	recalulate or continue with order	calculate	
Scrambled Eggs		inue 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 <u>View the BeSlim</u> <u>Club Details</u>.

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**.

The TSFL Program Get Sta	rted Now! Your Support Center	Shop Online		
	Welcome back, <u>your acco</u> Allison Test	unt 1 items in your	Quick Shop Checkout	
Common Questions What is the Take Shape for Life Return Policy Can Lichange my order after	Review Your Order You will now be directed to enter credit card.	r your payment details. Payn	nent may be made by	Be Sure to verify that the corritems and discount if application bas been annied
<u>it has been submitted?</u> <u>How do I check the status of</u> <u>mv order?</u>	Description Medifast 55 Shakes Servings per box: 7 Base price \$15.50	Quantity	Unit Price Total	
How secure is my credit card information? When will my order ship?	Features/Options: Select Flavor Dutch Chocolate [51710] Subtotal: 5% BeSlim C	\$15.50 lub Discount: n/a	
Why am I getting an empty cart message?		Shipping: Tax: Total:	\$6.80 \$0.00 \$22.30	

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!