

OLYLIFE · GLOBAL TEAM TRAINING

Commission Withdrawal Setup

Everything you need to get paid.

SECTION 01

Getting Ready

What you need before you start



Your Goal



Verify your identity in the back office



Set up a crypto wallet or exchange account



Submit your wallet address to corporate



Complete all 3 steps
before your first
withdrawal cycle.

BEFORE YOU BEGIN



What You Need



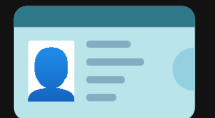
OlyLife back office login



Crypto wallet or exchange account



OlyLife ID number



Government ID (license or passport)



Receiving wallet address

SECTION 02

Step-by-Step

Follow each step in order

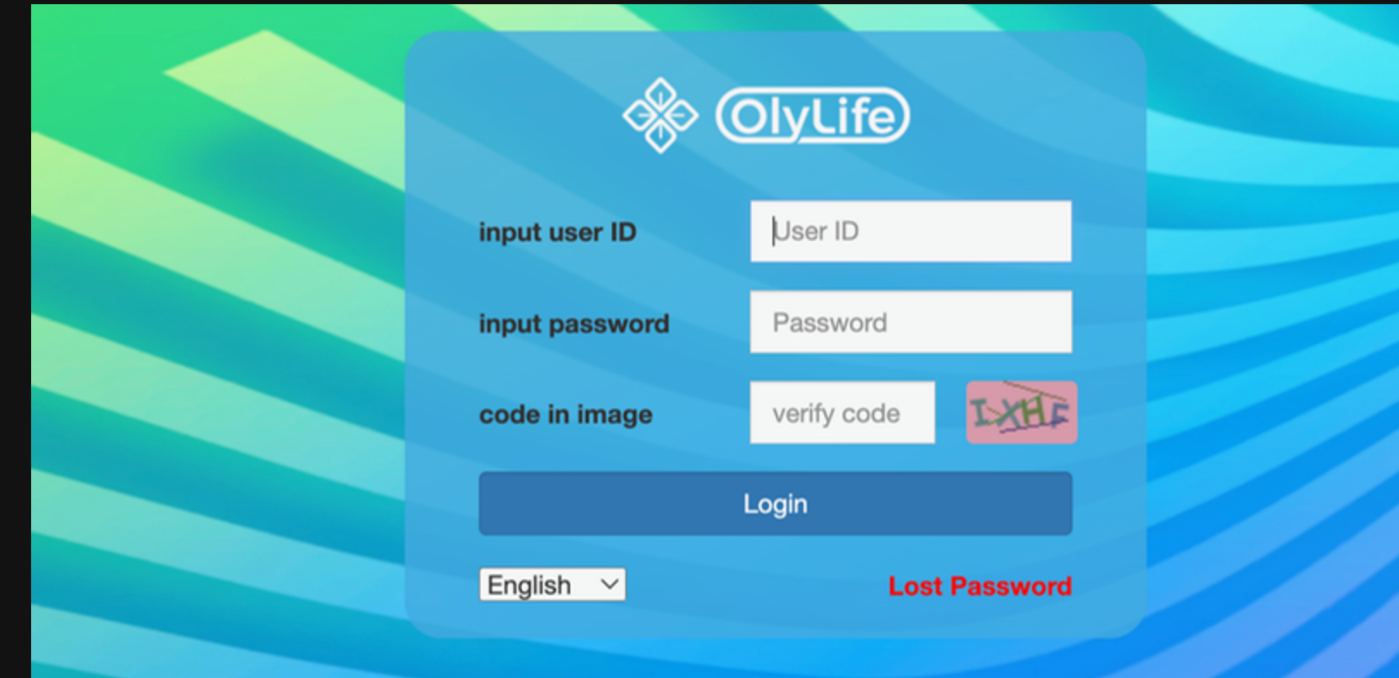
STEP 1 OF 6

step 1

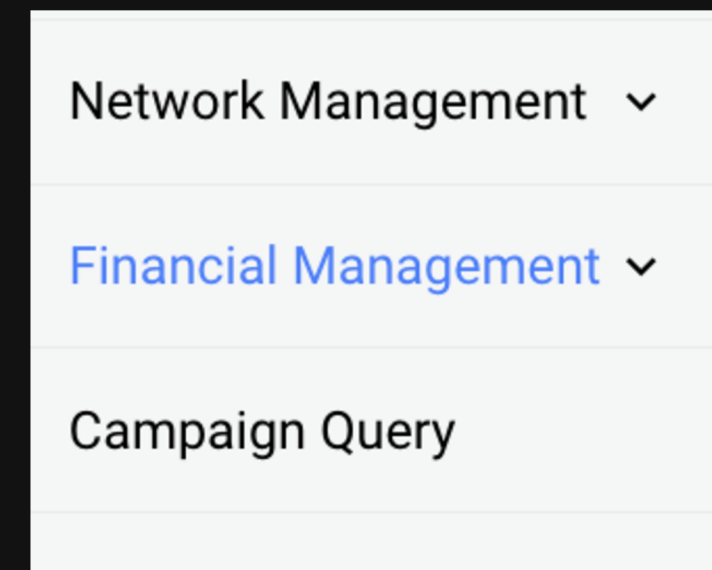
Log In to Back Office

- 1 Go to olylife.com and log in
- 2 Navigate to Financial Management
- 2 Click "**Bonus Wallet Withdraw**"

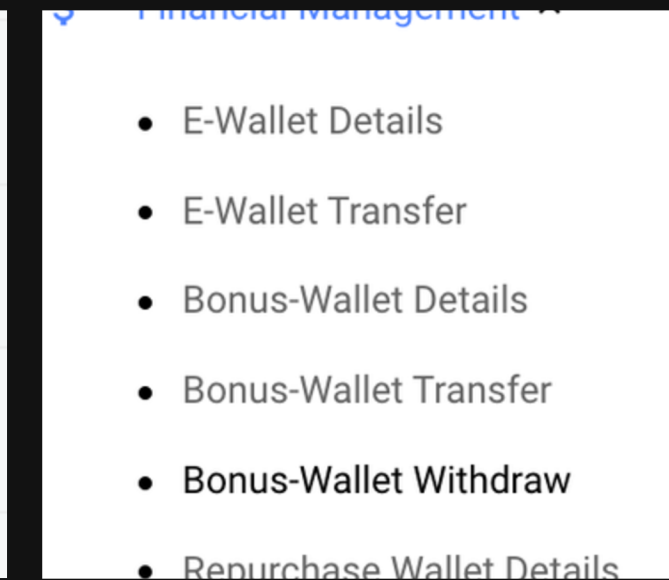
Step 1 — Login Page

The screenshot shows the OlyLife login interface. At the top is the OlyLife logo. Below it are four input fields: 'input user ID' with a placeholder 'User ID', 'input password' with a placeholder 'Password', and 'code in image' with a placeholder 'verify code' and a small image of a code. Below these fields is a blue 'Login' button. At the bottom left is a language dropdown menu set to 'English', and at the bottom right is a red link for 'Lost Password'.

Step 2 — Financial Management

The screenshot shows a sidebar menu with three items: 'Network Management' with a dropdown arrow, 'Financial Management' with a dropdown arrow and highlighted in blue, and 'Campaign Query'.

Step 3 — Bonus-Wallet Withdraw

The screenshot shows a list of options under the 'Financial Management' dropdown. The options are: 'E-Wallet Details', 'E-Wallet Transfer', 'Bonus-Wallet Details', 'Bonus-Wallet Transfer', 'Bonus-Wallet Withdraw', and 'Repurchase Wallet Details'.

STEP 2 OF 6

step2

Verify Your ID

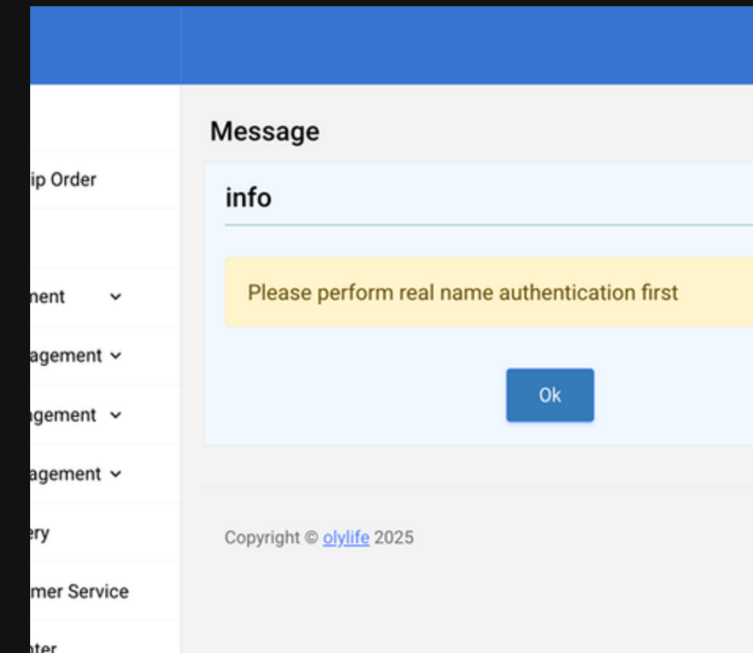
- 1 Upload your government-issued ID
- 2 Accepted: driver's license or passport
- 2 Wait for approval — this may take time

✓ Approved accounts will show your full name under "Account Name."

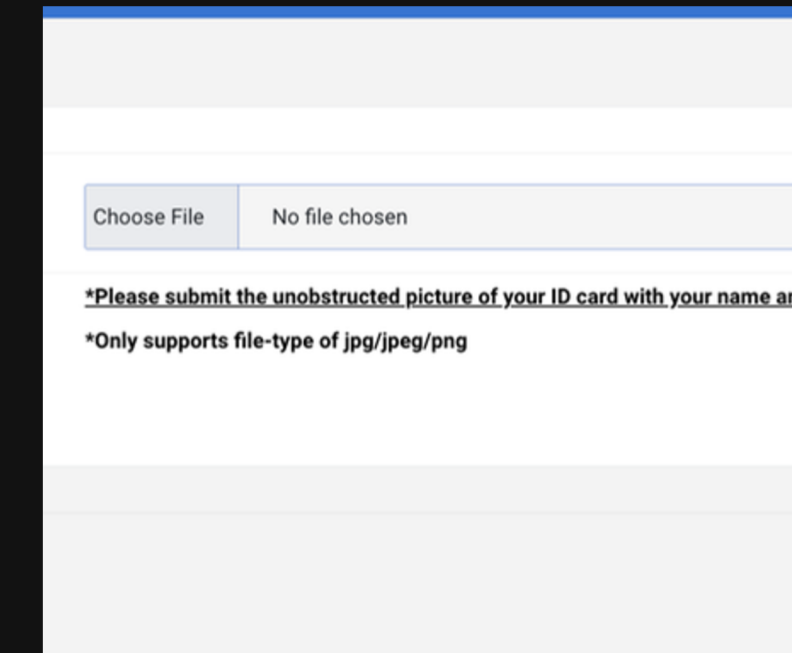
📌 Once approved, your name appears in the Account Name field on the withdrawal screen.

⚠️ You MUST complete ID verification before submitting your wallet to corporate.

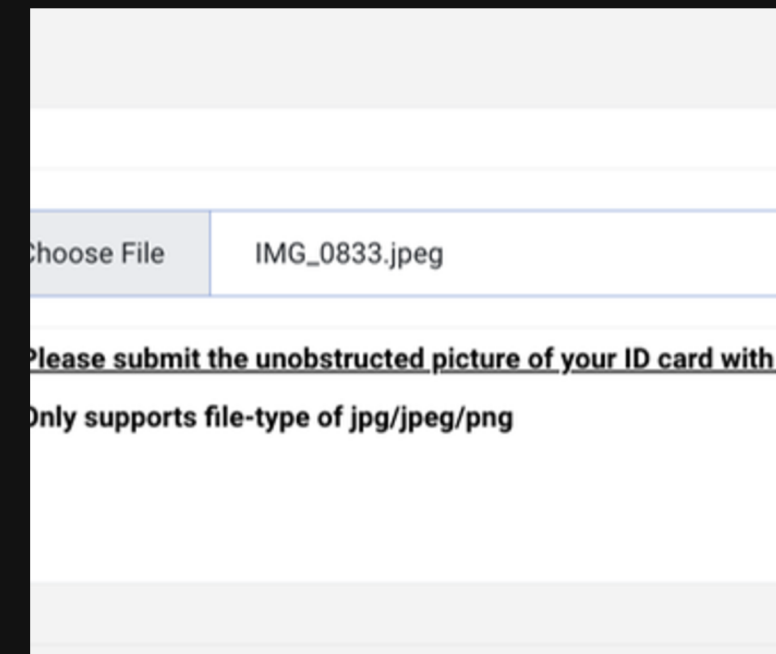
Step 1 — Perform Real-Name Auth



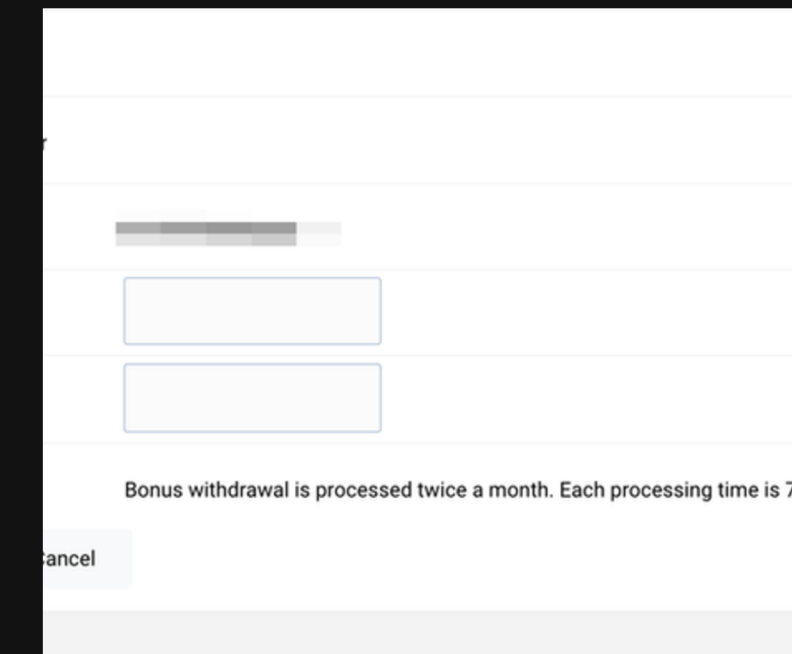
Step 2 — Real-Name Upload Form



Step 3 — Upload Your ID Photo



Step 4 — Name Appears Once Approved



STEP 3 OF 6

step3

Set Up a Crypto Wallet



U.S. Users

Coinbase (USDT & USDC ERC20 only)



International

Binance (if available in your country)



Not Sure?

Search Google or ChatGPT for options in your country



YouTube

Search setup instructions on YouTube



Coinbase Tutorial Videos (YouTube)

Create & verify your Coinbase account:

youtu.be/xQGkWNQeOjs

Retrieve your USDT wallet address:

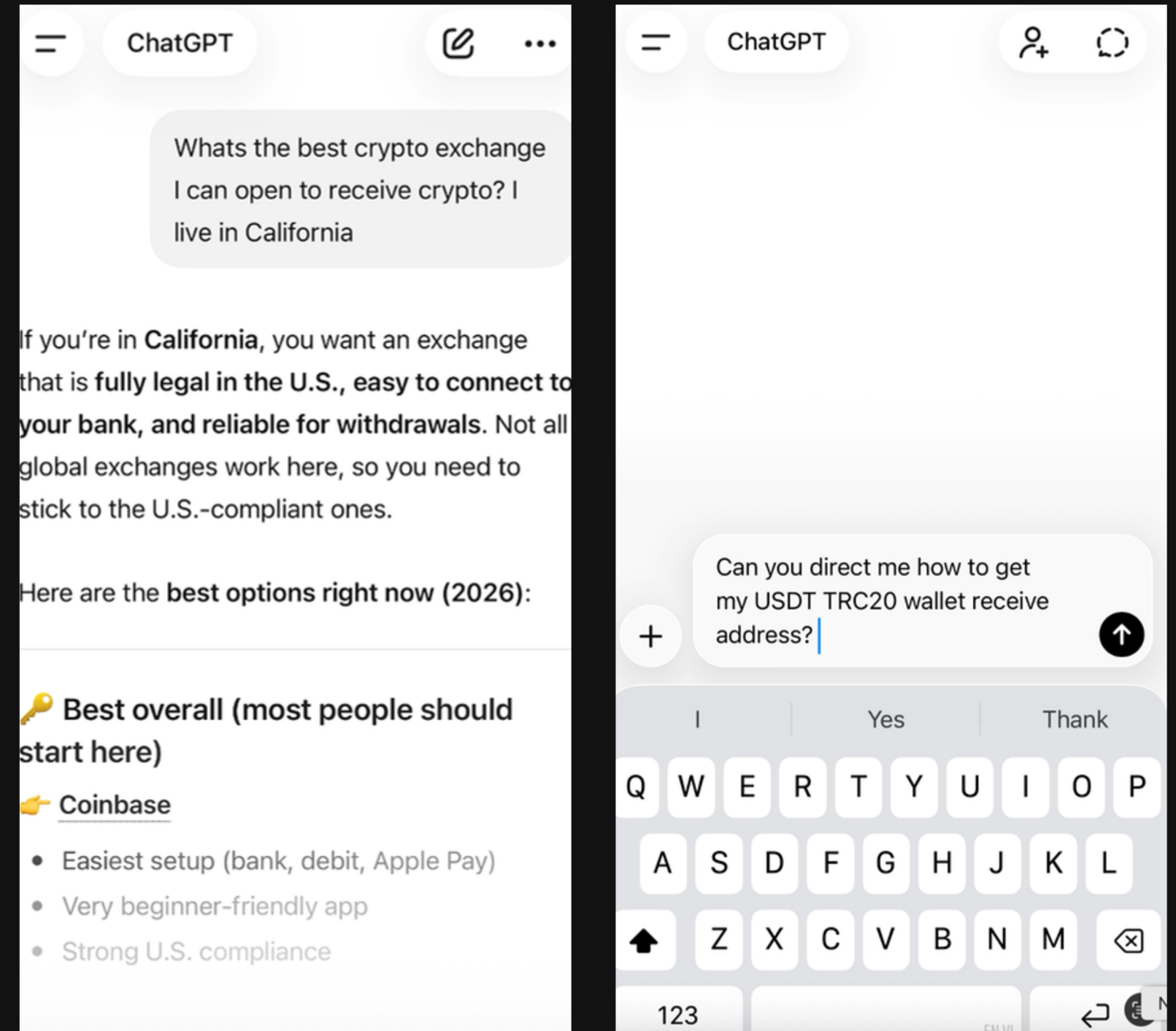
youtu.be/VR1xFqH7DIE

Cash out / sell your USDT to USD:

youtu.be/JEAvRpSR3XY



Tip: Ask ChatGPT to find the best wallet for your country



You need a wallet set up before proceeding to Step 4.

STEP 4 OF 6

step4

Copy Your Wallet Address

- 1 Open your exchange or wallet app
- 2 Tap "Receive" or "Deposit"
- 3 Select the correct network
- 4 Tap the copy icon next to your address

Accepted Networks:

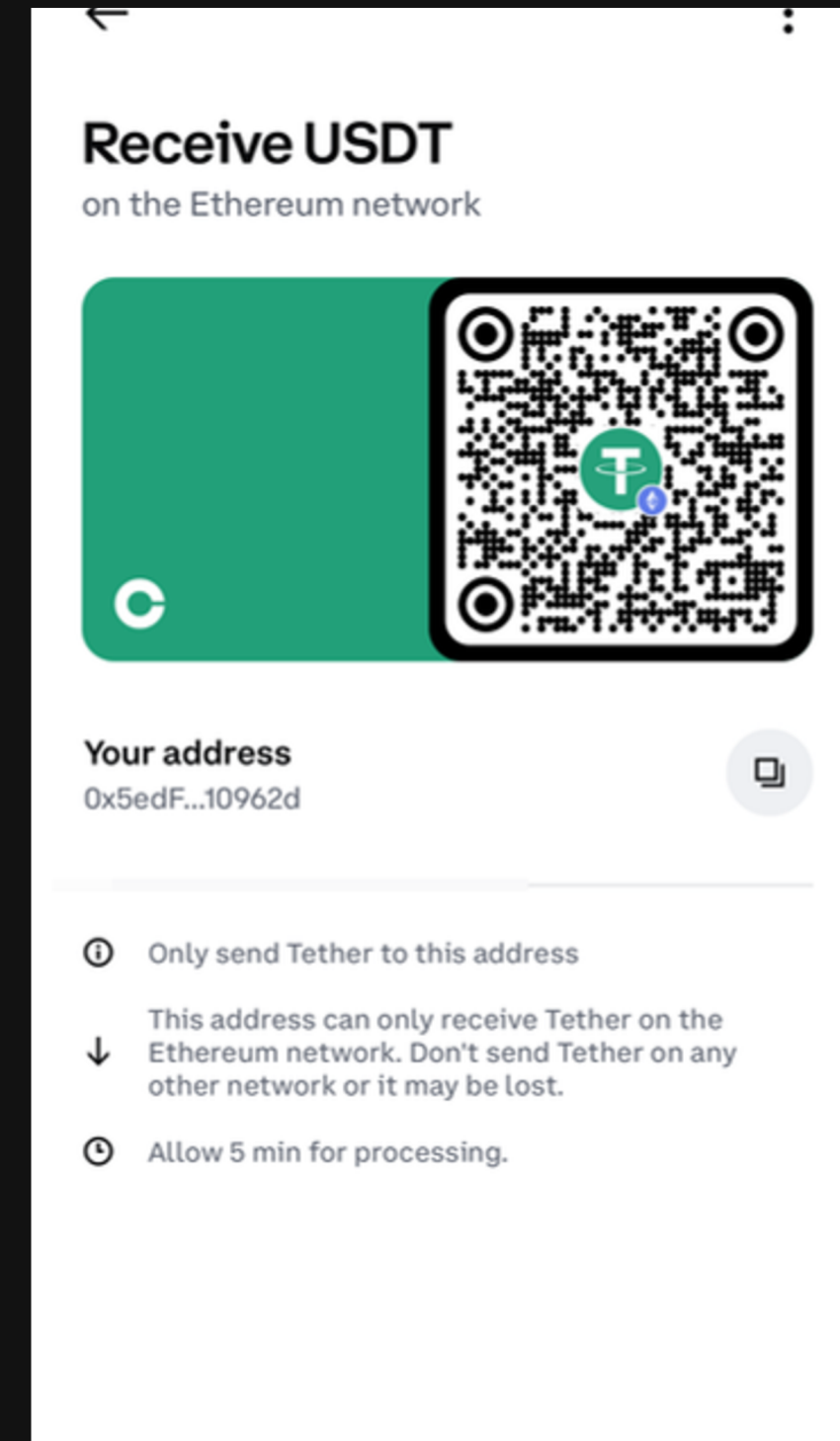
USDT TRC20

USDT ERC20

USDC ERC20

⚠️ Wrong network = lost funds. Double-check the network EVERY time.

Example — Your app may look different



STEP 5 OF 6

step5

Email Your
Wallet to
Corporate



systemcs@olylifeint.com

OlyLife ID number

Wallet type (USDT / USDC + network)

Receiving wallet address

Photo of your government ID

Screenshot of wallet address (QR code)

COPY & SEND

Email Template

TO: systemcs@olylifeint.com | **SUBJECT:** Wallet Setup

Hello OlyLife Support,

Please add my wallet for withdrawals.

OlyLife ID: [Your ID]

Wallet Type: [USDT TRC20 / USDT ERC20 / USDC ERC20]

Wallet Address: [Paste Your Address Here]

Attached: Government ID photo + screenshot of wallet address (QR code).

Thank you

Replace all [] fields with your actual information

STEP 6 OF 6

step6



Confirm Your Setup

Wait for confirmation from corporate

Verify your wallet was added correctly

Do NOT attempt to withdraw until setup is complete



Setup must be confirmed before your first withdrawal.

SECTION 03

Withdrawal Info

Cycles, timelines &
mistakes to avoid

SCHEDULE

Withdrawal Cycles

15TH

15th of the month

EOM

Last day of the month



All withdrawal times are based on Singapore Time (SGT)

Withdrawal status must show "Approved" before funds are released

Deposits can take up to 7 business days to arrive



Only request withdrawals after your wallet setup is fully confirmed.

AVOID THESE

Common Mistakes



- ✗ Wrong wallet network selected
- ✗ Incorrect wallet address copied
- ✗ Missing ID or attachments in email
- ✗ Forgot to include OlyLife ID number



Contact customer support to resolve any issues before proceeding.



QUICK REFERENCE

Simple Recap

1

Log in to back office



2

Upload your ID



3

Set up your wallet



4

Copy wallet address



5

Email corporate



6

Confirm setup



7

Withdraw on cycle



FINAL REMINDER

Set This Up Early

So when commissions hit, you're
ready to withdraw.

Don't wait. Do it today.

You're Ready

Complete your setup now so you never miss a withdrawal cycle

Questions? Reach your team leader