



N E W E A R T H™

# Affiliate Kickstart Guide

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If you're ready to kickstart your New Earth Business and reach all of your business goals this year, then this guide is exactly what you need! Follow along with the steps in this guide to ensure you have everything you need to order your favorite products, share the benefits of your favorite superfood, and manage the ins and outs of your business.

While you work through this guide, feel free to skip any steps you have already accomplished, and don't hesitate to reach out to our team via email at [support@newearth.com](mailto:support@newearth.com) if you have any questions.

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# STEP 1

## Activate Your Product Account

As an Affiliate with New Earth, you have two separate logins—your product login and your business login. Your product account is the one that will allow you to place orders for products for your own personal use. Logging into this account will also allow you to manage your product subscriptions and view your order history and tracking information.

If you haven't already activated your product account, simply follow the steps below to do so:

1. Email our Customer Care team ([support@newearth.com](mailto:support@newearth.com)) and request to be sent the customer account activation mail.
2. Check your email. Within 2 business days, you will receive an email from our team with the subject line "Activate Your New Earth Account."
3. Open this email and click the blue "Activate Account" button.
4. On the page that appears, follow the instructions to set your account password.

Now, any time you want to order products for yourself, view your order history, or manage your subscriptions, all you have to do is login to your product account at <https://bit.ly/NE-login>.



## STEP 2

# Access Your Business Account

Next, it's time to access your Business Account, which is where you will go for all of the activities related to managing your business. If you've already accessed your business account in the past, all you have to do is login at [bit.ly/NE-AFF-Login](https://bit.ly/NE-AFF-Login).

If you haven't logged into your Business Account yet, now is the time to do so by following these steps:

1. Email our Customer Care team ([support@newearth.com](mailto:support@newearth.com)) and request to be sent the business account activation email.
2. Check your email. Within 2 business days, you will receive an email from our team with the subject line "Activate Your Business Account."
3. Open this email and follow the instructions it provides to login to your business account.
4. Once you are logged in, a pop-up may appear prompting you to accept our updated Terms and Conditions. Follow the link in this pop-up to read the terms and conditions and then click the "I agree" button. Please note: if you exit the pop-up without accepting the terms and conditions, you will have limited access to your business account.
5. Reset your password by navigating to Settings > Change Password.



## STEP 3

# Update Your Payment Information

Now it's time to make sure your payment information is up to date. Under our current systems and compensation plan, we issue payments to Affiliates exclusively via PayPal. If you don't have a PayPal account already, you will want to create one now at [bit.ly/NE\\_PayPal](https://bit.ly/NE_PayPal). Then, follow the steps below to add it to your Business Account.

1. Login to your Business Account at [bit.ly/NE-AFF-Login](https://bit.ly/NE-AFF-Login).
2. Click "Settings" in the left hand menu.
3. Click "Payment"
4. Click the drop down menu under "Payment Method" (this likely say "no payment method selected") and select PayPal.
5. In the box that appears, enter the email address associated with your PayPal account.
6. Click "Save Changes."



**Important Notes:** If your payment method is set to "alternate option," you do NOT need to add your PayPal information. You will continue to be paid via the method you have previously been using.

Only enter a PayPal email AFTER you set up your PayPal account, and ensure the email exactly matches the one you use to login to your PayPal account. If the email entered here doesn't match any accounts in the PayPal system, your funds could be tied up with PayPal and delay your payments.

If you have more questions about PayPal, you'll likely find the answers you're looking for at [bit.ly/NE-PayPal-FAQ](https://bit.ly/NE-PayPal-FAQ).

## STEP 4

# Get to Know Your Business Portal

Now that you've made sure your password is reset and your payment information is up to date, it's time to get to know your Business Portal a little better. Feel free to explore the portal on your own, or you can watch a walkthrough video ([bit.ly/NE-AFF-Walkthrough](https://bit.ly/NE-AFF-Walkthrough)) where VP Kevin Larson walks you through all the different tools available in your Business Portal.



## STEP 5

# Start Sharing Your Affiliate Link

Now that you have access to both your Product and Business Accounts, have your payment information set up, and are familiar with the tools available in your Business Portal, it's time to start sharing your Affiliate Link. Check out this training video ([bit.ly/NE-AFF-Link-Training](https://bit.ly/NE-AFF-Link-Training)) to learn more about the different ways you can generate and save links, and then start sharing the link(s) with your prospects, social media followers, and email list.