

MEMBER BACK OFFICE GUIDE



Energy Wave

Hello!

Welcome to Energy Wave

I AM HERE TO GUIDE YOU THROUGH YOUR BACK OFFICE

Sign Up

HOW TO SIGN UP AS A NEW DISTRIBUTOR

&

HOW TO SIGN UP AS A NEW CUSTOMER



1. To sign up as a **Distributor**, go to your sponsor's replicated URL.

Example: <https://<sponsorUsername>.energywaveworldwide.com/distributorReg>

2. Fill up the Registration Form that will show your sponsor's details. Select **Individual** or **Company**.

 REGISTRATION FORM

SPONSOR INFORMATION

Sponsor ID :

eKR13476046

Name :

Macadamia

REGISTRATION TYPE

Registration Type *

Individual Company Preferred Customer

Registration Option *

Registration without Purchase Registration with Purchase

PERSONAL DETAILS

National ID Number/Driving License *

Date of Birth (dd-MM-yyyy) *

3. At the bottom of the form, tick the box and click the Submit button.

I have read, understood and agree to abide with Energywave [Terms & Conditions](#) , [Terms of Use](#) , [Privacy Policy](#) .

1. To sign up as a **Customer**, go to your sponsor's replicated URL.

Example: <https://<sponsorUsername>.energywaveworldwide.com/distributorReg>

2. Fill up the Registration Form that will show your sponsor's details. Select **Preferred Customer**.

 REGISTRATION FORM

SPONSOR INFORMATION

Sponsor ID :

eKR13476046

Name :

Macadamia

REGISTRATION TYPE

Registration Type *

Individual Company Preferred Customer

Registration Option *

Registration without Purchase Registration with Purchase

PERSONAL DETAILS

National ID Number/Driving License *

Date of Birth (dd-MM-yyyy) *

3. At the bottom of the form, tick the box and click the Submit button.

I have read, understood and agree to abide with Energywave [Terms & Conditions](#) , [Terms of Use](#) , [Privacy Policy](#) .

Login

HOW TO LOGIN

1. Go to <https://energywaveworldwide.com>

2. Click LOGIN on top of the page.



3. Enter Username, Password, and Security Code (refer to the characters beside).

4. Tick the box and click the Login button.

The image shows a 'Member Area' login form. It includes a 'Login Page' tab, a language dropdown set to 'English', and input fields for 'Username' (containing 'macadamia'), 'Password' (masked with dots), and 'Security Code' (containing '4pep'). To the right of the security code field, the characters '4pep' are displayed. Below the fields is a checkbox with a blue checkmark, circled in red, followed by the text 'I have read, understood and agree to abide with Energywave terms & Conditions , Terms of Use , Privacy Policy.' At the bottom are three buttons: 'Login' (circled in red), 'Sign Up', and 'Forgot Password'. A red arrow points from the 'Login' button in the instructions above to the 'Login' button in the form.

Purchase

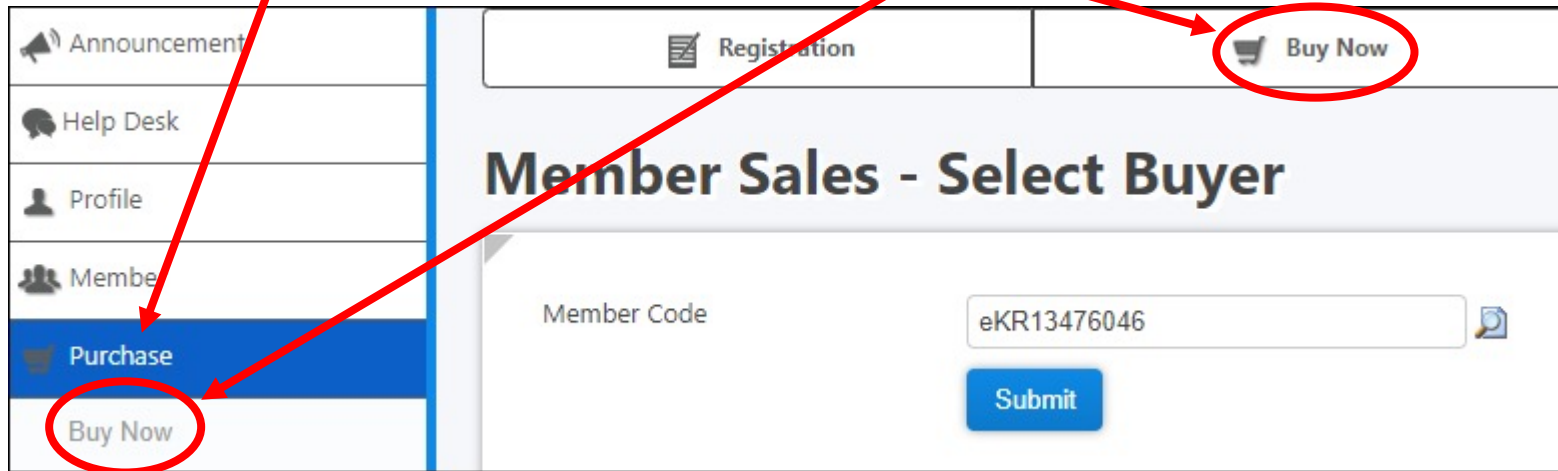
HOW TO PURCHASE PRODUCT

&

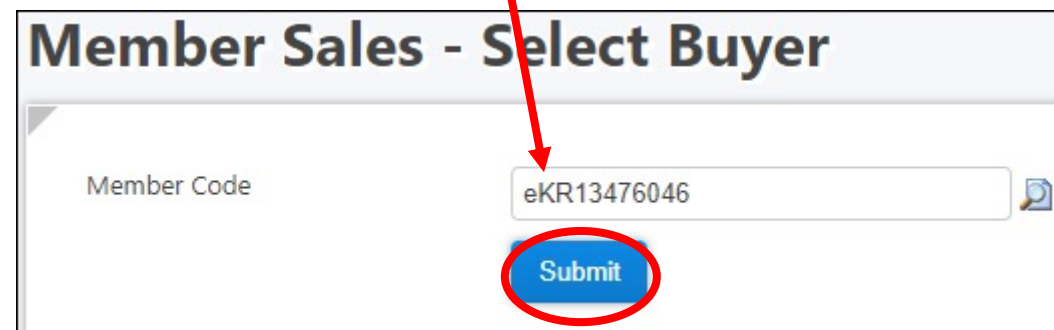
HOW TO VIEW PURCHASE RECORD



1. Login to Member Back Office.
2. Click Purchase at the left panel, then click Buy Now.





3. By default, the screen will display your Member Code. Click Submit to continue.



4. Select the desired category (Bundle, eWave Bands, eWave Hologram...)


Member Sales

Bundle

No.	Product Code	Product Name	QTY	Price USD	CV	PV	
1.	 R101BZ1	Bonanza Pack (Female)	<input type="text" value="1"/>	2000.00	1000.00	1000.00	<input type="button" value="Add"/>
2.	 R101BZ2	Bonanza Pack (Male)	<input type="text"/>	2000.00	1000.00	1000.00	<input type="button" value="Add"/>

5. Enter the QTY for the required item(s) and click the Add button.

6. You can check the selected item(s) at the Purchase Item section. If you wish to change the item, click the Remove button and repeat Step 4.

Purchase Item							
No.	Product Code	Product Name	Total Quantity	Total CV	Total PV	Total Price	
1.		R101BZ1	Bonanza Pack (Female)	1	1000.00	1000.00	2000.00
						Remove	

Shipping Information	
Recipient Name	<input type="text" value="Macadamia"/>
Please change your delivery address if different from address below.	
Delivery Address	<input type="text" value="Menara Maplelee No. 1, Changkat Raja Chulan"/>
City	<input type="text" value="IDKW"/>
Postcode	<input type="text" value="50200"/>
State	<input type="text" value="Tottori"/>
Country	<input type="text" value="JAPAN"/>

7. Enter your Shipping Information.

8. Select your Payment Type (Credit Card or e-Bank) and click Next.

Payment Type

Payment Type

[Next](#)

9. Enter your credit card details and click Submit.

Protect Pay Credit Card Info

Time Left **14:43**

Type

Credit Card Number

Card Holder Name

Expiry Date /

CVV

Amount USD 120.00

[Cancel](#) [Submit](#)

10. Upon successful payment, the page below will appear. You can click View Cash Bill to view your invoice.

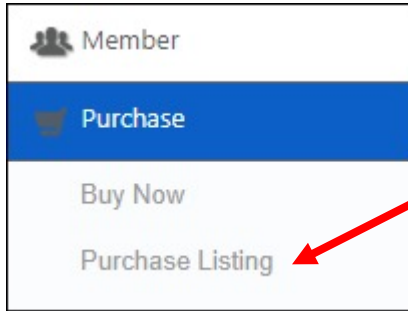
Sales Information

Buyer Information

Buyer Code	eKR13476046
Name	Macadamia
Join In Package	-
National ID Number	1000000001
Mailing Address	Menara Maplelee No. 1, Changkat Raja Chulan IDKW 50200 Gyeonggi South Korea
Country	-
Contact Number	0000000000
Document No	KR-CB00474

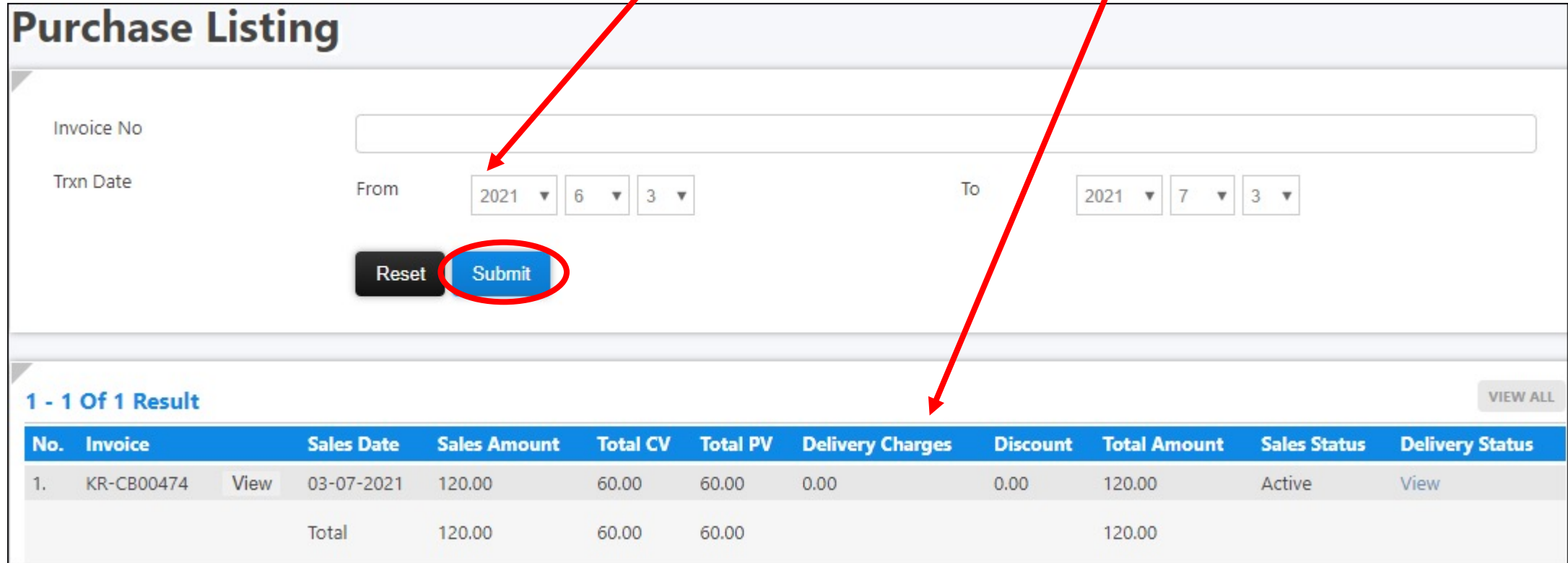
[View Cash Bill](#)

11. To view your purchase record(s), click Purchase Listing.



- Member
- Purchase**
- Buy Now
- Purchase Listing

12. Select the date range and click Submit. Your record will show at the bottom.



Purchase Listing

Invoice No

Trxn Date From To

1 - 1 Of 1 Result VIEW ALL

No.	Invoice		Sales Date	Sales Amount	Total CV	Total PV	Delivery Charges	Discount	Total Amount	Sales Status	Delivery Status
1.	KR-CB00474	View	03-07-2021	120.00	60.00	60.00	0.00	0.00	120.00	Active	View
			Total	120.00	60.00	60.00			120.00		

Placement Tree

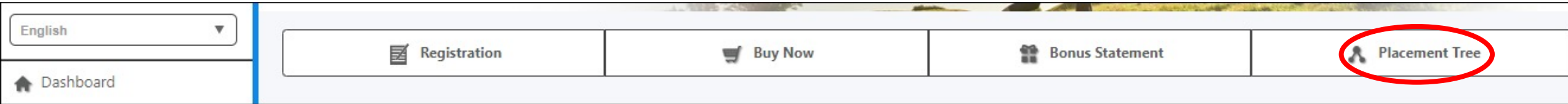
HOW TO PLACE A MEMBER

&

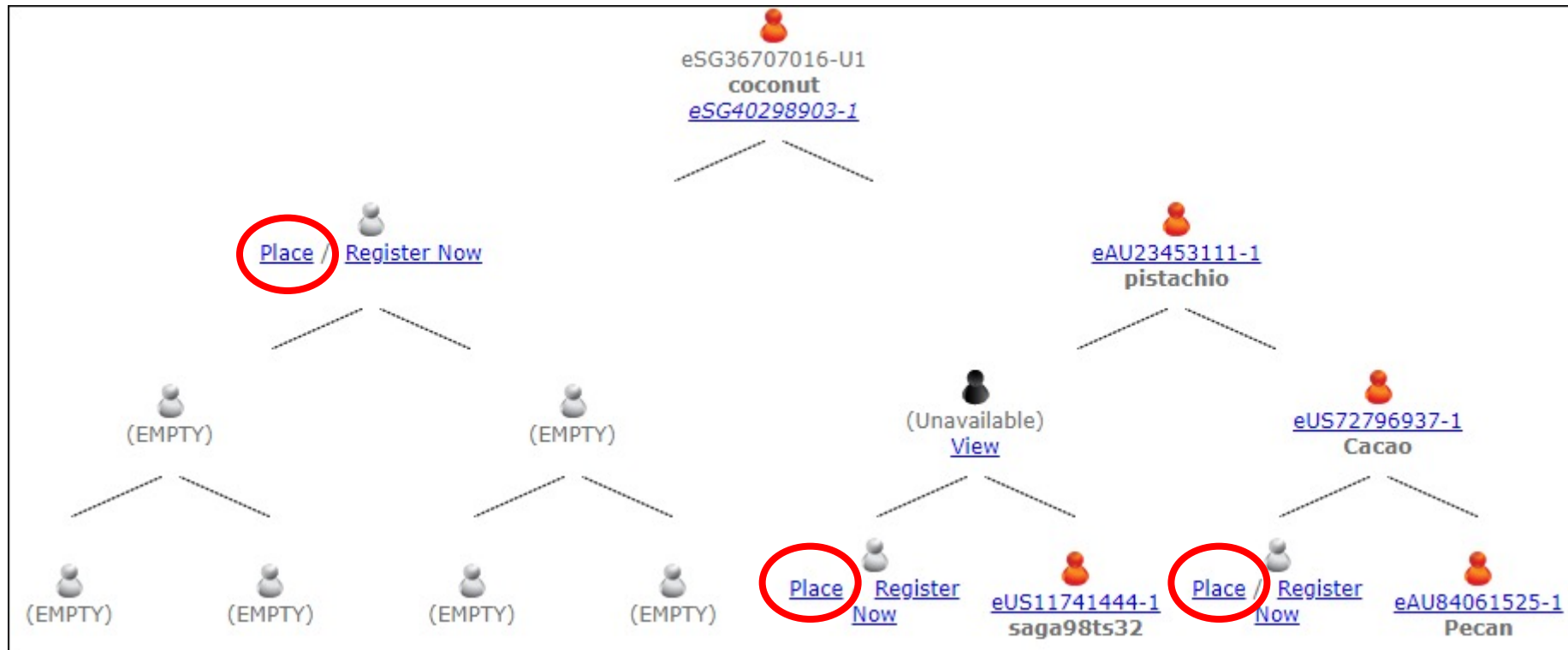
HOW TO VIEW YOUR GENEALOGY



1. Click Placement Tree.



2. Click the Place button at the desired position.




3. Click the Place button (under Actions column) to place the desired member.

Place Waiting Room Members

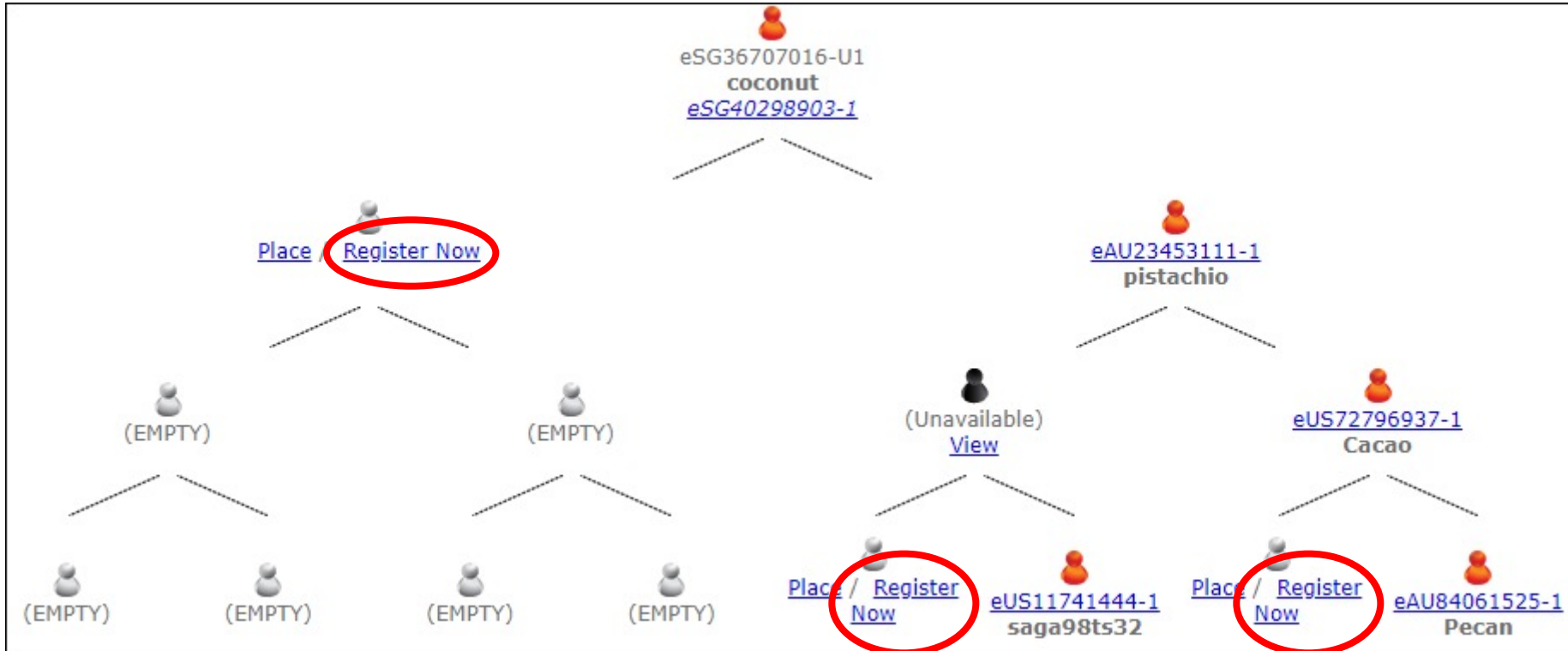
Placement Information

Placement Code	eSG36707016
Placement Name	coconut
Placement Type	L

No.	Member Code	Name	Date Join	Actions
Record not found!				



4. You can also register a new member by clicking on the Register Now button at the desired position.

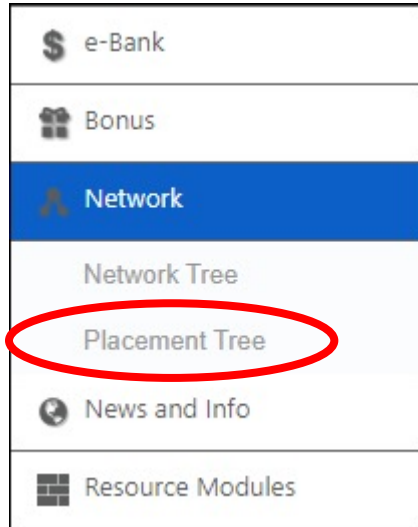


5. Fill in the new member details and click Submit to proceed.

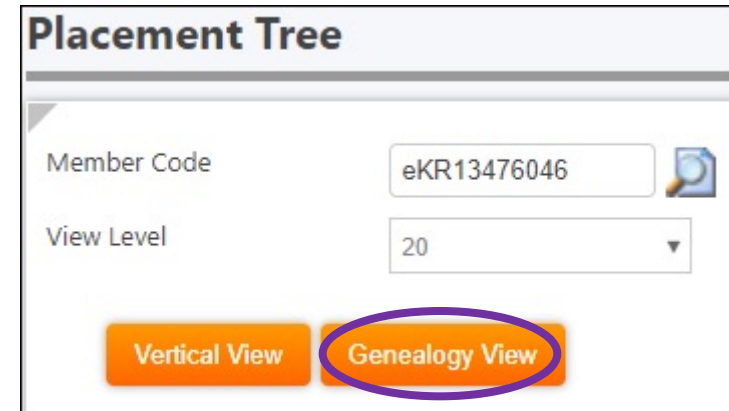
Distributor Registration - Checking Process

Registration Type	<input checked="" type="radio"/> Individual <input type="radio"/> Company
Country Code	South Korea
Registration Type	<input type="radio"/> Registration without Purchase <input checked="" type="radio"/> Registration with Purchase
<u>Placement Info</u>	
Placement Code	eSG36707016
Unit	1
Position	L
National ID Number	
Date of Birth	DD ▼ MM ▼ YYYY ▼

6. To view your genealogy, click Network at the left panel, then click Placement Tree.



7. Click Genealogy View button.



8. The Placement Tree will appear. You can click on downline Member Code to view lower levels.

Placement Tree(Horizontal View) Close

Search by :

PIN Rank	-	
Maintain PV	0.0	
Sponsor Downline(s)	Left : 0	Right : 1
Total Downline(s)	Left : 0	Right : 26
Current Week CV	Left : 0.0	Right : 0.0
Carry Forward CV	Left : 0.0	Right : 0.0

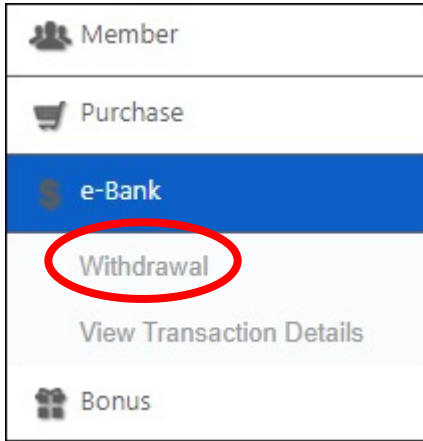
[Bottom Left](#) [Back To Top](#) [Bottom Right](#)

```
graph TD; Root["eSG36707016-U1  
coconut  
eSG40298903-1"]; Child1["Place / Register Now"]; Child2["eAU23453111-1  
pistachio"]; Root --- Child1; Root --- Child2; Child1 --- Empty1["(EMPTY)"]; Child1 --- Empty2["(EMPTY)"]; Child2 --- Unavailable["(Unavailable)  
View"]; Child2 --- Cacao["eUS72796937-1  
Cacao"];
```

e-Bank

HOW TO WITHDRAW MONEY FROM E-BANK
(TO BANK OR DEBIT CARD)

1. Click e-Bank, then click Withdrawal.



2. Your e-Bank balance will show here.

Request e-Bank Withdrawal

Member Code

Member Code	eKR13476046
Name	Macadamia
Type	Distributor
Balance	0.00

3. Select the Withdrawal Type (Bank or Debit Card).

Withdrawal Info

Trxn Date	03-07-2021
Withdrawal Type	Bank
National ID Number*	1000000001
E-Mail Address*	spam@ew-ww.com
Amount*	0.00
Account No.*	
Account Name*	Macadamia
Bank Name*	
Bank Swift Code	
Branch Number	
Branch Name	

[Next](#)

4. If Bank type is selected, fill in your bank information and click next.

Withdrawal Info

Trxn Date	03-07-2021
Withdrawal Type	Debit Card
National ID Number*	1000000001
E-Mail Address*	spam@ew-ww.com
Amount*	0.00
Account No.*	eKR13476046
Account Name*	Macadamia

[Next](#)

5. If Debit Card type (Payoneer only) is selected, enter the amount, and enter your Member Code at the Account No. field and click Next.

Commission

HOW TO CHECK COMMISSION



1. Click Bonus, then click Bonus Statement.

Member

Purchase

e-Bank

Bonus

Bonus Statement

Bonus Statement

Bonus Date

29-05-2021

Submit

2. Select the Bonus Date and click Submit.

3. Your commission details will be displayed as shown below.

Agent Information	
Member Code	eKR13476046
Name	Macadamia
Mailing Address	Menara Maplelee No. 1, Changkat Raja Chulan 50200 HanGuo South Korea

Bonus Summary - Weekly Status	
PIN Rank	-
PAID Rank	-
Personal Volume	0.00
Personal Group Volume	0.00

Bonus	
Consumer Bonus	\$0.00
Fast Start Commission	\$0.00
Team Commission	\$0.00
Matching Bonus	\$0.00
Total Bonus	\$0.00

Sponsored Member

HOW TO CHECK YOUR SPONSORED MEMBER

1. Click Member, then click Member Listing.

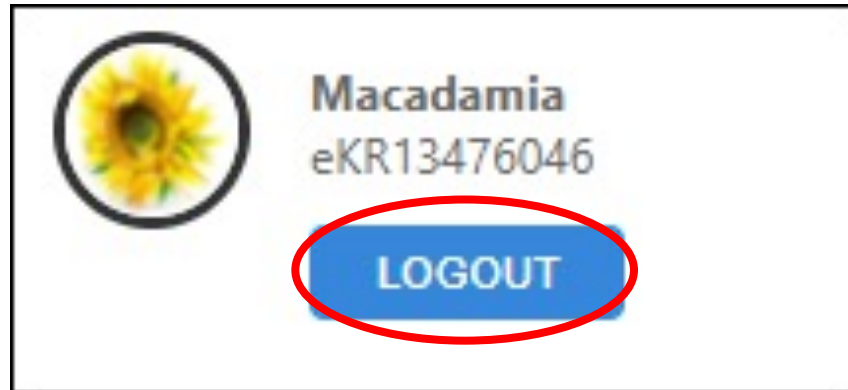
The screenshot shows a web application interface for searching members. On the left, there is a navigation sidebar with the following items: Profile, Member (highlighted in blue), New Registration, Member Listing (indicated by a red arrow), Online Store Placement Position Setting, Place Waiting Room Members, Purchase, e-Bank, Bonus, Network, and News and Info. The main content area is titled "Search Member" and contains several search criteria with input fields: Member Code, Name, Display Name, Login Name, National ID Number, Mobile Tel. No., Date of Birth (with dropdowns for DD, MM, and YYYY), and Date Join (with "From" and "To" dropdowns for DD, MM, and YYYY). At the bottom of the search area, there are two buttons: "Reset" and "Submit". The "Submit" button is circled in red.

2. Click Submit and it will show all your sponsored members at the bottom.

Logout

HOW TO LOGOUT MEMBER BACK OFFICE

Click the LOGOUT button located at the top left of the screen.



Thank You!

If you have further questions, you can find me at:

cs@ew-ww.com