Freedom at Home Yeam Training Packet

Version 2.0

Welcome to the Freedom at Home Team!

You have just joined the fastest growing team in Ameriplan®, the Freedom at Home Team. It is now time to begin your training and you have come to the right place.

As part of this training packet, you will have the following information. Please create a folder with these files in it and use it as you're working your way through the training site. Some of the training site steps require that you access these forms, so keep them handy!

New IBO Checklist	3
Calendar of Conference Calls	4
Contact Information	5
Website Quick Reference	6
Website Set-Up Guide	9
Top 20 Reasons Worksheet	16
Map to NSD	17
Power of Being in Action Game	20
Action Game Worksheet	21

During your ongoing training process, if you have any questions whatsoever, please do not hesitate to contact your enroller or another member of your upline. We are here to help you and wish you much success as you work towards your FREEDOM AT HOME!

The NSD Team

New IBO Checklist

Please us	e tnis	s worksheet as you're working through the steps on the training website
	1.	Listen to Orientation Call (Step 1)
	2.	Set Work Schedule (Step 2)
	3.	Establish Goals and Send to Enroller (Step 2)
	4.	Write "Why Letter" and Email Copy to Enroller (Step 2)
	5.	Label Brochures (Step 3)
	6.	Redeem Sales Aid Certificates (Step 3)
	7.	Log into IBO Support & the Americam System (Step 4)
	8.	Rename Ending of ICP Sites (iboplus.com, mybenefitsplus.com, deliveringonthepromise.com) (Step 4)
	9.	Set-up FAHT Marketing Site (Step 4)
	10.	Review Program Information on Training Site (Step 5)
	11.	Review Prospecting Information on Training Site (Step 6)
	12.	Review Compensation Information on Training Site (Step 7)
	13.	Grab a script (Step 8)
	14.	Select 3 ways to get prospects (Step 8)
	15.	Register for RTS (Step 8)

Calendar of Conference Calls

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10 pm EST T.E.A.M. To- gether Everyone Achieves More Call	11 AM EST Leadership Call Contact NSD	8 pm EST Live Business Opportunity Overview Call	12 pm EST "How To" Recruit IBOs Amy Shapiro, NSD, Top IBO recruiter	7 pm EST Live IBO Prospecting ~ Becky Blacka**	12 pm EST Live IBO Prospecting Call with Vicki Crabtree	8 pm EST Learning about Auto Respond- ers 1st & 3rd Saturday of the Month
11pm EST Support Troopers Dial: 218-862-1300 Code: 804576	1pm EST IBO Prospecting Q & A Call	8:30pm EST Role Playing	8 pm EST Live Business Opportunity Overview Call	8 pm EST Live Business Opportunity Overview Call	8 pm EST Live Business Opportunity Overview Call	8 pm EST Advertising 101 Q & A 2nd & 4th Sat Of the Mo.
	8 pm EST Live Business Opportunity Overview Call	10pm EST New IBO Orientation	9 pm EST New IBO Orientation	8 pm EST Live Member Prospecting Call **	10 pm EST New IBO Orientation	
	8:30pm EST New IBO Orientation			8:30 pm EST New IBO Orientation		
	8:30 pm EST FLEX IBOs ** New IBO Orientation 218-862-1300 Code: 563496			10 pm EST TEAM Meeting		
	9:30 pm EST 1st MONDAY of each month Membership and Group Sales Training					
	10 pm EST Span- ish Corporate Conference Call 712-432-1001 466910056 #					

Bookmark & View Calendar Online at: http://www.freedomathomenewsletter.com/calendar.html

^{*}All Training Calls are shown Eastern Time with phone number (218) 486-1400 with access code 69663# with the following exception:

^{**}Monday 8:30pm Flex IBO Orientation with Pennie Berk Dial: (218) 862-1300. Access Code: 563496

^{***}Thursday 7pm IBO Prospecting with Becky Blacka Dial: (518) 825-1400. Access Code: 832564#

^{****}Thursay 8pm Live Member Prospecting call Dial: (712) 432-1000. Access Code: 566992993#

Contact Information

Freedom At Home Team

Janie Jones, NVP	Mike McDonald, NVP
(512) 608-9248 (800) 590-7622 janiejones@ameriplan.net	(972) 250-0826 Mikemc@simpleasabc.com

AmeriPlan®

AMERIPLAN	PHONE	FAX	WEB / E-MAIL
IBO SUPPORT	(469) 229-4501 (Option 3 for IBOs)	(469) 229-4589	www.ameriplanusa.com/ibo
PENDING ACCOUNTS	(469) 229-4018	(469) 229-4589 or (469) 229-4590 Applications	
BANK & CREDIT SERVICES	(800) 550-9726	(469) 229-4595	
PROVIDER RELATIONS	(469) 229-4503	(469) 229-4592 (469) 229-4593 (469) 229-4594	
GROUP SALES DIV.	(469) 229-4310	(469) 229-4121	GroupSales@ameriplanusa.com
ADD PROVIDERS	Have the Provider call (800) 256-3368 option 1.		referral@ameriplanusa.com Include Patient Name and type of Provider.

Website Quick Reference

Please see Step Number 4 of the Training Site for a comprehensive website overview

IBO Support: www.Ameriplan.net

- Check Earnings, Applications, Access Americam/Email etc
- BE SURE to log into your ameriplan.net inbox EVERYDAY for team messages and training information.
- Be sure to click around on all the links on the home page to familiarize yourself with things like IBO Benefits, and Product Training webinars.

E-Kit: www.WelcomeFreedomAtHome.com

- Review Start-Up Material, Print Brochures etc
- Good idea to include this link in your 'welcome' email to new team mates.

AP Flex Bonus Back Office: http://ibo.apflexplus.com (only if you are a flex IBO)

- Check on your weekly bonuses and monthly bonuses
- Sign people up into the program and place them were you wish

Earnware/Americam: www.Earnware.com

- This is the company who gives us our virtual office. We all receive this FREE for our first 90 days in business and then should we choose to keep this office we pay just \$14.95/mo and this is tax deductible. This is a wonderful tool to help us build our business as we are given an ameriplan.net email address and we can keep all our contacts here and we are also given our Freedom at Home Team marketing site as well as auto-responders. An auto responder is an automated email. When a person visits your site and requests an interview they will automatically receive emails with more information.
- If you have any questions about your office you will need to contact Earnware as they are separate from AmeriPlan®. This is another way you can gain access to your email as well. This is good to

know in case you are not home and you need to use another computer. Rather than logging into your back office you can simply log into your email directly from Earnware. You do need to create a username/password and you will do this in the "Settings" and then "Set Up Wizard" in your Americam office.

Training Site: www.FreedomAtHomeTraining.com (obtain password from Enroller)

- Go through our 8 steps training, View Scripts, Emails, listen to training calls etc.
- Be sure to refer to the 'welcome' email you received for other training suggestions.
- Be sure to visit the reference library ANY time you have questions and refer your team to it as well. The best way to develop INDEPENDENT Business owners is to teach people HOW/WHERE to find the answers to their questions. About 90% of questions can be answered through the reference library

Flex IBO Training Site:

• Go through the 5 steps Flex IBO training to get on track with your new business.

Newsletter: www.FreedomAtHomeNewsletter.com

- Stay plugged into the training the team offers by visiting our newsletter daily for important training call information, team and company updates.
- Training call calendar, check here daily for the list of calls each day.

Team Forum: www.TalkFaht.com (obtain password from Enroller)

- Gain additional support and training with our teams private forum
- Find advertising ideas, lead sources, get to know your team mates!
- If you have not accessed the forum in more than 90days you may find that your password does not work. Please contact your enroller or upline NSD for directions on resetting your password.

Post Cards: www.PCTeamLeads.com (obtain password from Enroller)

- Get 250 FREE post card leads monthly to build your business.
- FULL INSTRUCTIONS are also given here on how to place the order and what to do with the leads once you get them

Fast Start Program: http://www.dailychecksathome.com/fasttrackprogram.html

- Information to get FREE leads and to work the FREE Post Card leads.
- Be sure to advise new team members that some of these companies that provide free leads may take up 72hrs to fill the order, so order BEFORE they're ready to pick up the phone!!

Vista Print: http://www.vistaprint.com/free

- Online office supply store that provides FREE marketing materials such as professionally printed drop cards (post cards distributed locally vs thru the mail), business cards, flyers, car magnets, window graphics, t-shirts, ball caps, etc! Be sure to register for their free newsletter to receive updates on what is being offered free at any given time. They 'rotate' their free items on a weekly (sometimes it seems daily) basis, so the newsletter is helpful.
- To view ideas of materials you can use in your own business, visit http://www.roadtonsd.com/vistaprint This link was provided by Amy Shapiro: be sure to check with your enroller or upline NSD in case they have more vistapirnt/marketing material suggestions as well.

Rising above the Recession: http://risingabovetherecession.homestead.com

• Learn how many are rising above the recession to build their business. Articles, Blogs, Social Networking and MORE!

WEBSITE SET-UP GUIDE

Congratulations on taking the first step to financial freedom! We commend you on your desire to work from home while earning a real income.

Over the next few days you will be setting up your own home business. This will include setting up your websites, e-mail address, phone number and a couple of other registrations that need to be done. It can seem overwhelming and complicated in the beginning, but soon, you will be completely set up and ready to go.

These steps are in the correct order that you will need to do them in. For example, you can't do step four without doing step one, two and three. We will go through this with you step by step. Just take the steps one by one and if you need help contact your **Enroller (the person who signed you up)**

STEP 1: Accessing AmeriCAMTM

to www.ameriplanusa.com/ibo or www.ameriplanusa.com/ibo or www.ameriplanusa.com/ibo or www.ameriplanusa.com/ibo or www.ameriplanusa.com/ibo or www.ameriplanunet and log in with your IBO#, your password, and the security code.

Your IBO number can be found on the confirmation e-mail you should have received from your ENROLLER or in the confirmation e-mail you received from the corporate office. Your password will usually be the last 4 digits of your Social Security Number, unless you signed up yourself. If the last four of your social are not working please ask your enroller what your password is. If you signed up yourself, your log in password will be whatever you chose it to be during your sign up).

Once you log in you will see "Upgrade and Open" on the right upper section of the screen. Click the "Open" tab. This will take you into your Americam Virtual Office Center.



NOTE: If for any reason you do not know your password or cannot get it to work, please call IBO support at (469) 229-4501 and request a password reset.

STEP 2: Setting Up Your Business Center and E-mail Address in Your Ameriplan Virtual Office Center (AmericCamTM)

There are several different ways to configure your business center to enable it to perform at it's fullest. This can

be done over time as you get familiar with the operation of the AmeriCAM system. The MOST IMPORTANT aspect of your system is to set up your ameriplan.net e-mail address.

From Step 1 you should already be in Americam, which is our email system. From the blue inbox screen...

- Click on Settings in the upper right to pull up the settings menu.
- Click on settings wizard under "My Business Center". You will see a new box pop up.
- Change Username: Create your username and hit "update" and then hit "next" on the upper right (most people use some combination of their name for their email address username like JSmith or JaneS or JaneSmith. Use whatever works best for you)

Settings - Microsoft Internet Explorer provided by Earnware

My Business Center

Set time zone Edit spet check dictionary Manage your r

Setup wizard

Log-in username

Settings Menu

> and mbox

D Contacts

> 🗁 My Business Center

- Change Password: Create your password and hit "update" and then hit "next".
- Change Time Zone: Select your Time Zone and hit "update" and then hit "next".
- Change your email address "Username": In this section you can change your default email address if you do not like what they have already assigned you. Make your changes and click update. The system will either accept the change or prompt you to "try again." Once you have your desired email address accepted click "next".
- From Name: Here you can change your from name on your emails. Click "update" and the "next".
- **Signature:** Here you can put your name, phone website etc... this will show up on your new emails. Click "update" and then "next". You can come back to this section later and edit it as need with your email addresses and phone numbers or anything that you may want to add or change at a later date.
- On the left pane of your Settings you will see some additional e-mail addresses listed under your ameriplan.net e-mail address, but you do not need to worry about those. If anyone were to e-mail you at one of those e-mail addresses it will simply forward to your primary ameriplan.net address.

For additional help setting up your AmeriCAM Business Center call Earnware:

(800) 800-8273

Monday - Friday: 8:00 AM - 6:00 PM Pacific Time.

You can access your email one of two ways:

- 1. Log into http://www.ameriplanusa.com/ibo with your IBO number and password and then click "Open" or...
- 2. Log into www.earnware.com using your "Username" and "Password" you just created in the Setup Wizard. It is helpful to know this additional way.

STEP 3: Customize Your Free Internet Commerce (ICP) Websites

You have 5 websites that are already pre-set for you to use for marketing and enrollments. They include:

- www.Mybenefitsplus.com/(yourIDnumber) and www. Everyonebenefits.com/(yourIDnumber) which are the same
- www.IBOPlus.com/(yourIDnumber) and www.Myhomebusinesspays.com/(yourIDnumber) which are the same
- www.Deliveringonthepromise.com/(yourIDnumber)

These sites are functional "as is." However, we highly encourage that you customize them and verify that the correct information is displayed.



- 1. Go to the IBO Support Site: http://www.ameriplanusa.com/ibo or www.ameriplan.net and log in using your IBO number, password and security code.
- 2. Click the "ICP SITE" tab from the blue menu on the left hand side.
- 3. Click the following 2 items listed in red.
 - Make Money Profile
 - Save Money Profile

Verify that your correct information is listed here: including your name, city, contact phone number, and e-mail address that you would like to use for notifications. (We highly recommend using the Ameriplan.net business e-mail address that you set up on "STEP 2 Above). UPDATE ALL CHANGES MADE or they won't save.

- 4. Click the remaining 3 items listed in red and delete your IBO number and enter in a user name. This will be what your website URL will be.
 - Make Money Username

- Save Money User Name
- Delivering on the Promise Name

We recommend that you use the same format as you did for your Ameriplan.net email address. For example if your email address was JSmith then go ahead and delete your IBO number at the end of this website URL and enter in JSmith. This will help make things easy for you to remember. **UP-DATE ALL CHANGES MADE.**

STEP 4: Setting Up Your Freedom At Home Team Marketing Website

As a member of the Freedom at Home Team, you are eligible to have your own Freedom at Home Team Marketing (recruiting) site. Having this site is strongly **recommended** and is a great tool to use when marketing to IBO prospects. Please follow the procedures below to activate your "FREE" 90-Day trial version of the site. The Free 90 day trial also applies to your email address that you set up in step 2. You will get this site for FREE when you get an Ameriplan Email address for only \$15 a month. (the reason this \$15 isn't included in your monthly overhead is because Ameriplan out sources and uses a 3rd party company to host our email addresses and that company charge \$15 a month). Remember however that your first 3 months are FREE so you don't need to worry about that \$15 until your 4th month!

To set up your Freedom At Home Team Marketing/Recruiting site...

- 1. Go to http://www.ameriplanusa.com/ibo or www.ameriplanunet and log in the same way you did in STEP 1 with your IBO#, your password, and security code. You are now on the home page of the IBO support site also referred to as your back office website. In the upper right hand corner, click the "Upgrade" button.
- 2. Enter the promotional code "jjones" without quotations into the bright red promotional code box and click the "enter" button.
- 3. Select the bottom package option that you see with the \$0.00 amount (free) and click the "order now" button. Follow the next couple of screens through until you get a Congratulations screen telling you that you have successfully requested the site.

There are other packages available through your AmeriCAM system, including some with toll-free phone numbers. You may explore these options and upgrade at any time to your desired preference.

NOTE: You will want to upgrade to a paying account BEFORE your 90-Day FREE trial is up, if you do not then you will have to pay a setup fee, customize your website again as well as lose any current contacts you may have stored. This system is highly recommended for our team members and 99% of our team members use it.

Customizing Your Site...

1. From the IBO support home page, go into your AmeriCAM business center by clicking the "Open" box in the upper right hand section. Once opened, click the "WEB" tab on the top of the screen.

NOTE: It may take up to an hour for the "WEB" tab to appear once you have requested your FAHT marketing site. If it doesn't appear then close out all the windows and log in again to www.ameriplan.net and click the open button on the top right. Then, if it still doesn't appear you can call Earnware for help at 800-800-8273.

2. On the left hand side, click "Username" in the Web Menu Tree to the left of the main screen. NAME YOUR SITE! Most people use the same name (not format) as they used for their ameriplan.net e-mail address. (first initial, last name @ameriplan.net) Example: SHicks Remember to "SAVE" the change before you proceed.

So your new FAHT site address will be www.freedomathometeam.com/xxxxxxxx (whatever you put as the username)

NOTE: You should get a notification of whether or not the change has been successfully updated. If there is someone else in the system with the same "username", you will be prompted to "try again"

- 3. Once again, On the left hand side, click "Content List View" in the Web Menu Tree to the left of the main screen. You will see 7 places in which to put your own personal information. NOTE: DO NOT click on "Eagle Seal" or "Analytic Code" at this point. You will come back to the eagle seal once you have registered your site for approval.
- 4. Click on "About Me" (e-mail), "About Me" (picture), "About Me" (Text), "About Me" (your name), Short Text "IBO ID", "My benefits plus website", "Phone number". Change all these fields and remember to click "SAVE CHANGES" after each change is made.

How to Customize Your "About Me" Image

If you want to upload an image onto the About Me page of your website follow the steps below:

- 1. Go to the "Content List View"
- 2. Click on "About Me" (picture) (120 x 120 pixel-size or smaller recommended)
- 3. From the drop down menu choose "my computer"
- 4. Click on "select file"
- 5. Click on "select file" again
- 6. Browse through the pictures on your PC
- 7. Double click the photo you want
- 8. Click "upload"

After you are done and before closing this page, go to your website: www.freedomathometeam.com/xxxxxx and click on the "about me" page. Make sure your picture is not too large. (120 x 120 pixel-size at 72 dpi or smaller is recommended)

NOTE: When you are creating the "About Me Text" section, be sure to delete the existing text and type in your own. Be careful to watch your spelling and grammar. This needs to be very professional. To get ideas, view your upline IBOs website and visit their "About Me" page.

Registration Mark

Anytime you type the word AmeriPlan it needs to be followed by the ® symbol.

To add the \mathbb{R} symbol, you will need to click on the Insert Symbol icon Ω



This will open a drop down selection and you will find the ® symbol there.

CONGRATULATIONS! You now have a Freedom At Home Team Marketing Site

To view your site go to www.freedomathometeam.com/xxxxxxx, (whatever you named it)

STEP 5: Registering Your Freedom At Home Team Marketing Site

- 1. Log onto your IBO Support Home Page. (same as step 1 and 2)
- 2. On the left hand side (Blue Menu Bar) select "Alternate Site"
- 3. Select "Register REPLICATED site" Scroll down and click the "Next Step" box
- 4. Scroll down and AGREE to the terms and conditions and select "Next Step"
- 5. On this page, go to the paragraph that says "CLICK HERE" if this site was created by an upline IBO. And "CLICK HERE" to continue to the next screen.

- 6. On this screen, type your website name into the first box: www.freedomathometeam.com/ xxxxxx. In the 2nd box, type your AmeriPlan.net e-mail address and submit
- 7. On the next screen click "Register Now".

NOTE: There is a \$5.00 charge to register your site and the amount will be applied to your trust account

You may or may not RECEIVE AN e-mail from Web Compliance letting you know whether or not your site had been approved. In the event that the site is NOT approved, you will be notified of changes that you need to make before the approval will be permitted. TO check if your site has been approved just go to www.freedoma-thometeam.com/yourusername and scroll down to the bottom. If you see the Ameriplan Eagle Seal there your site has been approved but either way you can start using it in the mean time while you are waiting for approval.

NOTE: Common errors include the AmeriPlan trademarked name without the trademark symbol. Make any necessary changes and follow instructions contained in the e-mail for resubmission.

Now you have all 5 of your e-commerce websites set up! Browse through them to see which ones you want to use. You DO NOT have to use all of them. Only the ones you choose to use.

Please refer to <u>WEBSITES OVERVIEW</u> for a comprehensive overview of all websites that are available to you.

Top 20 Reasons For Working AmeriPlan Business

Please complete this form with your TOP 20 reasons for working your Ameriplan business. This might include debt payoff, ability to stay home with children, retirement income, and many other reasons. Put your 3 most important reasons at the top.

Top 20 Reasons Why I'm Working This Business
TOP 3 Reasons
1
2
Other Reasons
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20

Map To NSD

Created by Susan Goodknight, NSD

	V	
E		
GOAL DATE		
<u> </u>		
	Λ	

Step One ~ RSD

Contract that is 100% Vested, willable enroll members and IBOs to build a Monthly Revenue (MR) of \$300.00 Regional Sales Director. Personally and you receive a Sales Director and sellable.

What is MR?

Monthly Revenue is what the Member A Flex IBO will add \$100. As you sign up new business you'll add to \$19.95 or a Basic IBO will add \$50. Dental PlusTM household will add or IBO pays to AmeriPlan®. A vour MR and accomplish RSD!

Step Two ~ SRSD

Senior Regional Sales Director.

Promote three of your 1st level, IBOs to RSD and you'll advance to SRSD

Senior Regional Sales Directors receive a:

15% override on their 1st generation RSD Sales Groups.

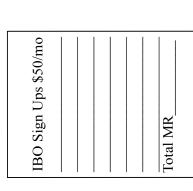
Example: RSD 1 has a MR of \$500.00

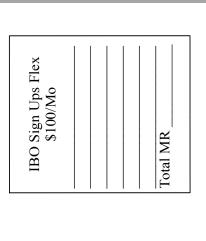
RSD 2 has MR of \$250.00 RSD 3 has MR of \$800.00

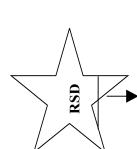
You earn 15% Bonus and that would

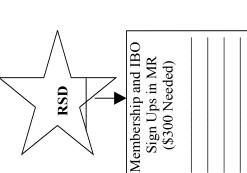
\$232.50 in override Bonus. As the MR grows so does your Override Check!

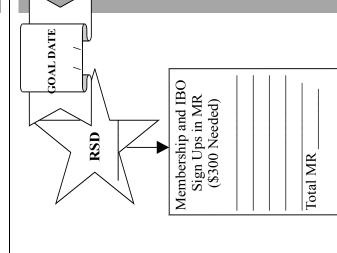
Membership Sign Ups /mo **Fotal MR**

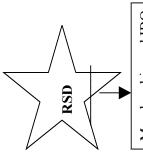






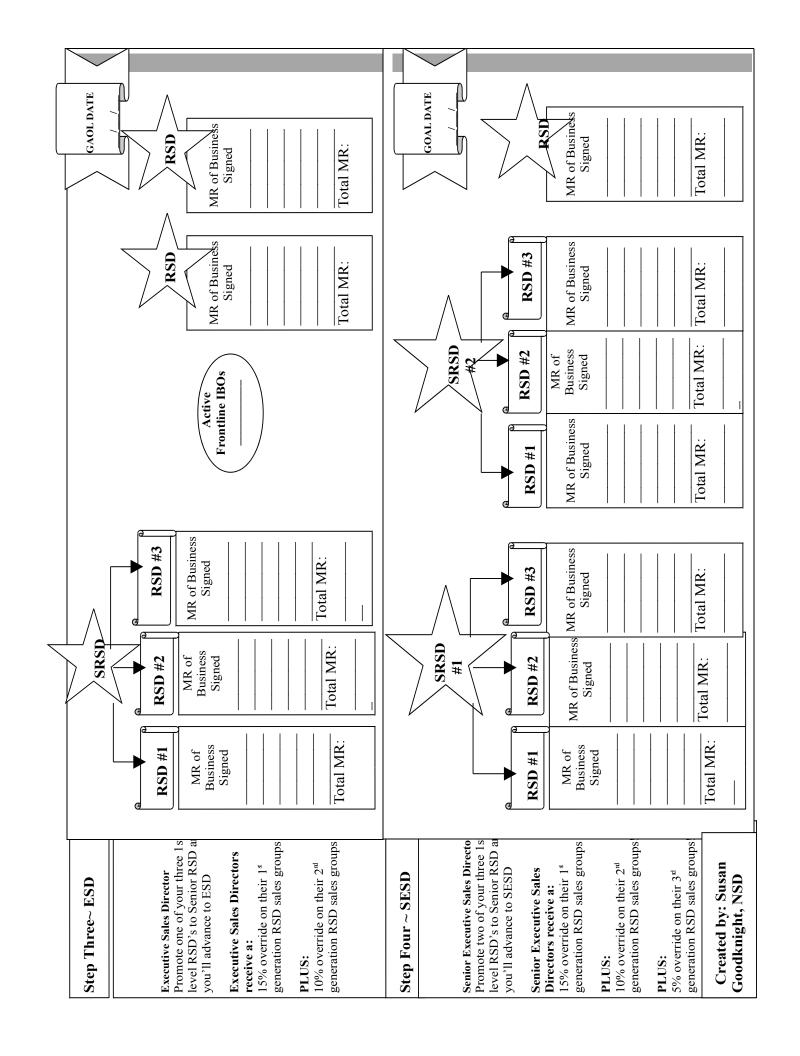


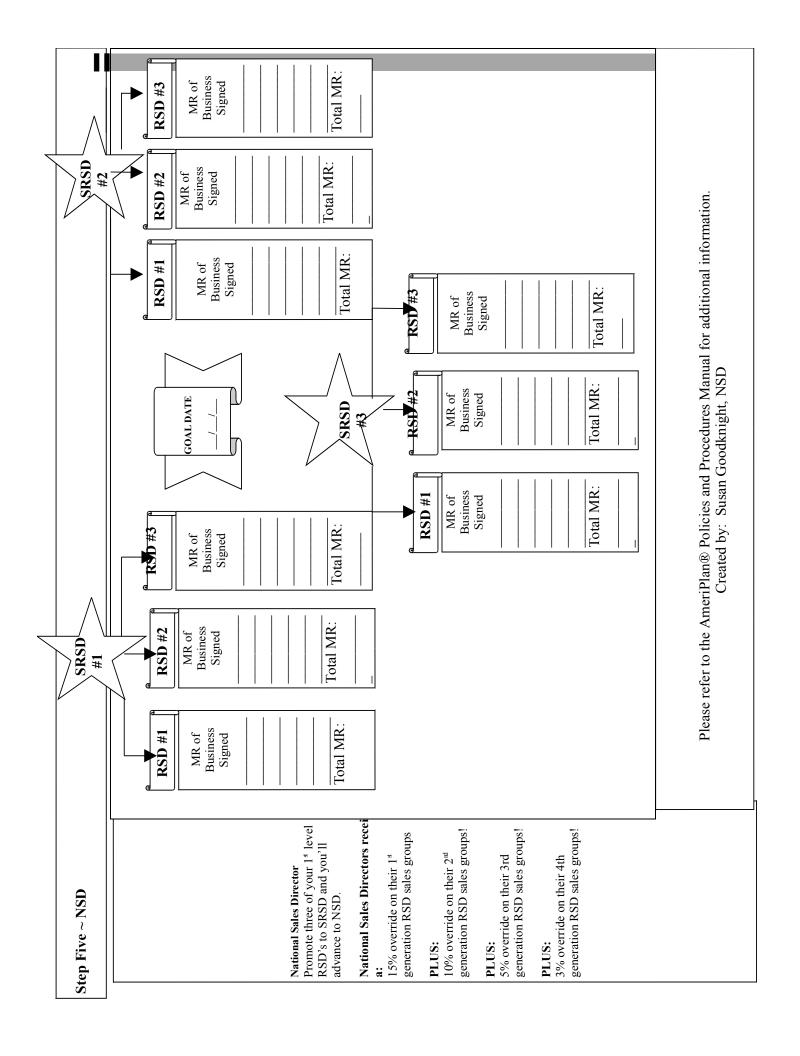




Membership and IBO Sign Ups in MR (\$300 Needed) Total MR

	Total MR	
1		





Warm Market Worksheet

Use this worksheet to list your friends and family member that you would like to contact regarding AmeriPlan. Please note: This form is optional. If you are uncomfortable talking with people you know, that's okay! Just move on to other marketing options.

Name	Phone Number	E-mail	Notes

Wee	ekly F	Weekly Points and Progress Ch	gress Chart		Name:				
	Co	Consistency is the Key!	e Key!						
Week Starting									
	Pts	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
Voicemail	0.5								
Talk to prospect	1.0								
	1.0								
	1.0								
New member	2.0								
New IBO	2.0								
								This Week	
							•		
Week Starting									
1	Pts	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
Voicemail	0.5								
Talk to prospect	1.0								
Training audio	1.0								
	1.0								
New member	2.0								
New IBO	2.0								
								This Week	
Week Starting									
1	Pts	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
Voicemail	0.5								
Talk to prospect	1.0								
Training audio	1.0								
Training call	1.0								
New member	2.0								
New IBO	2.0								
								This Week	