

Welcome to the **world** of **commissions**

Login Information

When you register with Ardyss, you'll receive an email containing your login details. To access your Back Office, go to www.ardyss.com and click on "BackOffice". If you haven't received this email, don't worry. Just reach out to our Distributor Service Team at (702) 313-3333, and they'll assist you.

Getting Paid

Exclusively for Distributors in the United States:

Step 1: Submit your W-9 Form

To set up your account and start earning commissions, you need to complete and submit your US W-9 tax form online. You can find this form in your Back Office. Once you're logged in, follow these steps: 1) Get Paid, then 2) Get Qualified, and finally 3) Complete your W8/W9 form.

Step 2: Choose your payment method

You have to choose how you will receive your payments, which can be: 1) Check 2) Wire transfer 3) E Wallet 4) Store Credit. To choose the payment type you want to receive, you must log in to your Back Office. Once inside, click on: 1) Get Paid, 2) Get Qualified, then 3) Select payment method. You will only have to do this once. Once this is done, every time ArdyssLife pays your commissions, they will be deposited with the same payment method.

Note 1: In case you did not set up your account with a wire transfer or E Wallet, by default, we will send you a check as a payment method until further notice.

Note 2: It is important for you to know that the commissions generated in ArdyssLife will be active for a maximum of 90 days, and after this time, the unclaimed pending commissions will expire. Exclusively for Distributors outside the United States:

Step 1: Submit your W-8 Form

To set up your account and start earning commissions, you need to complete and submit your US W-8 tax form online. You can find this form in your Back Office. Once you're logged in, follow these steps: 1) Get Paid, then 2) Get Qualified, and finally 3) Complete your W8/W9 form.

Step 2: Submit an Official ID

In addition to the W-8 form, submit a passport photo (the section with your photo) to verify your residence outside the United States. Follow these steps: 1) Get Paid, then 2) Get Qualified, and finally 3) Send your Government ID.

Step 3: Choose your payment method

Additionally, you have to choose how you will receive your payments, which can be by 1) Wire transfer, 2) E Wallet, 3) Store Credit. To choose the payment type you want to receive, you must log in to your Back Office. Once inside, click on 1) Get Paid, 2) Get Qualified, then 3) Select payment method. You will only have to do this once. Once this is done, every time ArdyssLife pays your commissions, they will be deposited with the same payment method.

Weekly Payment Dates & Qualifying Bonuses

- **Enrollment Period:** All Starter Packs enrolled from Monday through Sunday will receive payment the following Wednesday by 12 PM PST.
- **Weekly Bonus Eligibility:** Bonuses are paid weekly only to those enrolled in the E-Wallet system.
- **Qualifying Bonuses:**
 - Personal Express Bonuses
 - Team Express Bonuses
 - Double Express Bonus

Monthly Commission Run Payment Dates

- **Payment Schedule:** Monthly commissions are paid on the 15th of every month.
- **Adjustment for Holidays:** If the 15th falls on a weekend or a holiday, payments will be made on the next business day.
- **Scope of Monthly Commissions:** All bonuses under the Ardyss Compensation plan are included in the monthly commission run, except for those already paid out weekly.

An avenue for earning that rewards dedication and hard work. This guide will unveil the steps to qualify and excel in commissions. If you're wondering how to access your Back Office, here's a simple guide:

Payment Methods Explained

Wire Transfer: Once selected, you will be asked to input your banking information: Bank name, Routing number, and Bank account (if you are from the US) or Bank Name, Bank account, SWIFT Code (if international). Please be aware that the bank account name must be the same as the owner of the ArdyssLife account. In the case of Wire transfers, they have a cost of \$30 US dollars, so this option is recommended when your earnings are higher than \$200.

E Wallet: Please be advised that it is a third-party provider; ArdyssLife does not own the platform. Once you select this payment method in your back office, you will receive an email with instructions on how to complete registration. So, it's important that you have access to the email you entered when you registered with ArdyssLife. This platform is easy to use and helps avoid lost checks through the mail. The process between when you request your commissions and when they get reflected in your bank account can vary depending on your bank, but on average it will take between 24 to 72 hours. There is a \$20 minimum commission.

Store Credit: You can choose this option, and the commissions will be placed as store credit so you can use them towards your personal purchases.

Checks: This payment method is only available for distributors living in the US. This option is recommended when your earnings are higher than \$100. There is a \$5 Processing Fee. Please know that, from understanding commission intricacies to sharpening communication skills, we're here to support your journey.

**So if you have any questions, do not hesitate to let us know!
Thank you for entrusting us with your success story!**



An **appointment** with
Ardyss will **change your life!**

Helping families thrive!



How to
QUALIFY
for **comissions**