DXN Holdings Bhd.

User Guide

Registration Of New Member

Prepared By: Group IT Department

Date: 19 October 2012

Version 1.4

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1 Registration Of New Member

1.1 Become A Member?
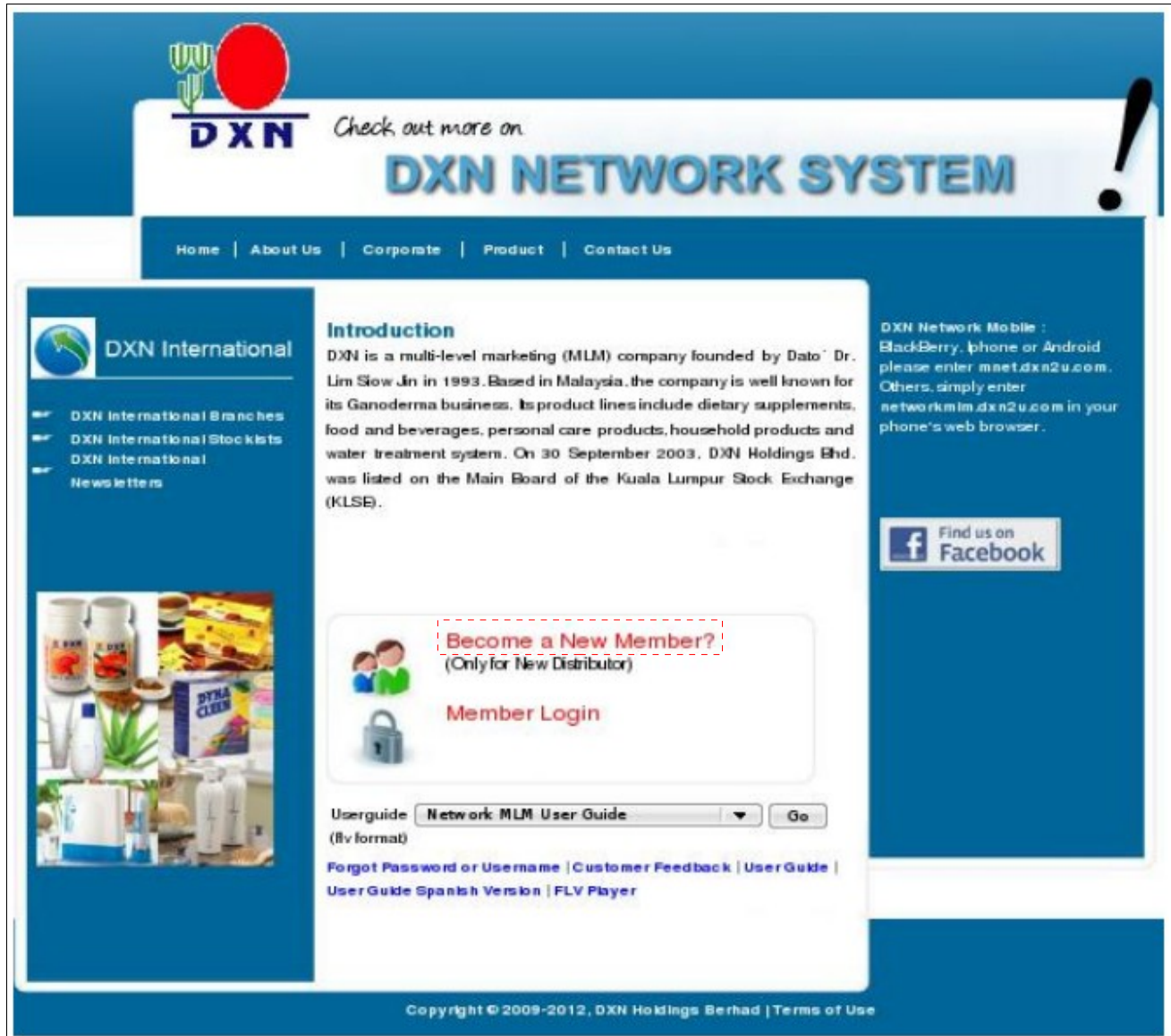
Figure 1.1.0 Main Page

1. Click on the hyperlink **Become A New Member** to register as a member.

Welcome to register as our DXN Network System Distributor !

Please take a few minutes to fill-in the registration details carefully to ensure that the information provided is correct. The email address will be used for all the future correspondence relating to your membership and rewards.

Distributor must know :

1. This system allow you to do distributor registration, online starter kit redemption, genealogy management and edit/update your personal information.

2. Upon completion of the new distributor registration, you will be given a member code to make product purchase at nearest Branch or Service Center. The member code can be used to sponsor new distributor as well.

3. When your monthly purchase in any single country reached the minimum required sales, you will earn E-point in that particular month.

4. Distributor registered under this system will receive their earned point(s) in E-Point System Only

5. You will receive your E-point Log In details through your registered email in the following month.

6. In order to redeem the earned point (s), distributors are required to purchase Starter Kit from any Branch/Service Center and register the kit code into the system.

7. Registered distributor without any transaction for the first 12 months will be removed from the system as per the DXN membership expiration terms and conditions.

8. The distributorship is subject to Membership Rules and Regulation and Distributor Terms and Conditions.

Hint:

1. DXN encourages you to use Firefox Mozilla for the system, if you do not have Firefox Mozilla installer, please click here.

2. DXN new Distributor registration user guide, please download here.

| Continue | Cancel |

Figure 1.1.1 Registration Of New Member

2. This is the Welcome notes to the member who join DXN.

Figure 1.1.2 Registration Of New Member

3. Select your country of residence from the drop down list.

Figure 1.1.3 Registration Of New Member

4. Enter your sponsor code and press on button Check Sponsor. If you do not have any sponsor code please tick on the check box, system will automatically select a sponsor code for you.

SPONSOR INFORMATION

Sponsor Code	818039524		Sponsor Name	JOHN SONG

USERNAME AND PASSWORD

*Username	xxxxxxxx
*Password	
*Confirm Password	

Note: your password must be at least 6 characters. Do Not enter special charactExample (&ers.

PASSWORD RESET OPTION

*Security Question	What is your pet's name?

If you forget your password, NetSys will ask you for your secret answer or send a messages to your e-mail address.

*Security Answer	

Note: Your answer must be at least 5 characters. DO NOT enter special charaters. Example (&

APPLICANT

*Full Name	
*Gender	--Select One--
*Date Of Birth	19/10/1994
*Country	Malaysia
*Nationality	--Select One--
*Primary Contact Number	
*Your Email	

* Required field

Back   Continue   Cancel

Figure 1.1.4 Registration Of New Member

5. Enter your personal particulars.

Figure 1.1.5 Registration Of New Member

6. Please read the Terms and conditions of DXN Network System before tick on Agree.

DXN MARKETING SDN. BHD.
213, LEBUHRAYA SULTAN ABDUL HALIM, 05050 ALOR STAR, N.SEMBILAN, MALAYSIA
TEL : +604-7723388 - FAX : +604-7721188 - http://networkmlm.dxn2u.com

New Member Registration - Welcome Letter
Keep a Copy for Your Reference, To report a problem in this page, click HERE.

JOHN SENG

Malaysia

Member Name	: JOHN SENG
Member Code	: 818039568
Sponsor Name	: JOHN SONG
Sponsor Code	: 818039524
Join Date	: 19 Oct 2012

DXN Network New Registration

Dear JOHN SENG,

Distributor code : 818039568

Congratulations! You have registered successfully as a new member in the DXN Network System.
Please refer to your login details as stated below.

Username : johnseng
Password : 123456

Please login to our website : networkmlm.dxn2u.com/index.php

Distributors must know :

1. Upon completion of the new distributor registration, you will be given a distributor code to make product purchase at the nearest Branch or Service Center. The distributor code can be used to sponsor new distributors as well.

2. When your monthly purchase in any single country reaches the minimum required sales, you will earn E-Point in that particular month. In order to redeem the earned point(s), distributors are required to purchase the Starter Kit from any Branch/Service Center and register the Kit Code into the system.

If you encounter difficulties when logging into our system or if you have further concerns or enquiries, please feel free to contact us through our Customer Feedback Form by clicking here :
networkmlm.dxn2u.com/member/admin_contact.php?syslang=english

Thank you.

Figure 1.1.6 Registration Of New Member

7. System will automatically generate a Welcome Letter to the member who successfully register as a member.

8. Member code will be given upon the completion of the registration.

9. Email notification will be sent to member as follows.

```
DXN Network System New Registration


Dear JOHN SENG,

Distributor code : 818039568

Congratulations! You have registered successfully as a new member in the DXN
Network System. Please refer to your login details as stated below.

Username : johnseng
Password : 123456

Please login to our website :
networkmlm.dxn2u.com/index.php

Distributors must know :

1. Upon completion of the new distributor registration, you will be given a
distributor code to make product purchase at the nearest Branch or Service Center.
The distributor code can be used to sponsor new distributors as well.

2. When your monthly purchase in any single country reaches the minimum required
sales, you will earn E-Point in that particular month.In order to redeem the
earned point(s), distributors are required to purchase the Starter Kit from any
Branch/Service Center and register the Kit Code into the system.

If you encounter difficulties when logging into our system or if you have further
concerns or enquiries, please feel free to contact us through our Customer
Feedback Form by clicking here :
networkmlm.dxn2u.com/member/admin_contact.php?syslang=english
See you at the Top!!!

Thank you.
```

Figure 1.1.7 Registration Of New Member

Email content will contain information that has been successfully registered at DXN Network
System.

2 Registration Of Existing Member

2.1 Existing Member Registration for Network System
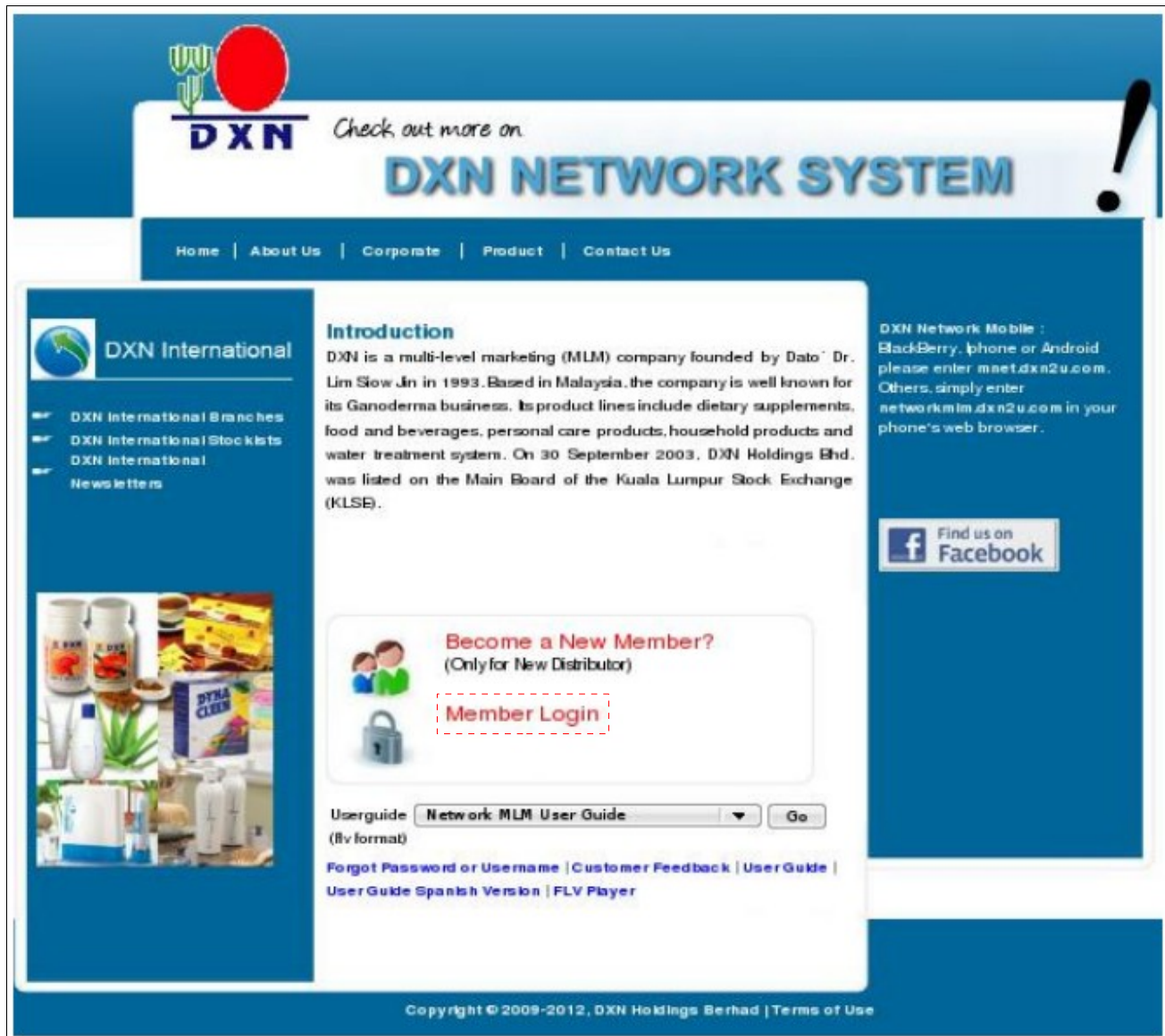
Figure 2.1.0 Main Page

1. Click on the hyperlink **Member Login**.
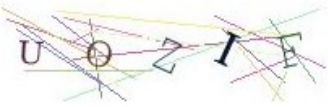
Figure 2.1.1 Login Page

2. Press on the button **<u>Create an account here</u>**.

Figure 2.1.2 Member Identities Verification

3. Enter Member ID, Sponsor ID and Joined Date or Date of Birth for verification.

FOR EXISTING MEMBER (code not start with '818' or '44')

MEMBER IDENTITIES VERIFICATION

Member ID	011208966
Member Name	ONG BENG IM
Sponsor ID	011196155
Sponsor Name	SURIA PREETHA A/P BALBAR PANIR
Joined Date	04/02/2004

USERNAME AND PASSWORD

* Username	(e.g. smitch2008)
* Password	
* Confirm Password	

NOTE: Your password must be at least 6 characters. DO NOT enter special characters. Example (&*$#)

PASSWORD RESET OPTION

* Security Question	What is your pet's name?

If you forget your password, NetSys will ask you for your secret answer or send a message to your e-mail address.

* Secure Answer	(e.g. cute cat)

NOTE: Your answer must be at least 5 characters. DO NOT enter special characters. Example (&*$#)

EMAIL ADDRESS AND PRIMARY CONTACT

* Email Address	
* Primary Contact	

WORD VERIFICATION

* Type the word you see on the box.	(Word is not case-sensitive)

Submit   Cancel

Figure 2.1.3 Registration of Existing Member
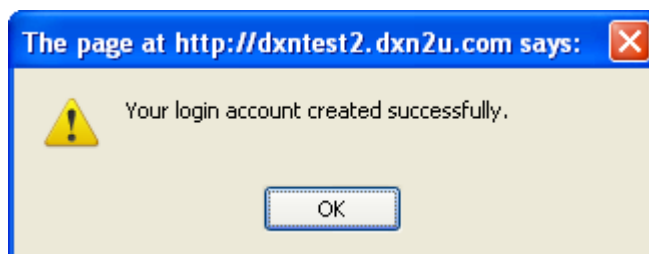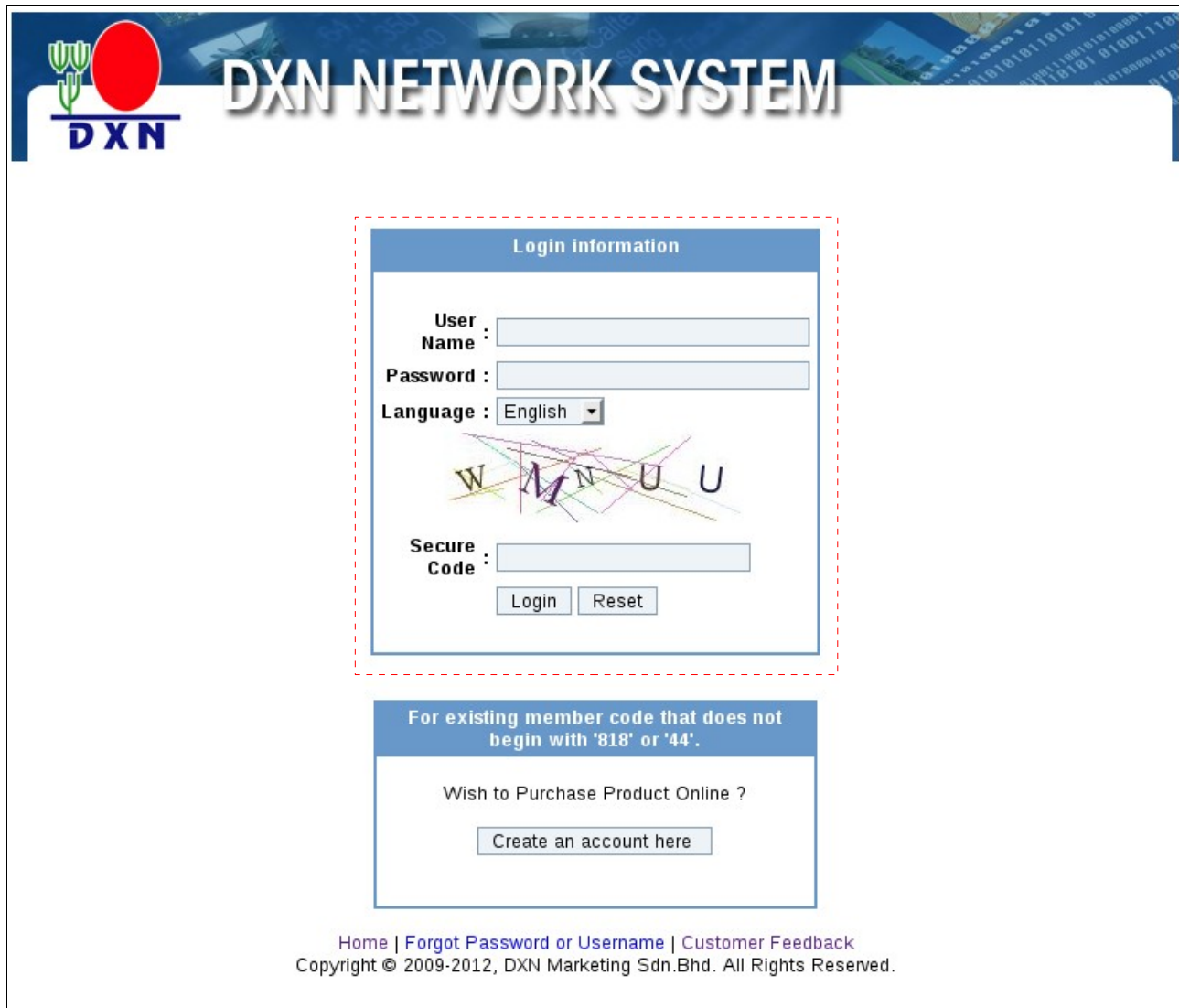
4. Enter your personal particulars.

Figure 2.1.4 Registration of Existing Member Successful

5. User can login to the system with their new username and password from Login Page.

3 Login

3.1 Member Login?

Figure 3.1.0 Login Page
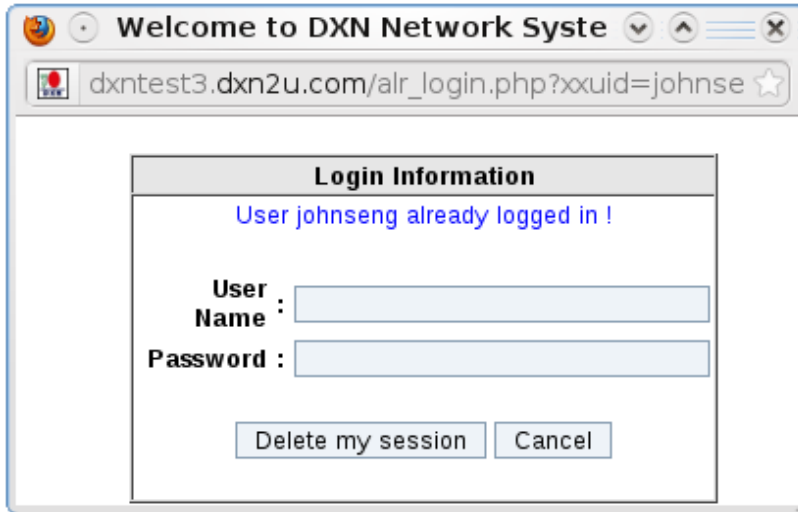
1. Enter Login information.

Figure 3.1.1 Double Login for Same User

2. When you see this pop up, mean previously you do not logout the system properly.

3. System will request to kill the previous session by enter the particular information and press on button <u>Delete my session</u>.
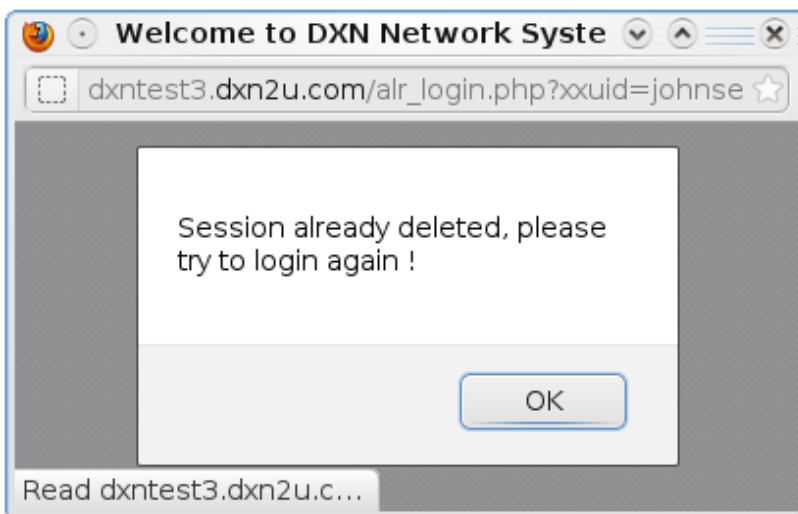

Figure 3.1.2 Session Deleted

4. Press on button <u>OK</u>.

Figure 3.1.3 Re-Login

5. Enter particular login information to re-login.

6. Press on button <u>Login</u>.

DXN DISTRIBUTORSHIP RULES & REGULATIONS

DXN Distributorship Rules & Regulations

DEFINITION :

For the purposes of the DXN Distributorship Rules and Regulations, unless the context otherwise requires or unless repugnant to or inconsistent with such context, the following words or expression shall have the following meanings:-

"Distributor"shall mean for the purpose of the DXN Distributorship Rules and Regulations, a person who has applied under Clause 1 herein and whose application has been accepted by DXN;

"DXN"shall mean DXN Marketing Sdn. Bhd.;

"EDC"shall mean "Executive Diamond Council";

"PV"shall mean "Point Value";

"PPV"shall mean "Personal Point Value"

"Product" or "Products"shall mean products produced or which bears the DXN label

"SCN"shall mean Show Cause Notice

"Sponsor"shall mean an existing Distributor who introduces a new member to be a Distributor of DXN and whose name appears on the new member's Distributor Application Form as the Sponsor

"SV"shall mean "Sales Value"

Unless the context otherwise requires or unless repugnant or inconsistent with such context, the following interpretations shall apply:-

    a. references to clauses and subclauses are to be construed as references to clauses and subclauses of this DXN Distributorship Rules and Regulations;

    b. references to DXN Distributorship Rules and Regulations, Code of Conduct, DXN Marketing Plan and any of its policies, federal or state legislations or provisions of such legislation shall include such provisions as modified,

Figure 3.1.4 Rules & Regulations

7. Remind member on DXN Distributor Rules & Regulations.

DXN DISTRIBUTORSHIP RULES & REGULATIONS

28.2	A Distributor agrees that he shall not make any misleading, unfair, inaccurate, or disparaging comparisons, claims, representations, or statements about DXN, its Products, services, or commercial activities; other persons, other companies (including competitors); their products; or their commercial activities.
28.3	A Distributor agrees that any claims or representations concerning the opportunity must be congruent with, and limited to those found in the materials and literature currently distributed by DXN. Those claims and representations must also be advanced in accordance with any applicable laws, ordinances, and regulations, etc.
28.4	No Distributor shall represent that, any person can or will receive profits or revenues without substantial effort on his own behalf.
28.5	No Distributor shall make unreasonable, misleading, or unrepresentative representations respecting potential earnings.

29. Rights of DXN

DXN reserves the full and absolute right, at any point of time, even without any prior notice to change, vary, amend or modify the DXN Distributorship Rules and Regulations, Code of Conduct, DXN Marketing Plan and any of its policies and to withdraw, suspend or terminate the distributorship of any Distributor or person as and when necessary.

30. English Version Shall Prevail

In the event of doubt as to the true meaning concerning this DXN Distributorship Rules and Regulations, or any portion thereof in relation to its translated versions, the English version shall prevail.

[Agree]   [Disagree]

Figure 3.1.5 Rules & Regulations

8. Please read the DXN Distributor Rules & Regulations before click on Agree.

Thank you for the registration, would you like to complete your address ?

[Cancel]   [OK]

Figure 3.1.6 Confirmation to complete member address

9. This confirmation dialog box won't prompt out again after member has completed maintain the address.

Figure 3.1.7 Maintain Member Address

10. After filled in the address, click on Submit button to save.

11. Click on **News** link on top menu bar.

Figure 3.1.8 Page after Member Login

12. Click on **Menu**.

Figure 3.1.9 Member's Menu Page

4 View Welcome Letter

4.1 View Welcome Letter?
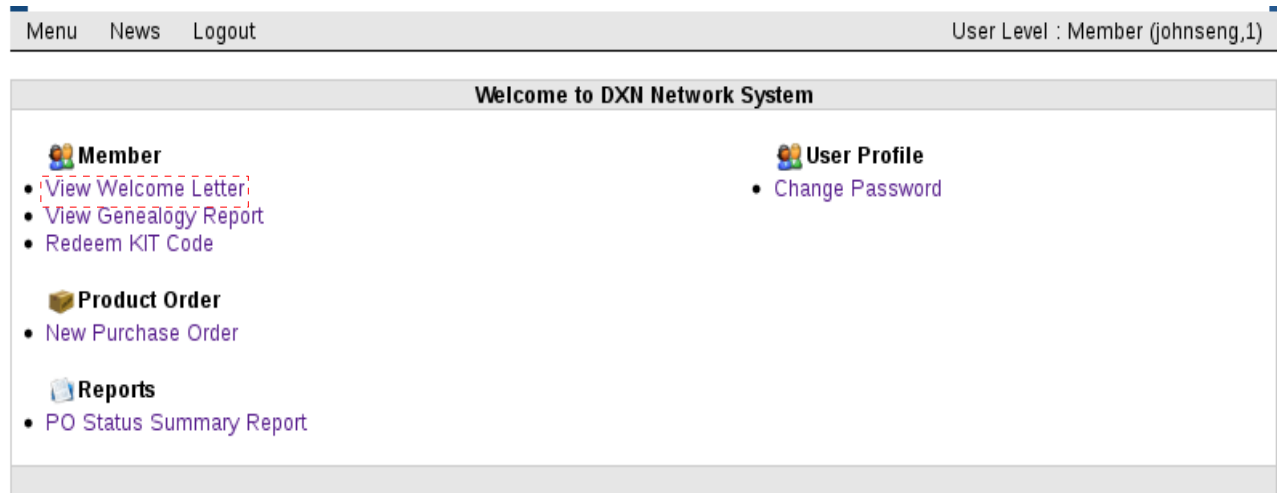
Figure 4.1.0 Member's Menu Page

1. Click on hyperlink <u>View Welcome Letter</u>.

DXN MARKETING SDN. BHD.
213, LEBUHRAYA SULTAN ABDUL HALIM, 05050 ALOR STAR, N.SEMBILAN, MALAYSIA
TEL : +604-7723388 - FAX : +604-7721188 - http://networkmlm.dxn2u.com

New Member Registration - Welcome Letter
Keep a Copy for Your Reference, To report a problem in this page, click HERE.

JOHN SENG **No 838, Taman Mutiara 2** **Jalan Putra Indah** **Mergong** **05150 Alor Setar KEDAH** **Malaysia**	**Member Name** : JOHN SENG **Member Code** : 818039568 **Sponsor Name** : JOHN SONG **Sponsor Code** : 818039524 **Join Date** : 19 Oct 2012

DXN Network New Registration

Dear JOHN SENG,

Distributor code : 818039568

Congratulations! You have registered successfully as a new member in the DXN Network System.
Please refer to your login details as stated below.

Username : johnseng
Password : 123456

Please login to our website : networkmlm.dxn2u.com/index.php

Distributors must know :

1. Upon completion of the new distributor registration, you will be given a distributor code to make product purchase at the nearest Branch or Service Center. The distributor code can be used to sponsor new distributors as well.

2. When your monthly purchase in any single country reaches the minimum required sales, you will earn E-Point in that particular month. In order to redeem the earned point(s), distributors are required to purchase the Starter Kit from any Branch/Service Center and register the Kit Code into the system.

If you encounter difficulties when logging into our system or if you have further concerns or enquiries, please feel free to contact us through our Customer Feedback Form by clicking here :
networkmlm.dxn2u.com/member/admin_contact.php?syslang=english

Thank you.

[Done]　[Print]

Figure 4.1.1 Welcome Letter

5 Genealogy Report

5.1 Generate Genealogy Report?
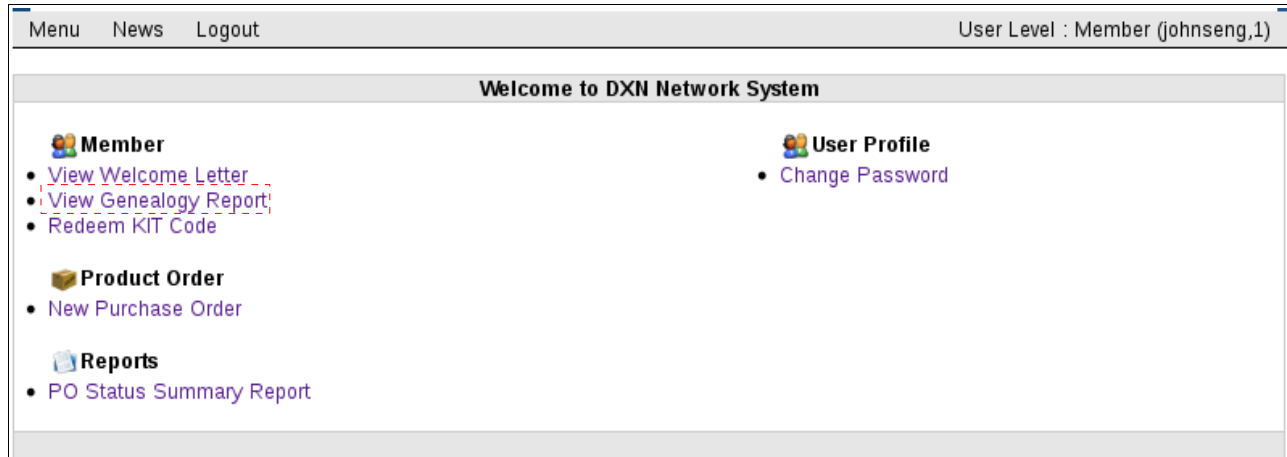
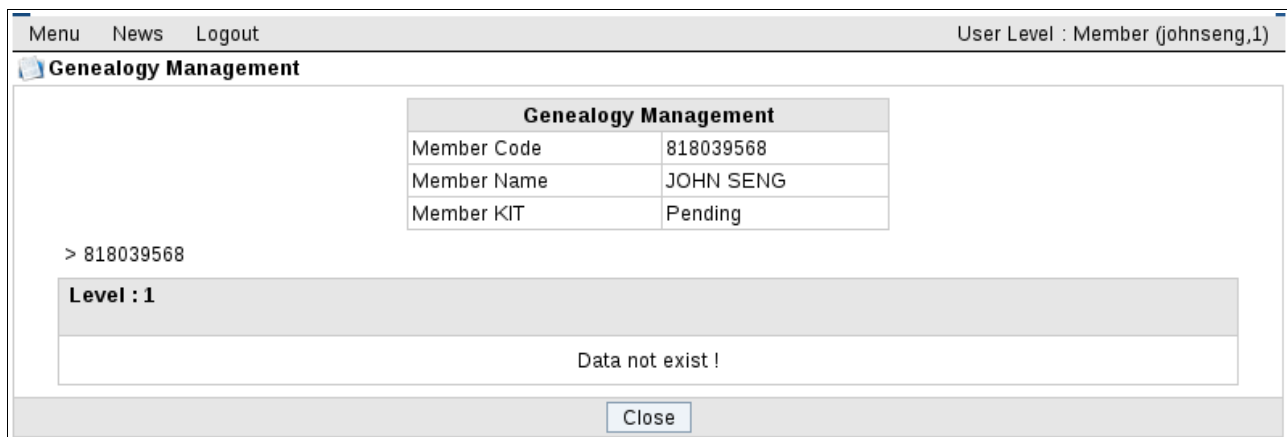**Figure 5.1.0 Member's Menu Page**

1. Click on hyperlink Genealogy Report.

Figure 5.1.1 Genealogy Report

6 Redeem Of Member KIT

6.1 Redeem KIT Purchased?

Figure 6.1.0 Member's Menu Page

1. Click on hyperlink Redeem KIT Code.

Figure 6.1.1 Redeem of Member KIT Code

2. Select the country Purchased of member KIT.

3. Enter the KIT code and Cash Bill / PO No. in the text box then press Submit button.

Figure 6.1.2 KIT Redemption Waiting for Verification

4. The Redeem member KIT code status will display as Waiting for verification.

5. Member have to wait DXN HQ to verify the KIT purchase and active the KIT code purchased.

Figure 6.1.3 KIT Redemption successfully redeemed.

6. The status "KIT successfully redeemed" mean the KIT already activated.

7. For KIT Redemption on those purchased countries that involve in Centralized Auto KIT Redemption, a message "Centralized Auto Redemption Country" will be displayed after member select a purchased country. A Verify button will also be displayed for member to immediate verify the KIT Code & Cash Bill entered.

Figure 6.1.4 Redeem KIT Code

8. After verification passed, the Submit button will be turned to enable for clicking, and allow member to click to commit the redemption.

9. Centralized auto KIT redemption will immediate verify and no pending for manual verification process by DXN HQ.

7 Online Purchase Order

7.1 New Purchase Order?
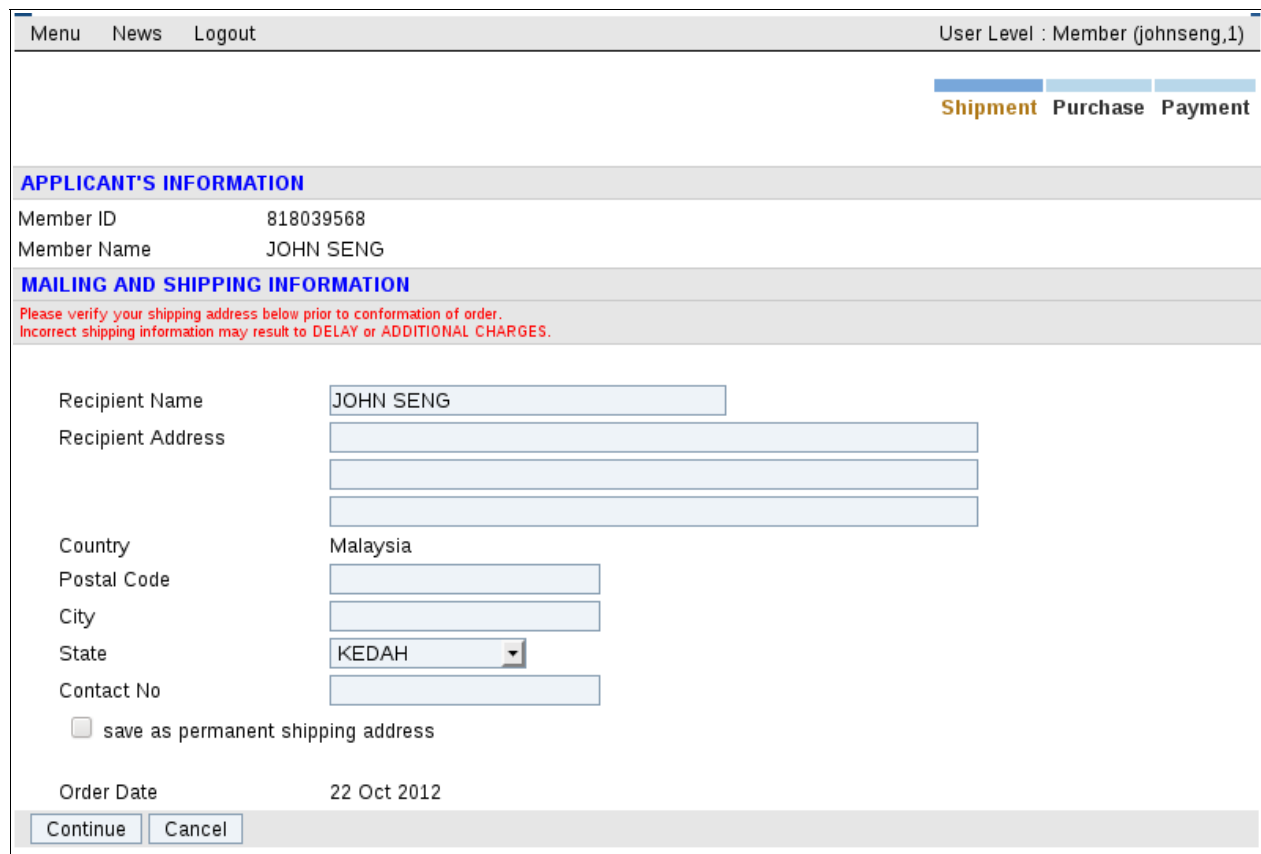
Figure 7.1.0 Member's Menu Page

1. Click on hyperlink <u>New Purchase Order</u>.

Figure 7.1.1 Mailing and Shipping Information

2. Enter Recipient particular information.

Figure 7.1.2 Select Product Category

3. Click on Product Category to select product.

Figure 7.1.3(a) Add Product to Basket

4. Find the product.

5. Enter Units, then press on button <u>Add to basket</u>.

Figure 7.1.3(b) Add Product to Basket

6. After done selection, press on button <u>Continue</u>.

Shipment Purchase **Payment**

Member Code: 818039568, **Name**: JOHN SENG

Code	Product Name	Price/Unit (RM)	Qty	Amount (RM)	PV	SV
HF001	RG-90	75.00	1	75.00	51.50	55.70
HP011	Car Wash - GT-6 Wash 'N' Shine	16.80	4	67.20	25.20	30.00
		Sub Total		142.20	76.70	85.70
		Delivery Charge		15.00		
		Total Amount		157.20	Total Weight (Kg)	5.224

PAYMENT INFORMATION

Please Select A Payment Method :

--Select Pay Type--
--Select Pay Type--
Credit Card

Back   Submit   Cancel

Figure 7.1.4(a) Payment Information

7. Next select a payment method. eg. Credit Card

Member Code: 818039568, **Name**: JOHN SENG						
Code	**Product Name**	**Price/Unit (RM)**	**Qty**	**Amount (RM)**	**PV**	**SV**
HF001	RG-90	75.00	1	75.00	51.50	55.70
HP011	Car Wash - GT-6 Wash 'N' Shine	16.80	4	67.20	25.20	30.00
			Sub Total	142.20	76.70	85.70
			Delivery Charge	15.00		
			Total Amount	157.20	**Total Weight (Kg)**	5.224

PAYMENT INFORMATION

Please Select A Payment Method :

[Credit Card ▾]

Payment Method : Credit Card (CCD)

Credit Card Amount (RM)   :   157.2

Card Holder Actual Name   : [   ]

Name on Card   : [   ]

Credit Card No   : [   ] - [   ] - [   ] - [   ]

CCV/CID Number   : [   ]

Expiry Date   : [January ▾] : [2012 ▾]

Card Type   : [-- Select one -- ▾]

☐ Make this My default Credit Card

Specify additional information if needed.

[   ]

NOTE :
1. Your total payment amount is inclusive of delivery charges.
2. You might need to check on the weight restriction in your country.
3. We are not responsible for any import / custom duties that may be imposed by your local authorities.
4. Purchase of insurance in the event of loss/damage of products in transit is also recommended. DXN will not responsible for such loss / damage.

[Back] [Submit] [Cancel]

Figure 7.1.4(b) Payment Information

8. Enter credit card information and particular information.
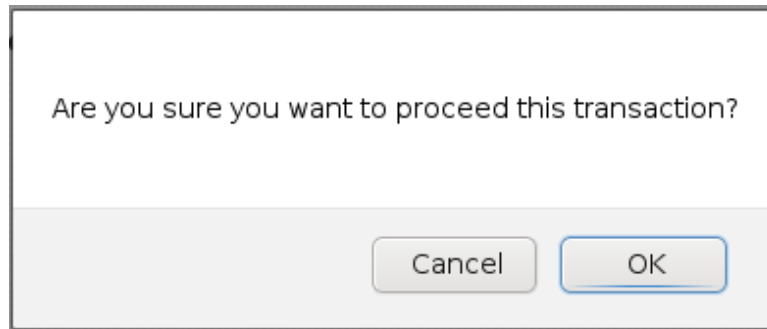
9. After enter, press on button <u>Submit</u>.

Figure 7.1.5 Proceed transaction confirmation
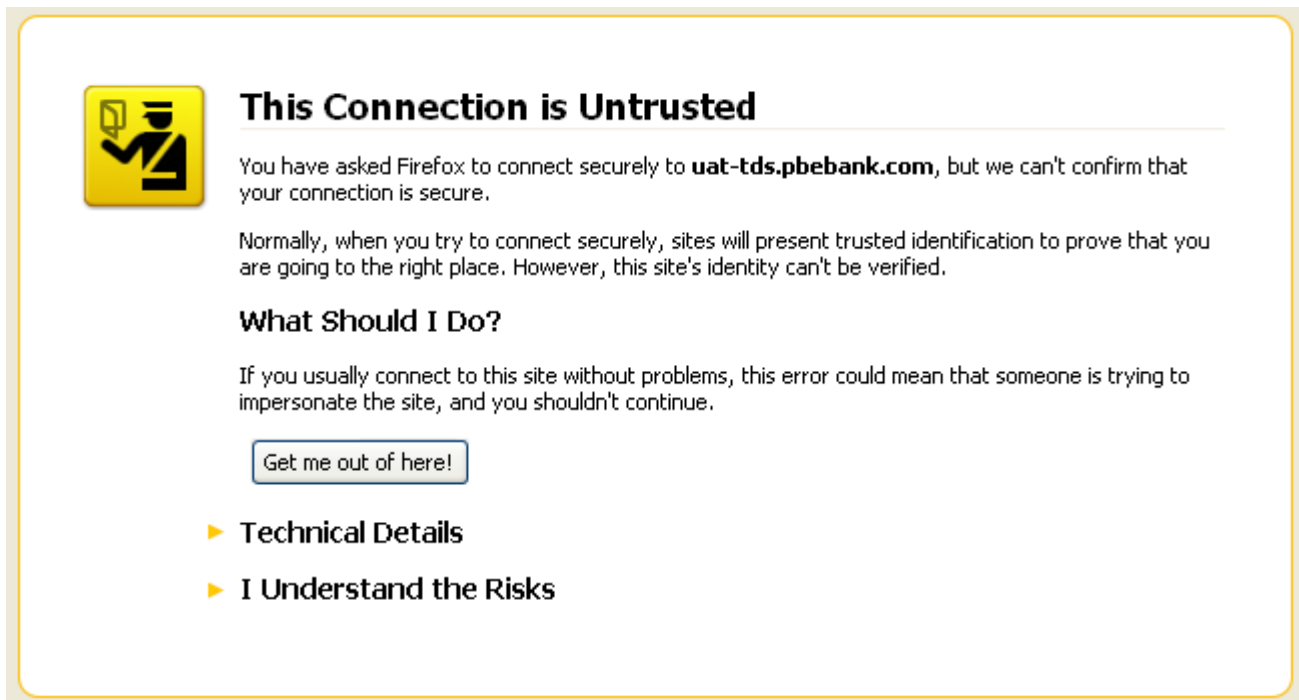
10. Press on button <u>OK</u> to continue.

Figure 7.1.6 Connection Untrusted

11. This page will pop up if Firefox found that the page not yet add exception for security level.

12. You just need to click on<u> I Understand the Risks</u>.

Figure 7.1.7 Add Exception

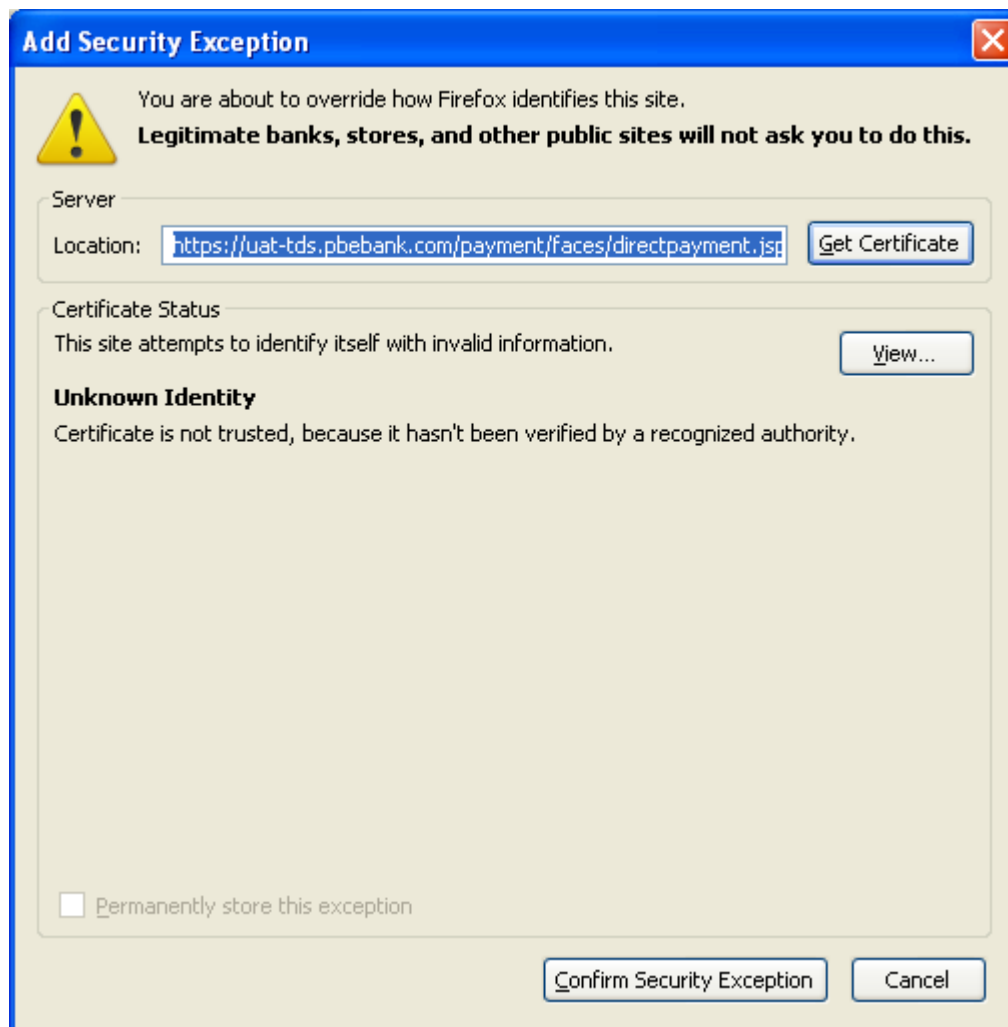**13.** Press on button <u>Add Exception</u>.

Figure 7.1.8 Get Certificate

14. Press on button <u>Get Certificate</u>.

15. Press on button <u>Confirm Security Exception</u>.

Figure 7.1.9 Link to Payment Gateway Merchant

16. Wait for Public Bank payment page loading.

Figure 7.1.10 Public Bank One Time Password (OTP) entry page.

17. One Time Password (OTP) will be sent to member registered hand phone no.

18. If you do not receive your OTP after 30 seconds, you can click on Resend OTP button again to ask for resend.

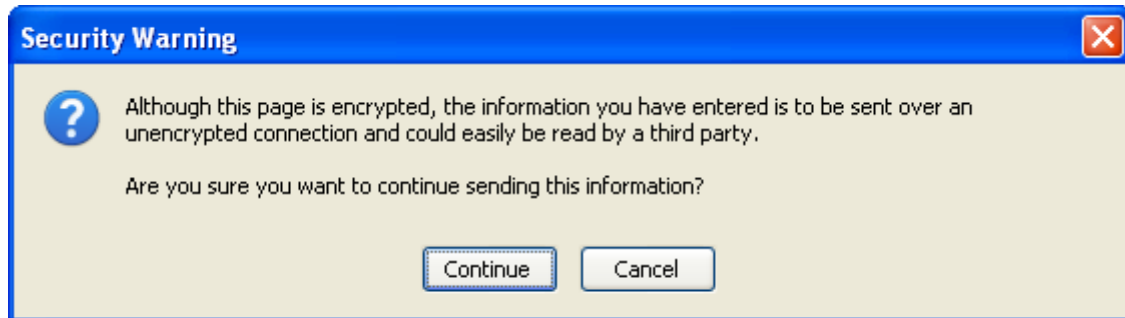**19.** Click on Proceed button to continue.

Figure 7.1.11 Security Warning

20. If you see this message, just need to click on button Continue.

Figure 7.1.12 Payment Status (Fail/Decline)

21. (a) If you see this message, mean the payment was failed or decline. You will be redirected to main menu after 10 seconds or you can click on Continue button to immediate proceed to main menu.

Payment Status

Your Credit Card Payment Status :	
Response Code	00
Response Text	Approved
Response Status	SUCCESS
Invoice No	0000RNO1210220000001
Authorize Code	458901
Amount	157.2
Payment Status	**Transaction Successfully**

Thank you for your payment and you will be redirected to Purchase Order page.

Please do not close the browser or click Back or Stop or Refresh button.

You will be redirected to Purchase Order page after 10 seconds, or you can click on Continue button to immediate proceed... 5

Continue

Figure 7.1.13 Payment Status (SUCCESS)

22. (b)If you see this message, mean the payment was successful. You will be redirected to Purchase Order Receipt page after 10 seconds or you can click on <u>Continue</u> button to immediate proceed to Purchase Order Receipt page.
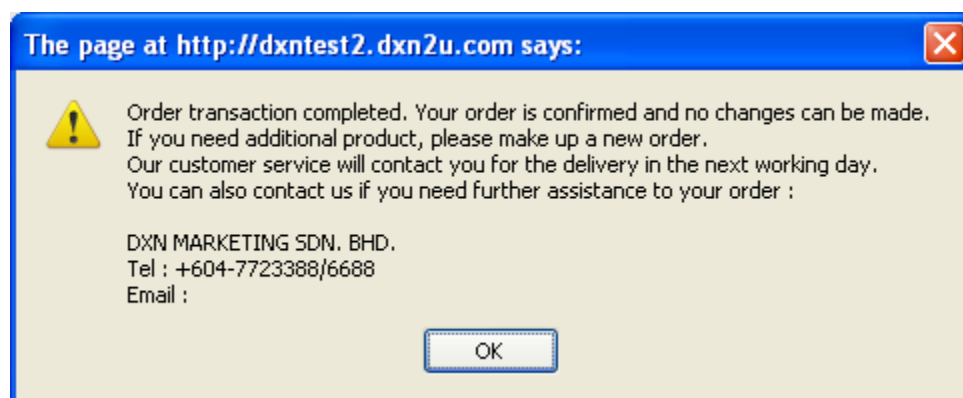
The page at http://dxntest2.dxn2u.com says:

Order transaction completed. Your order is confirmed and no changes can be made.
If you need additional product, please make up a new order.
Our customer service will contact you for the delivery in the next working day.
You can also contact us if you need further assistance to your order :

DXN MARKETING SDN. BHD.
Tel : +604-7723388/6688
Email :

OK

Figure 7.1.14 Transaction Completed.

23. Press on button <u>OK</u>.

Thank you and welcome to online purchase order via DXN Network System website.

DXN MARKETING SDN. BHD.
213, LEBUHRAYA SULTAN ABDUL HALIM, 05050 ALOR STAR, N.SEMBILAN, MALAYSIA
TEL : +604-7723388 · FAX : +604-7721188 · http://networkmlm.dxn2u.com

PURCHASE ORDER
No. NW1210220001

Shipping Information : Delivery
JOHN SENG
No 838, Taman Mutiara 2
Jalan Putra Indah
Mergong
05150
Alor Setar, KEDAH, Malaysia
Contact No. : 0194382324

Member ID	: 818039568
Member Name	: JOHN SENG
Sponsor ID	: 818039524
Sponsor Name	: JOHN SONG
Order Date	: 22 Oct 2012

Member Code: 818039568, **Name**: JOHN SENG

Code	Product name	Price (RM)	Qty	Amount (RM)	PV	SV
HF001	RG-90	75.00	1	75.00	51.50	55.70
HP011	Car Wash - GT-6 Wash 'N' Shine	16.80	4	67.20	25.20	30.00
		Sub Total		142.20	76.70	85.70
		Delivery Charge		15.00		
		Total Amount		157.20	**Total Weight (Kg)**	5.224

Payment Information :
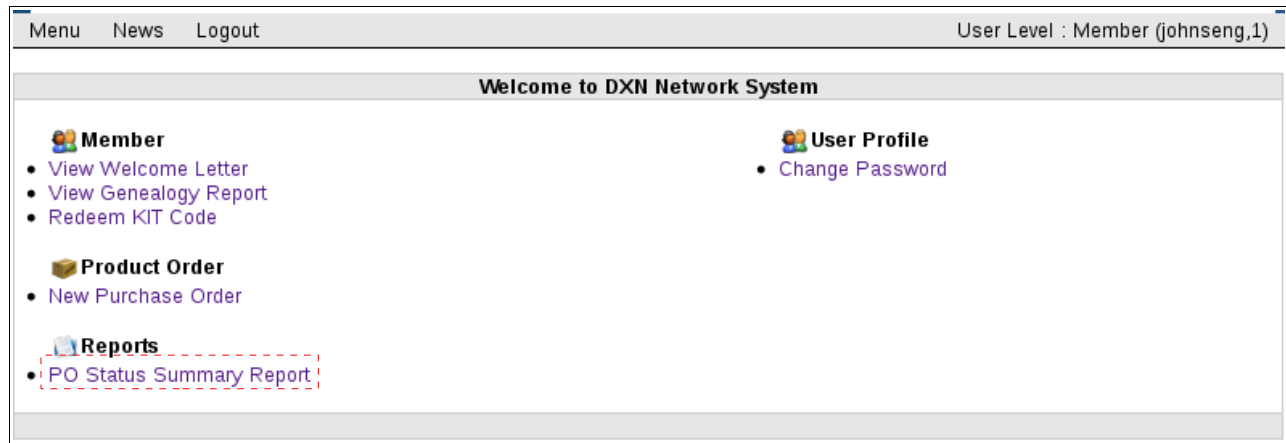
Payment Method	: Credit Card
Card Type	: Master Card
Credit Card No.	: ************1207-***
Name on Card	: John Seng
Expiry Date	: 12/12
Payment Amount RM	: 157.20

The Company shall not be responsible for any mistakes contained in this Purchase Order.

Figure 7.1.15 Purchase Order Receipt.

8 PO Status Summary Report

8.1 Check PO Status?

Figure 8.1.0 Member's Main Menu

1. Click on hyperlink PO Status Summary Report.

Figure 8.1.1 PO Status Summary Report

2. Select filtering option.

3. Press on button Submit.

Figure 8.1.2 PO Listing.
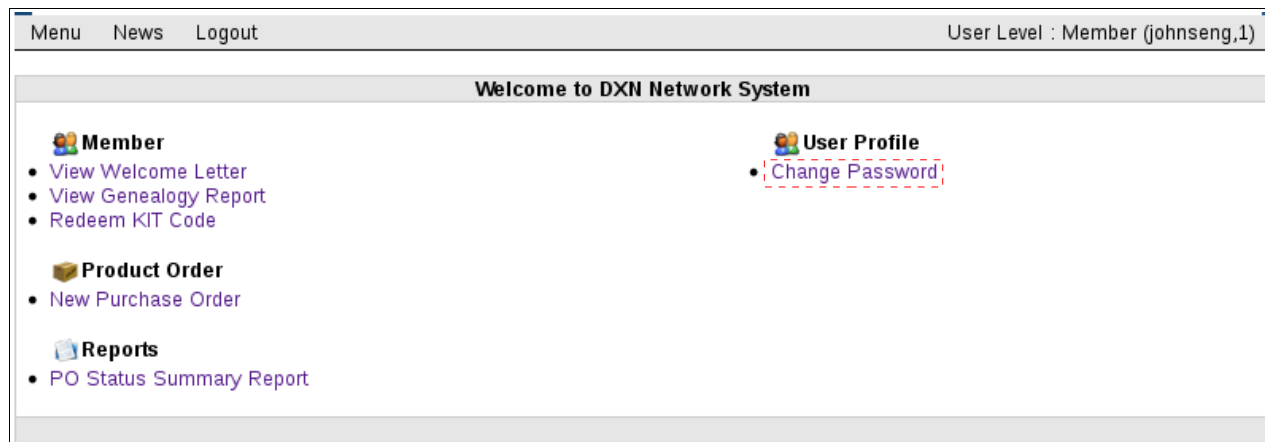
4. To review transaction, click on hyperlink TRX. No., eg: NW1210220001

Figure 8.1.3 Transaction Status References.

9 Change Password
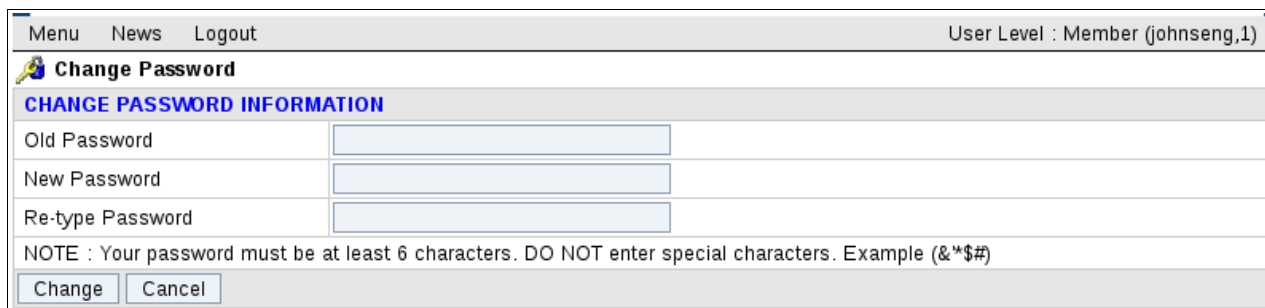
9.1 Change Password?

Figure 9.1.0 Member's Menu Page

1. Click on hyperlink <u>Change Password.</u>

Figure 9.1.1 Change Password

2.   Enter particular information.

3.   Press on button <u>Change</u>.
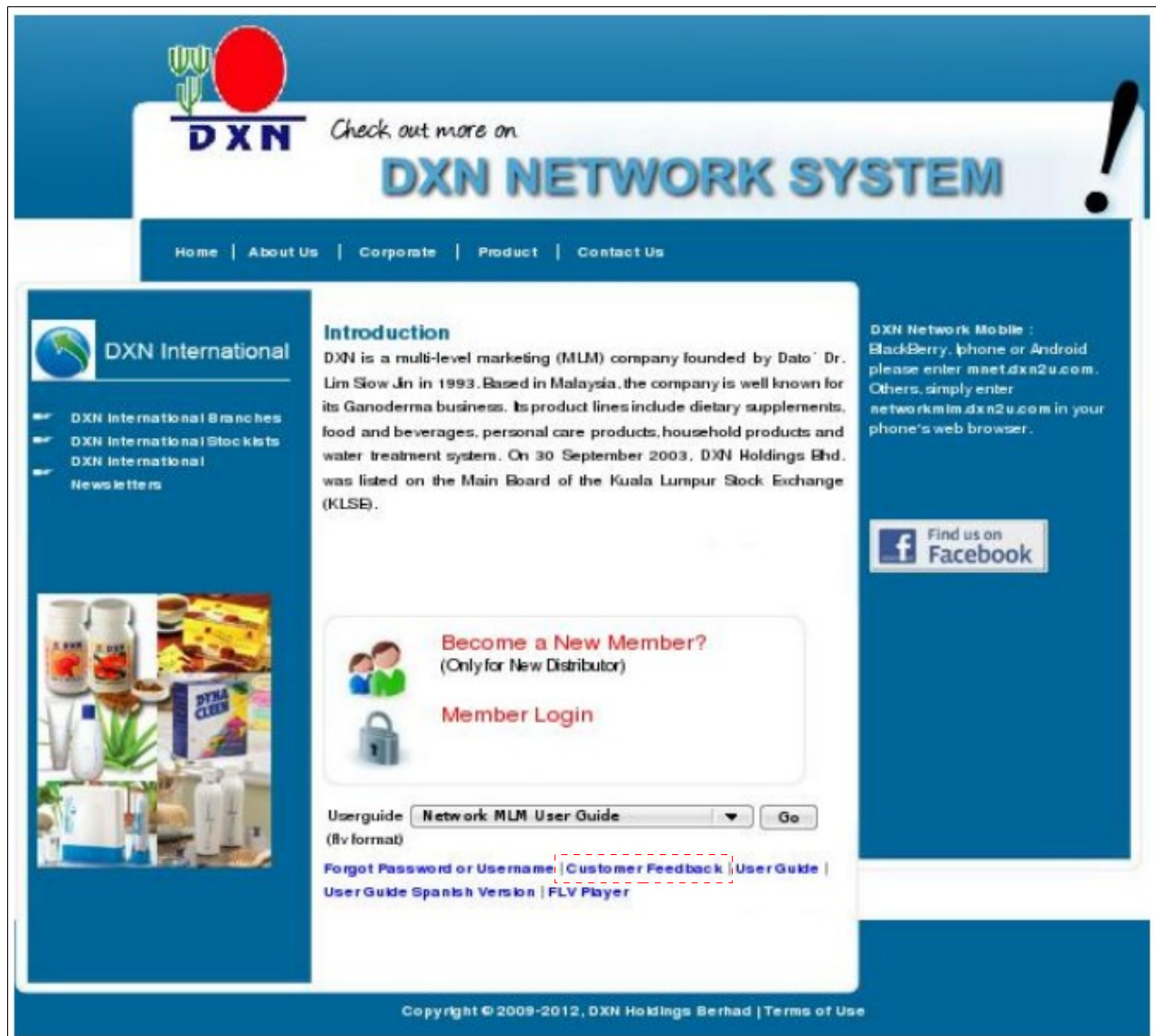
10 Customer Feedback

10.1 Send Customer Feedback?

Figure 10.1.0 Main Page

1. Click on the hyperlink <u>Customer Feedback</u> to send your inquiry.

Figure 10.1.1 Customer Feedback Form

2. Enter Particular information.

3. Press on button Submit.