FIND YOUR WAY AROUND YOUR

# BACKOFFICE

*ta-da!*

Scan to sign in

Sign in at **backoffice.magnoliadesignco.com** with your Magnolia ID Number or email.

You only need the buttons with a green dot. ●

Your Name ▾

- Overview
- RankUp Reports
- Autoship
- New Order ●
- Orders
- Report ●
- Commissions ●

**Your Name**

CR # ●

your Creator ID

RANK PROGRESS

VIEW RANK REQUIREMENTS

KPI TRACKER

PV ●

- My Profile
- Edit My Profile ●
- Change Password
- Edit My Picture ●
- Logout (careful!)
- Replicated Site Info ●
- Edit Bonus Account ●
- My Credits

Click your name (top right) to open the menu. Go slowly past Logout.

B4 · YOUR BACKOFFICE

START HERE

# 6 THINGS

Every new Creator needs *you got this!*

**1** **Check your profile**
Your name › Edit My Profile

**2** **Turn on EMAIL ME**
Your name › Replicated Site Info

**3** **Set up how you get paid**
Your name › Edit Bonus Account

**4** **Add your picture**
Your name › Edit My Picture · 400 × 400, under 1 MB

**5** **Shop for yourself**
New Order

**6** **Check your numbers**
Overview › PV tile · Report · Commissions › Summary

Magnolia Connect

Learn more: B4 Your Backoffice
Questions? Open a ticket on Magnolia Connect.

Magnolia Design Co.

support@magnolia-designco.com