

Drop Shipping Products & The Affiliate Program:

Option 1: Charging patients separately & manually ordering their product(s)

This drop shipping option allows you to bill the patient your desired retail price for our products. Please follow the directions below to bill the patient using your preferred processing platform and then placing their order via your doctor account.

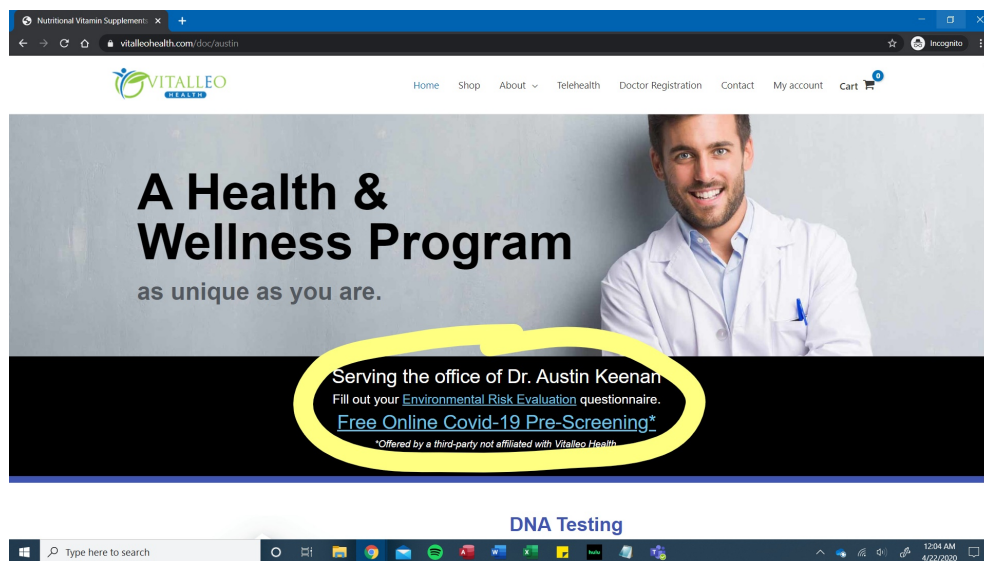
- **Step 1:** Collect the patients credit card and shipping information before placing your order.
- **Step 2:** Bill the patient directly for the retail price of their product(s) using your preferred processing platform.
- **Step 3:** Login to your Doctor account on www.vitalleohealth.com
- **Step 4:** Add the patient's appropriate product(s) to your cart & proceed to checkout.
- **Step 5:** Enter the patients shipping information at checkout.
- **Step 6:** Process the order using your office credit card.

If you have done this correctly, you first billed the patient your desired retail pricing of the product(s) and then you purchased the product(s) at wholesale pricing and had them shipped directly to the patient.

Option 2: Directing your patients to your affiliate site (This is also how you utilize auto ship)

How to access your affiliate site:

- Have your patients navigate to (www.vitalleohealth.com/doc/username)
 - ***You will need to enter your account's username where "username" reads in the link above. Your username is displayed in the My Account section if you are not sure what it is.***
- To make sure you are using the correct link, open a Private Window on your web browser & enter your affiliate link. If you have done this correctly, you will see the message "Serving the office of Dr. First & Last name" on the middle of the screen. **See the image below**



- Below your name is the Environmental Risk Evaluation. The results from this questionnaire will be sent directly to the email address on your account.
- After they have completed the ERE, your patients can navigate to the "Shop" tab & begin placing their order. (They will only have access to the retail products and pricing)
- Once your patient fills their care plan, they should continue to checkout.
- At checkout, they will need to enter their billing & shipping information.
- After they have entered the above information, they will be required to provide an email address as well as a desired password. They will not be able to finish placing their order without completing this step.
- Once they have entered their email & desired password, they will be able to place their order, finishing the process.
- As soon as their order is placed, their account is now created & tied to your affiliate account. Therefore, you will earn a commission on this original order, as well as any future orders they place while logged in.

Additional Affiliate Information

Commissions:

- **Supplements:** Any supplement purchased on your affiliate site (www.vitalleohealth.com/doc/username) will reward you a **35% commission**.
- **Test Kits:** Any test kits purchased by your patients will reward you a **25% commission**.

Discounts (Automatically Applied – Must Select Free Shipping at Checkout):

- **Monthly Auto-ship** subscriptions will receive a 15% discount.

Directing Your Patients to Specific Products:

As you know, your patients can order most of our tests & supplements directly from our website. If you would like to send your patients directly to a Supplement or Test kit you must follow the steps below.

- Navigate to www.vitalleohealth.com
- Click on the shop tab at the top of the page.
- If you are logged in, scroll down to the retail versions of our products.
- Click on the retail version of the product you are looking to recommend your patient.
- Copy the link in the address bar at the top of your browser (Example: <https://vitalleohealth.com/product/vitalleo-edison-system-supplements-single>
* Be sure you are copying the link of a retail product, **not a wholesale product***)
- Enter your affiliate extension at the end of the link. (/doc/username)
Example: <https://vitalleohealth.com/product/vitalleo-edison-system-supplements-single/doc/username>
- Copy the entire link & send it to your patient. You can do this with multiple products & as they open the links & add the items to their cart, they will be tied to your affiliate program.

How to View Your Affiliate Analytics:

- Login to your account on www.vitalleohealth.com
- Once logged in enter the link www.vitalleohealth.com/affiliate-area
- This will take you to your Affiliate Area. Here, you can view all sorts of analytics such as site visits, affiliate sales, commission payouts, etc.

I hope all this information has been clearly communicated to you. However, if you have any questions, please feel free to email Austin directly at Austin@vitalleohealth.com.