



Onboarding & Payment

PART A: ONBOARDING & SIGN-UP PROCESS

1. BEFORE YOU BEGIN

1 Gather New Member's Details

- ◆ Full Legal Name (as it appears on their ID)
- ◆ Preferred Nickname (Publicly shown in the back office)
- ◆ Government ID Number (Driver's License, Passport, etc.) – Needed for KYC/withdrawals
- ◆ Email Address
- ◆ Phone Number (Include country code if international)
- ◆ Shipping Address (Plus any special instructions, postal code, etc.)
- ◆ Sponsor ID (The ID of the person who is enrolling them; usually your own ID)
- ◆ Preferred Product (E.G., P90 device, P90 Plus, etc.)
- ◆ Payment Method (Credit/Debit Card, E-wallet Credits, a combination of Credit/Debit Card plus E-wallet credits, USDT). For USDT contact your sponsor.

2 Placement Check

- ◆ The first personal sponsor must be placed on your left leg.

3 Shipping Fee & Product Selection

- ✦ Different countries have different shipping or tax percentages (e.g., US = 10%, PH = 12%, Middle East up to 15%, etc.).
- ✦ Make sure the new member knows their final total (product + shipping/tax).

4 Credit Card Cross-Border Reminder

- ✦ If paying by **credit/debit card**, advise them to **call their bank** and enable “Cross-Border” / “International” online payments.
- ✦ Let them know the **charge** will come from **Hong Kong** (sometimes labeled **OlyPay** or **OlyLife International**).

2. ACCESSING THE SIGN-UP FORM

1 Log into Your Back Office

- ✦ Go to the official website: <https://www.olylifeint.com>
- ✦ Click **User Login** (top right). Enter your **ID & password**.

2 Open Network Management

- ✦ From the main menu, click: **My Management** → **Network Management**.
- ✦ A **binary tree** (diagram) appears with any existing placements.

3 Choose the Exact Position

- ✦ Locate the empty node (left or right) where you want to place the new member.
- ✦ Click that empty spot; an agreement/prompt may pop up.

4 Agreement Prompt

- ✦ Click “I Agree” (or similar) to proceed.
- ✦ You will land on the Registration Page for the new member.

3. FILLING OUT THE NEW MEMBER'S DETAILS

In the registration form, complete the following:

1 Sponsor ID

- ✦ Automatically filled if you clicked through the tree
- ✦ If needed, change it manually to the correct Sponsor ID.

2 Set a Temporary Password

- ✦ Create a placeholder password (the new member can change it later).

3 Personal Info

- ✦ Full Name (must match official ID).
- ✦ Nickname (public facing, e.g., "Chris" or "ABC Corp").
- ✦ ID Number (driver's license/passport, etc.).
- ✦ Gender / DOB (if required by the form).

4 Contact Info

- ✦ Email Address
- ✦ Phone Number (with correct country code)

5 Member Address vs. Shipping Address

- ✦ “Member address” may differ from “shipping address.”
- ✦ For shipping, include name, phone, and special instructions (e.g., “Leave at back door bench”).

6 Product Selection

- ✦ Choose the product (e.g., P90, P90+, or Shaken Massager).
- ✦ The system **auto-calculates** shipping/tax based on the selected country).

7 Payment Method

- ✦ E-Coin (E-Wallet)
- ✦ USDT (coordinate with sponsor or corporate for deposit)
- ✦ Credit/Debit Card
- ✦ Combination (E-Wallet + Card)

When you pick “Credit Card Payment,” you’ll proceed to an Order Settlement page.

8 Agreement Prompt

- ✦ Click “I Agree” (or similar) to proceed.
- ✦ You will land on the Registration Page for the new member.

4. COMPLETING PAYMENT

After confirming the order, a summary appears. Four main ways to pay:

1 Paying with E-Wallet (E-Coin)

- ✦ You must have enough credits in your e-wallet.
- ✦ Amount is instantly deducted from E-Wallet.
- ✦ Important: Once funds move from Bonus Wallet to E-Wallet, they cannot be withdrawn as crypto or cash.

2 Paying by Credit/Debit Card

- ✦ The system shows “Online Payment.”
- ✦ Copy the URL from your browser’s address bar.
- ✦ Give that link to the new member or open it yourself to enter card details.
- ✦ Remind them to have Cross-Border or “International” purchases enabled.
- ✦ The charge processes from Hong Kong.
- ✦ If payment fails:

- 1.Go to My Management → My Membership Order
- 2.Click Online Payment again → generate a new link.
- 3.Or use a different card.

3 Paying by USDT

- ✦ Coordinate with your sponsor or corporate to deposit USDT directly to the company or your own back office.
- ✦ Once confirmed, your E-Wallet is funded.
- ✦ Use the E-Wallet option for the new registration.

4 Combination: E-Wallet + Card

- ✦ Split payment: partial from E-Wallet, partial from credit card.
- ✦ The checkout screen typically offers “E-Coin + Card.”

5. CONFIRMING & CORRECTING AN ORDER

1 Membership Order List

- ✦ Go to My Management → My Membership Order to see orders
- ✦ Status can be “Pending,” “Paid,” “Cancelled,” etc.

2 Daily Cut-Off at Midnight (UTC+8)

- ✦ If you made an error (wrong sponsor ID, product choice, etc.), you can delete the order before 00:00 Hong Kong time the same day.
- ✦ Deleting an order refunds the payment to the original source (E-Wallet returns instantly, card depends on the bank).
- ✦ After the daily cut-off (UTC+8), sponsor and placement changes are locked and cannot be edited. Only personal or shipping information can still be changed — but not by the user directly. To update these fields after the cut-off, the user must contact their sponsor or corporate support to request the change.

3 Common Payment Failures

- ✦ Cross-Border not enabled on the card.
- ✦ Bank flags transaction as suspicious.
- ✦ Name mismatch or incomplete address details

4 After Successful Payment

- ✦ A “Success” confirmation appears.
- ✦ A new member ID is generated.
- ✦ Provide the new member with their ID + Temporary Password.

6. AFTER SIGN-UP: NEW MEMBER'S NEXT STEPS

1 Logging In

- ✦ Go to <https://www.olylifeint.com> → User Login.
- ✦ Enter Member ID + Temporary Password.

2 Real Name (KYC) Verification

- ✦ Under Data Management → View Information, upload ID documents.
- ✦ For USDT withdrawals, submit wallet address to support or via back office if available.

3 Using the Back Office

- ✦ Network Management: view your own binary tree.
- ✦ Financial Management: see bonus wallet, e-wallet, etc.
- ✦ Withdrawals: currently via USDT if you have a crypto wallet.
- ✦ Future OlyPay updates may enable direct bank/debit solutions.

4 Deleting or Correcting Mistakes

- ✦ Remember the daily cut-off time (UTC+8). After that, sponsor and placement changes are locked. Only personal details or shipping info can be updated.

7. IMPORTANT REMINDERS & TIPS

First Personal Sponsor goes on your left side by default

Shipping Fees by Country/Region (Effective May 6, 2024)

Region	Fee
China, HK, MY, Taiwan	0%
SE Asia	5%
Thailand	7%
Singapore	9%
US, AU, Europe, Japan, Korea	10%
Indonesia	11%
Philippines	12%
Africa, Middle East	15%

- ◆ If credit card repeatedly fails:
 - ◆ Use a different card/bank or wait and call the bank again.
 - ◆ Switch to E-Wallet (if you have enough bonus or can get USDT).
- ◆ USDT is available if you prefer crypto—coordinate with sponsor or corporate.
- ◆ E-Wallet is helpful if downlines pay you cash/USDT and you handle the backoffice purchase.
- ◆ Your Order History is in My Membership Order.
- ◆ Sponsor and placement changes must be completed before the dail

Summary: Sign-Up Flow

1. Gather new member's data (name, ID, phone, etc.).
2. Open Network Management, pick the empty position.
3. Fill out registration: sponsor ID, personal info, product, payment.
4. Pay via E-Wallet, Credit Card (link), USDT, or Combination.
5. If fails, re-check cross-border or generate a new link.
6. Verify everything before midnight (UTC+8) to avoid mistakes.
7. Give new member their ID + Temporary Password to log in and do KYC.

PART B: PAYMENT USING YOUR E-WALLET

1 Move Balance from Bonus Wallet to E-Wallet

◆ Log In

<https://www.olylifeint.com> → User Login → enter ID & password.

◆ Access Financial Management

Main menu: Financial Management.

◆ View Bonus Wallet

Shows your commissions or “EC.”

◆ Transfer Bonus Wallet → E-Wallet

Select Transfer or Move funds.

Enter the amount to transfer, then Confirm.

E-Wallet balance increases instantly.

Note: Once moved to E-Wallet, funds are only for product purchases/enrollments. They cannot be withdrawn as crypto or cash.

2 Paying 100% with E-Wallet

✦ Go Through Normal Sign-Up or Purchase

My Management → Network Management for a new member, or
Product Purchase if buying your own device.

✦ Select E-Coin (E-Wallet) at Checkout

On the Order Settlement page, choose “E-Coin/E-Wallet Payment.”

✦ Confirm Order

If you have enough E-Wallet balance, the system deducts it fully.
You’ll see a payment confirmation message.

3 Splitting Payment: E-Wallet + Credit Card

If E-Wallet alone isn’t enough or you want to split:

✦ Proceed as Normal

Fill in the product details, get to the Order Settlement screen.

✦ Check for “E-Coin + Credit Card”

Some back-office setups have a checkbox or drop-down for combo payments.

✦ Enter Amount from E-Wallet

Example: If total is \$500 and you have \$300 in E-Wallet, apply \$300.

◆ **Generate a Credit Card Link for the Balance**

Copy the Online Payment link.

The member or you enter card details for the remaining \$200.

◆ **Payment Confirmation**

The system combines the E-Wallet and the card portion.

Once successful, you see the “Order Success” notice.

If the card fails, go to My Management → My Membership Order, click “Online Payment” again, and generate a new link.

4 Final Check & Notes

- ◆ **Double-check** new member details (sponsor ID, product, shipping) before finalizing.
- ◆ **If you must delete or cancel** an order to restore E-Wallet or card payment, do it before midnight (UTC+8) on the same day.
- ◆ **If your E-Wallet was insufficient**, transfer more from **Bonus Wallet** first, then retry
- ◆ Remind the cardholder to enable **cross-border** payments for partial credit transactions.