



SYSTEMS TRAINING 1



DISCOVERING YOUR PWS

INSIDE YOU'LL FIND



Everything you need to know about accessing your Main & your Events Personal Website (PWS)

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Your PWS Settings **5**

Your Main PWS **8**

Joining Our Joyful Collective **15**

Tips & Advice & About Us **25**

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**NOW DISCOVER
THE TRAINING!**

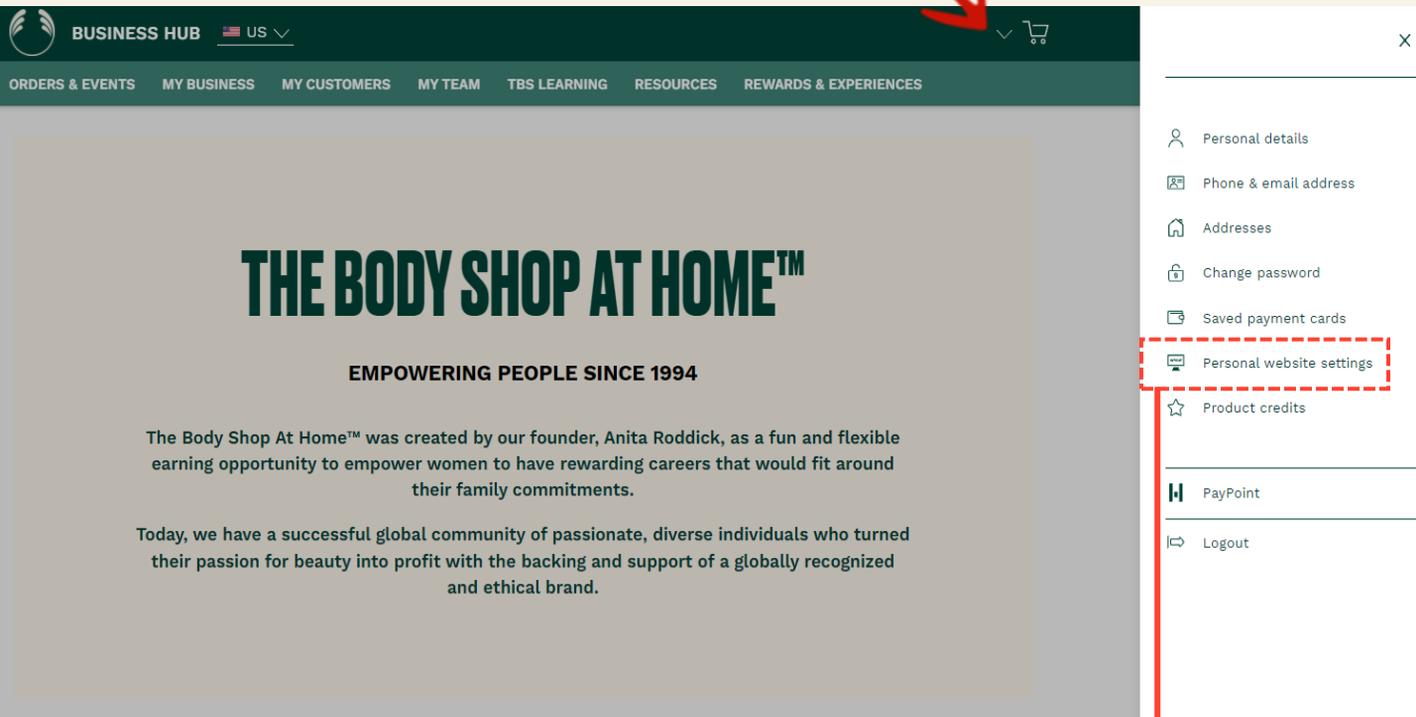


PERSONAL WEBSITE

Accessing Your PWS

Your Personal Website is where your customers can shop directly with you and even join your Joyful Collective if you decide to start building a team

1. Firstly you will need to access your accounts page, select the drop down arrow next to your name



The screenshot shows the Business Hub website interface. At the top, there is a navigation bar with 'BUSINESS HUB' and a dropdown arrow next to 'US'. Below this is a menu with links: 'ORDERS & EVENTS', 'MY BUSINESS', 'MY CUSTOMERS', 'MY TEAM', 'TBS LEARNING', 'RESOURCES', and 'REWARDS & EXPERIENCES'. The main content area features the logo 'THE BODY SHOP AT HOME™' and the tagline 'EMPOWERING PEOPLE SINCE 1994'. Below this is a paragraph of text: 'The Body Shop At Home™ was created by our founder, Anita Roddick, as a fun and flexible earning opportunity to empower women to have rewarding careers that would fit around their family commitments.' followed by another paragraph: 'Today, we have a successful global community of passionate, diverse individuals who turned their passion for beauty into profit with the backing and support of a globally recognized and ethical brand.' On the right side, there is a user account menu with the following options: 'Personal details', 'Phone & email address', 'Addresses', 'Change password', 'Saved payment cards', 'Personal website settings' (highlighted with a red dashed box), and 'Product credits'. Below this menu, there are links for 'PayPoint' and 'Logout'. A red arrow points from the first text box to the dropdown arrow in the top right corner of the website.

2. Here you will be able to access your personal website settings. This will include the link to your main Personal Website page



PERSONAL WEBSITE

Accessing Your PWS



BUSINESS HUB US ▼

ORDERS & EVENTS MY BUSINESS MY CUSTOMERS MY TEAM TBS LEARNING RESOURCES REWARDS & EXPERIENCES

Personal details

- ✉ Phone & email address
- 🏠 Addresses
- 🔒 Change password
- 💳 Saved payment cards
- 📄 **Personal website settings**
- ★ Product credits

- 🏠 PayPoint
- 🔙 Logout

Personal details

First name

Preferred first name
If different from above, we will use this to refer to you

Middle name
If you have any

Last name

Date of birth

Consultant ID

ⓘ To update your first name, last name and date of birth, please contact [consultant support](#)

Update

3. You can also access your Personal Website Settings from your account screen by using the same link



PERSONAL WEBSITE

Your PWS Settings

4. On your Personal Website settings page, you will see the link to your Personal Website address

Here you can access your Personal Website address by selecting the link

You can also copy the link to your clipboard so you can share this directly with your customers

BUSINESS HUB US

ORDERS & EVENTS MY BUSINESS MY CUSTOMERS MY TEAM TBS LEARNING RESOURCES REWARDS & EXPERIENCES

Personal details
Phone & email address
Addresses
Change password
Saved payment cards
Personal website settings
Product credits

Personal website settings

Your website address
<https://preprod-consultant.thebodyshop.com/en-us/myshop/annieanderson>
Copy to clipboard

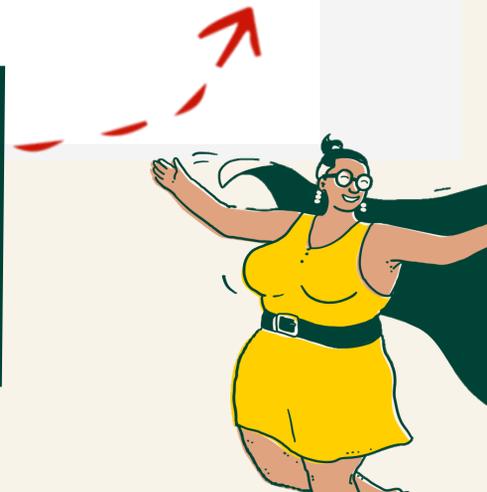
Customise your website content:

Contact details displayed on your website [Edit](#)

5. You are also able to customise your website content

For example, you are able to add your contact details such as your Name, Phone number and Email address

This allows people to contact you if they need to whilst accessing your personal website



PERSONAL WEBSITE

Your PWS Settings

6. You will also be able to add a Photo that can be displayed on your website

This helps guests know whose website they are shopping through and adds a personal touch

BUSINESS HUB US

ORDERS & EVENTS MY BUSINESS MY CUSTOMERS MY TEAM TBS LEARNING RESOURCES REWARDS & EXPERIENCES

PayPoint

Logout

Contact details displayed on your website [Edit](#)

Photo displayed on your website [Edit](#)

Your social media [Edit / Add](#)

You have not yet added social networks

7., Excitingly, you will also be able to add links to your social networks such as:

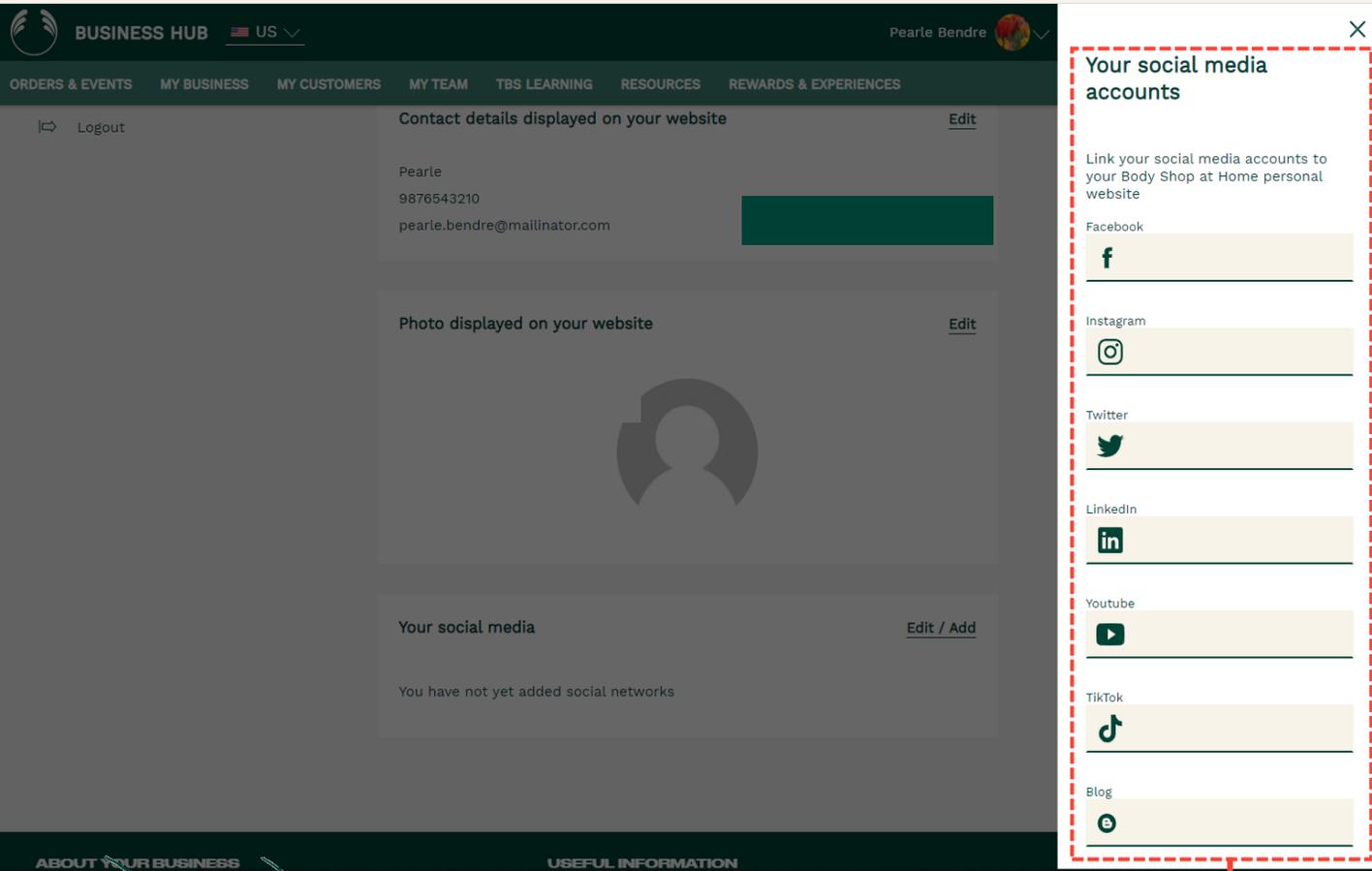
- Facebook
- Instagram
- Twitter
- LinkedIn
- YouTube
- Tik Tok
- Blog

This allows even more personalisation of your Personal Website. Also the opportunity for your customer to discover you on your social channels, building your following!

DISCOVER HOW TO ADD
YOUR SOCIAL NETWORKS
ON THE NEXT PAGE

PERSONAL WEBSITE

Your PWS Settings



BUSINESS HUB US ▼ Pearle Bendre

ORDERS & EVENTS MY BUSINESS MY CUSTOMERS MY TEAM TBS LEARNING RESOURCES REWARDS & EXPERIENCES

Logout

Contact details displayed on your website [Edit](#)

Pearle
9876543210
pearle.bendre@mailinator.com

Photo displayed on your website [Edit](#)

Your social media [Edit / Add](#)

You have not yet added social networks

Your social media accounts

Link your social media accounts to your Body Shop at Home personal website

Facebook

Instagram

Twitter

LinkedIn

Youtube

TikTok

Blog



8. To add your social media accounts, simply enter in your unique full HTTP URL address into each of the relevant social media fields.

This will then create a link to your social media accounts on your Personal Website.

PERSONAL WEBSITE

Your Main PWS

By selecting your PWS link, your customer will be taken to your Main Personal Website. They will then see your name displayed here. When clicking the name it will show your contact details, socials and the photo you added when customising your page

Your personal website has been designed to work in a similar way to The Body Shop E-commerce website

This means it is easy to navigate around and offers an experience that most website users will be familiar with

You're shopping with: **Annie Anderson**

OFFERS TRENDING FACE BODY MAKEUP HAIR FRAGRANCE GIFTS RANGE JOIN OUR COLLECTIVE TIPS & ADVICE ABOUT US

15% off conditioner | Free delivery over \$50* | Join our collective

HOW TO BUILD A SKINCARE ROUTINE

Toners, serums, oils – the order to apply skincare products can be totally overwhelming. For the best skincare routine, your chosen set of products must layer up safely and effectively, and cater specifically for your skin type.

So here it is: our step-by-step guide to the whens, whats and whys of building a daily skincare routine. Ready? Let's dive in...

USEFUL INFORMATION
Help & FAQs
Shipping & Returns

WAYS TO CONNECT
Become a Consultant
Host an Event

ABOUT US
The Body Shop Story
Consultant Community

Your main personal website can be shared with your customers to use when buying products outside of a specific address

Any products bought via your personal website will be displayed in the order screen on your Business Hub

Navigation through the website works in the same way

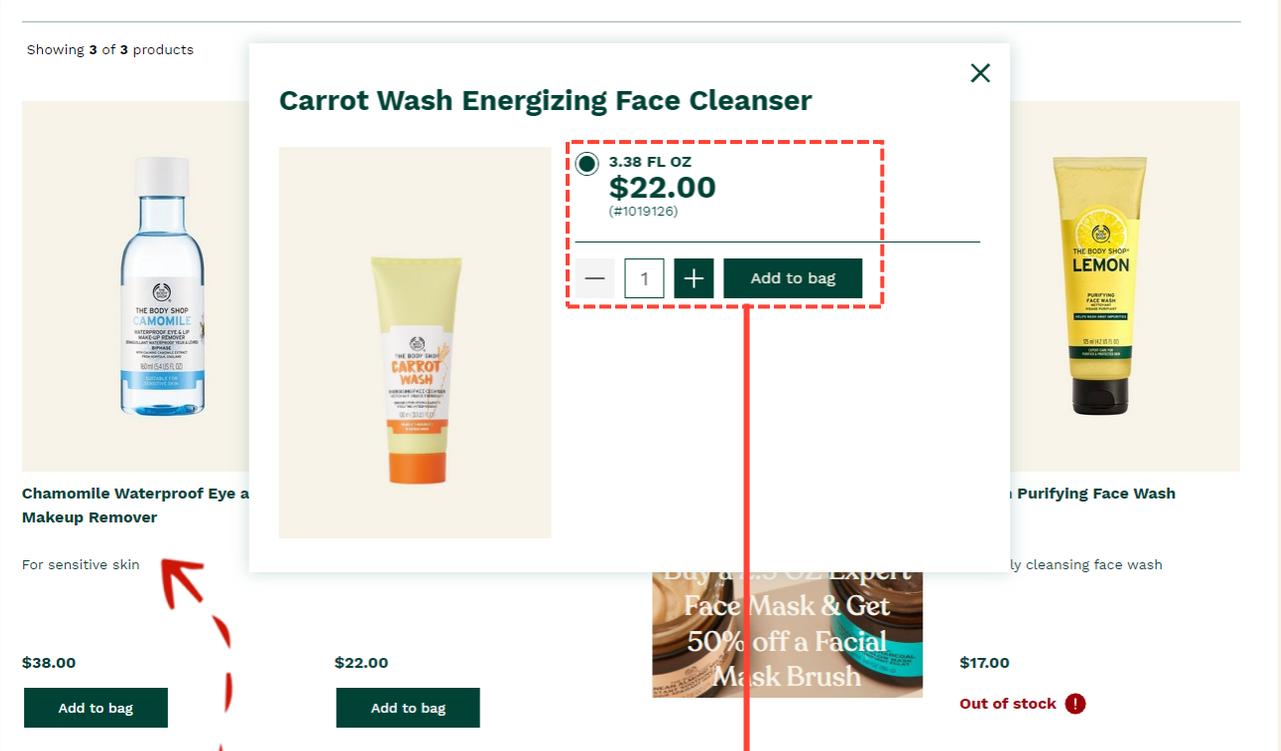
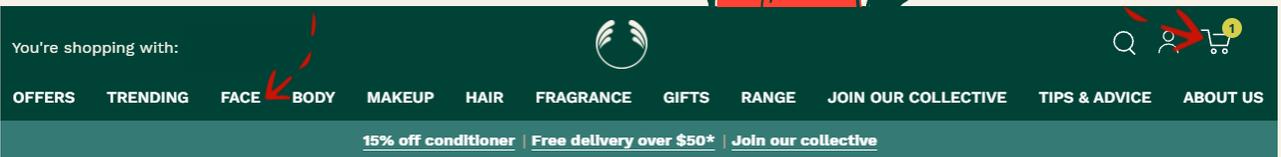
This means it is as simple as moving through the tab option menus to find the offers, products, tips and advice or even to join your team as a The Body Shop At Home™ Independent Consultant

PERSONAL WEBSITE

Your Main PWS

The menu options for products are listed into categories. Your customer can simply select which category they'd like to shop in and they'll be taken to that page

Products added to their bag will appear in their basket



Products will be displayed relevant to that category

They will also be able to filter and sort products to easily find what they are looking for

Products can be added by selecting the 'Add to Bag' button

They will be presented with a pop out where they can select the size and quantity of the item to then add to their bag

PERSONAL WEBSITE

Your Main PWS

The shopping bag will show them all the items they have added

They will be shown their total here and when they are happy they can proceed to Checkout

You're shopping with:

OFFERS TRENDING FACE BODY MAKEUP HAIR FRAGRANCE GIFTS RANGE JOIN OUR COLLECTIVE TIPS & ADVICE ABOUT US

15% off conditioner | Free delivery over \$50* | Join our collective

Shopping Bag

1 ITEM

Carrot Wash Energizing Face Cleanser

3.38 FL OZ

1

\$22.00

Subtotal \$22.00

Total excluding tax and delivery \$22.00

Select delivery options at checkout

Checkout

20% Off Bath & Body

Grab all your body care favorites on sale now! Don't forget to snag your favorite Almond Milk & Honey Body Yogurt. And we know you need to stock up on soaps and hand

They can then choose to amend the quantity of each item they have added or remove the item all together

If there are any promotions currently running, they will also be shown them during the checkout process, which may encourage bigger baskets!



PERSONAL WEBSITE

Your Main PWS



< SHOP



Checkout

* Required

Email address *

Next

We will use this for your order confirmation

Just enter the email address and select **'Next'**

In order to proceed to the checkout, an email address must be provided

This is so a confirmation of the order can be sent through



PERSONAL WEBSITE

Your Main PWS



If the email address is recognised, they will be notified and asked to check in using their log in details

If not, they will be asked to set up a new account

< SHOP



Checkout

WELCOME BACK

Sign in for quick checkout.

Email address



* Required

Password *



Sign-in

[Forgot password?](#)

OR

Checkout As Guest

They can also chose to checkout as a guest if you do not wish to set up an account

Please be aware, if they don't set up an account they will not have the option to receive information about any promotional offers



PERSONAL WEBSITE

Your Main PWS

Once they have either logged in or chosen to proceed as a guest, they will be asked to enter their delivery details

< SHOP

1 DELIVERY

Add Delivery address

* Required

First name *

Last name *

Mobile Number

Type your address

Enter address manually

Save

1 Items in shopping bag
+

Subtotal	\$22.00
Tax:	\$0.00
Total:	\$34.00

Their total will be shown at the bottom

They cannot proceed through the checkout process without adding the delivery details



PERSONAL WEBSITE

Your Main PWS

Once they have added in their delivery details, they will be shown the checkout page. Here they can edit their Delivery and Billing address information

They will also need to enter their payment information and check they are happy with the delivery cost and total

SHOP

3 PAYMENT

PAYMENT METHOD

Credit/Debit Card

VISA Mastercard American Express Discover

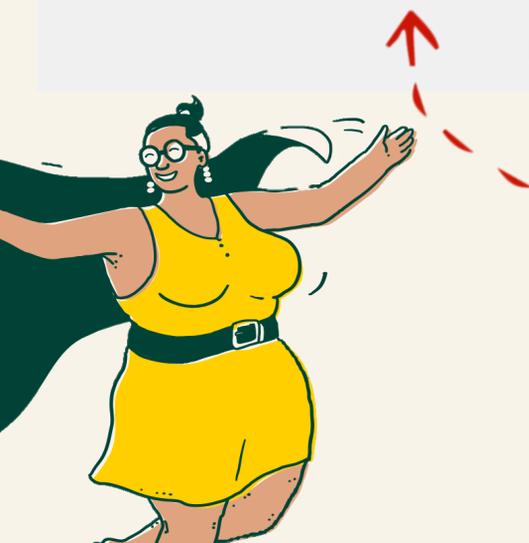
1 Items in shopping bag

Subtotal	\$22.00
Delivery:	
Fedex Ground (1-7 Business Days)	\$12.00
Tax:	\$1.21
Total:	\$35.21

If you would like to receive marketing emails please check this box. For further information on how we treat your personal information, please see our [Privacy Policy](#)

Please tick to confirm you've read and agreed to our [Terms and Conditions](#)

Pay now



They must then select whether they would like to receive marketing emails (This is not mandatory but they will receive exciting marketing information)

They must also tick that they have read and agreed to the Terms and Conditions

Once they have done this they can proceed with the option to pay. Their order will then be confirmed

PERSONAL WEBSITE

Join Our Collective



Your guests and customers are able to join our collective as a consultant or host an event right from your PWS



You're shopping with:

OFFERS TRENDING FACE BODY MAKEUP HAIR FRAGRANCE GIFTS RANGE **JOIN OUR COLLECTIVE** TIPS & ADVICE ABOUT US

Become a Consultant	Host an Event
Join now	Host benefits & rewards
Getting started	Customer Offers Test
Testimonials	
Starter kits	

makeup trends to the latest skincare craze. We pick out buzz-worthy ingredients and launch new skincare, body care and haircare ranges to make sure we're bringing you the best in the business. With our edit of new and trending beauty products, you'll have everything you need to update your shelf. So slather, smooth and scrub away. You've got this.

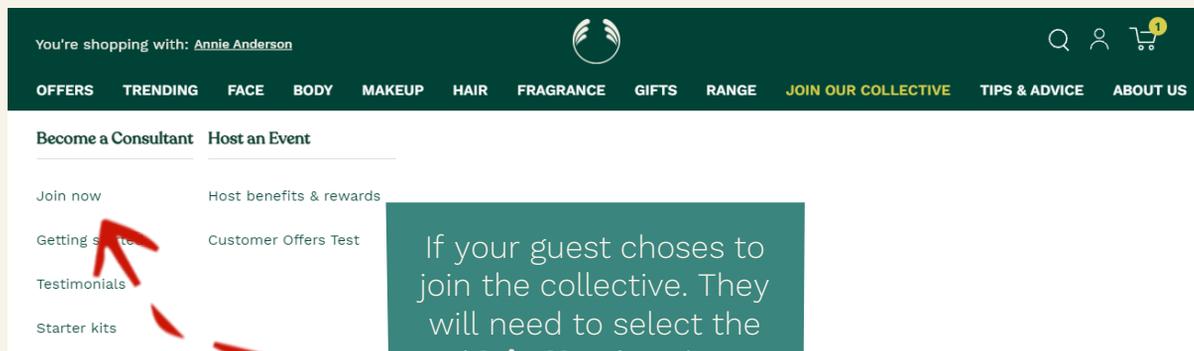
Filter products

Showing 3 of 3 products

Here they can either chose to join now or get information on getting started, view testimonials and view the starter kit options

PERSONAL WEBSITE

Join Us - Become A Consultant



You're shopping with: [Annie Anderson](#)

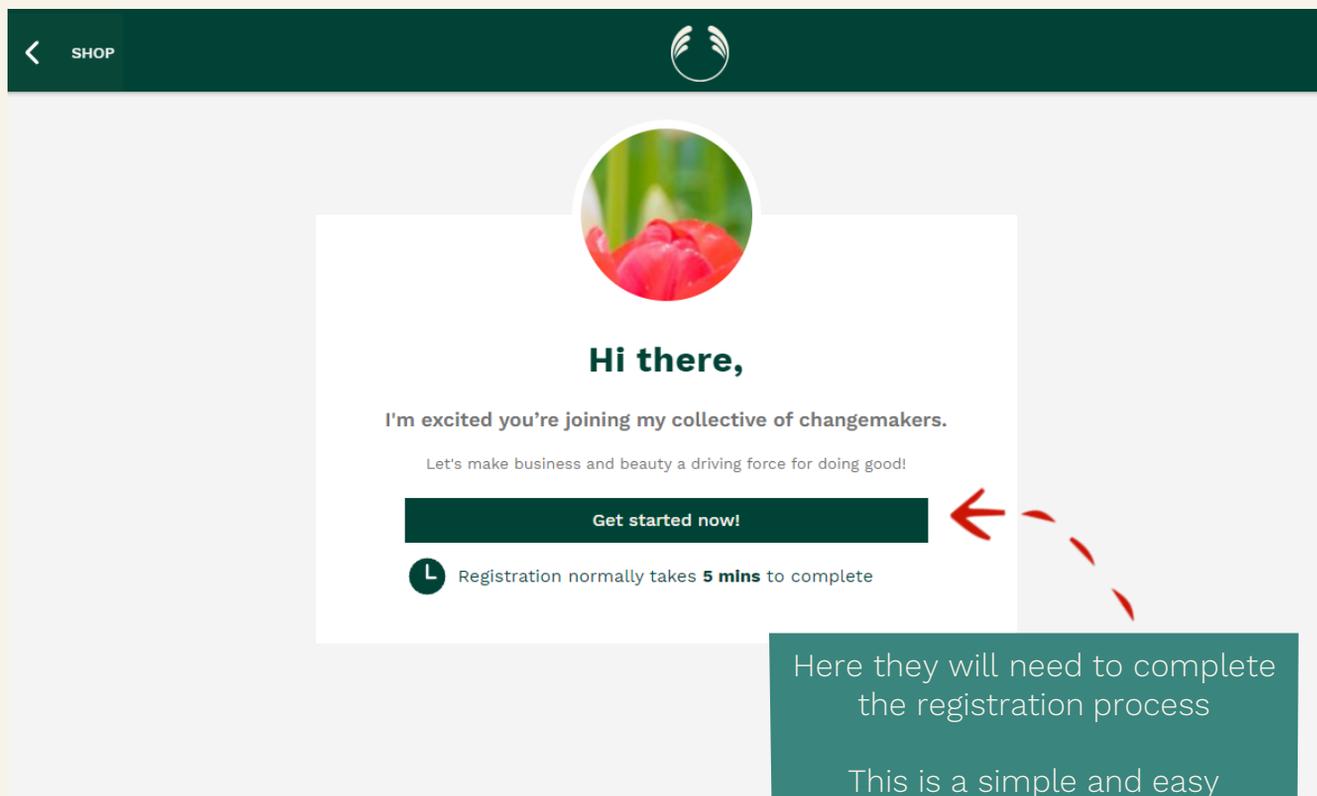
OFFERS TRENDING FACE BODY MAKEUP HAIR FRAGRANCE GIFTS RANGE **JOIN OUR COLLECTIVE** TIPS & ADVICE ABOUT US

Become a Consultant Host an Event

Join now
Getting started
Testimonials
Starter kits

Host benefits & rewards
Customer Offers Test

If your guest chooses to join the collective. They will need to select the **'Join Now'** option



< SHOP

Hi there,

I'm excited you're joining my collective of changemakers.

Let's make business and beauty a driving force for doing good!

Get started now!

L Registration normally takes **5 mins** to complete

Here they will need to complete the registration process

This is a simple and easy process and they will be able to become consultants within around 5 minutes

PERSONAL WEBSITE

Join Us – Become A Consultant



< SHOP

Let's get an account set up for you

* Indicates required information

Email address *

Your consultant
Annie Anderson

Create password *

Passwords must contain:

- Between 8 to 24 characters minimum
- At least one lowercase character
- At least one uppercase character
- At least one special character
- At least one number

They will need to enter in a valid email address and create a new password

The password should adhere to the requirements as set out here

They will then need to enter in their personal details such as their name, social security number and date of birth

< SHOP

A couple more details...

First name *

Your consultant
Annie Anderson

Preferred first name

If different from above, we will use this to refer to you

Middle name

If you have any

Last name *

SSN *

In order to be paid commissions, you must provide your SSN

Date of birth *

Day

Month

Year

By clicking next I confirm that I am over the age of 18 and I consent to my information being used for an ID check

* Indicates required information

PERSONAL WEBSITE

Join Us – Become A Consultant



...and your contact details

Please start typing your physical address *

or **manually enter your address**

Mobile phone number *

Alternative mobile phone number

Next

 Your consultant
Annie Anderson

Test78@test.com

Test Test (Test) Test
Jan 1, 1990



Then they will need to enter in their address and mobile number

If they need to amend any details they have entered, select their name on the right hand side and a pop out will appear

* Indicates required information

They can then amend any of the details they've already entered

...and your contact details

Please start typing your physical address *

or **manually enter your address**

Mobile phone number *

Alternative mobile phone number

Next

* Indicates required information

USEFUL INFORMATION: Help & FAQs, Shipping & Returns, Terms & Conditions, Privacy Policy, California Transparency In Supply

WAYS TO CONNECT: Become a Consultant, Host an Event

ABOUT US: The Body Shop Story, Consultant Community

A couple more details...

First name *

Preferred first name
If different from above, we will use this to refer to you

Middle name
If you have any

Last name *

SSN *
In order to be paid commissions, you must provide your SSN

Date of birth *

By clicking next I confirm that I am over the age of 18 and I consent to my information being used for an ID check

PERSONAL WEBSITE

Join Us – Become A Consultant



< SHOP

Choose your starter kit



Tea Tree Oil **\$21**

Purifying|For oily, blemished skin|vegan

Buy Tea Tree Oil from The Body Shop. Our iconic Tea Tree Oil is renowned for its powerful, purifying properties and is great for on the spot application.

[See whats in the kit](#)
[Choose this kit](#)

Kit contents may change from that shown

Your consultant
Annie Anderson

Test78@test.com

Test Test (Test) Test
Jan 1, 1990

8001 N Cliff Ave Unit A, Sioux Falls, 57104-
6135 Sioux Falls
1215148541 - 1512151515

They will then need to select a starter kit to get set up. The starter kit contains some products for them as well as some useful hints and tips when getting started



PERSONAL WEBSITE

Join Us – Become A Consultant



Lets get your kit delivered

Great!, you've chosen your starter kit and extras, this comes to **\$21**
Now let's get it all delivered to you!

 Your consultant
Annie Anderson

Test78@test.com

Test Test (Test) Test
Jan 1, 1990

6001 N Cliff Ave Unit A, Sioux Falls, 57104-6135 Sioux Falls
1215148541 - 1512151515

Tea Tree Oil
\$21.00

No business add-ons

Delivery address *

6001 N Cliff Ave Unit A, SD, 57104-6135

Enter a different delivery address.

Delivery options *

FedEx SmartPost (7-12 Business Days) **\$6.00**
Est. delivery within 5 working days

Fedex Ground (1-7 Business Days) **\$12.00**
Est. delivery withing 3 working days

Delivery phone number

 +1 | (121) 514-8541

Delivery instructions for carrier

e.g leave at reception or a neighbour

Next



then they select the delivery address and delivery option they'd like

They can also check that the delivery phone number is correct and leave any instructions or the driver



PERSONAL WEBSITE

Join Us – Become A Consultant



How would you like to pay?

Subtotal	\$21.00
Sales Tax	\$1.37
Shipping	\$6.00
Total to pay:	\$28.37

Payment method

Credit/Debit Card

Name on card *

J. Smith

Card number *

1234 5678 9012 3456

Expiry date *

MM/YY

CVC *

3 digit

Save my card details for next time

Card billing address

6001 N Cliff Ave Unit A, SD, 57104-6135

Enter a different billing address

- Your consultant
Annie Anderson
- Test78@test.com
 - Test Test (Test) Test
Jan 1, 1990
 - 6001 N Cliff Ave Unit A, Sioux Falls, 57104-6135 Sioux Falls
1215148541 - 1512151515
 - Tea Tree Oil
\$21.00
 - No business add-ons
 - FedEx SmartPost (7-12 Business Days) -
\$6.00
6001 N Cliff Ave Unit A, Sioux Falls, 57104-6135

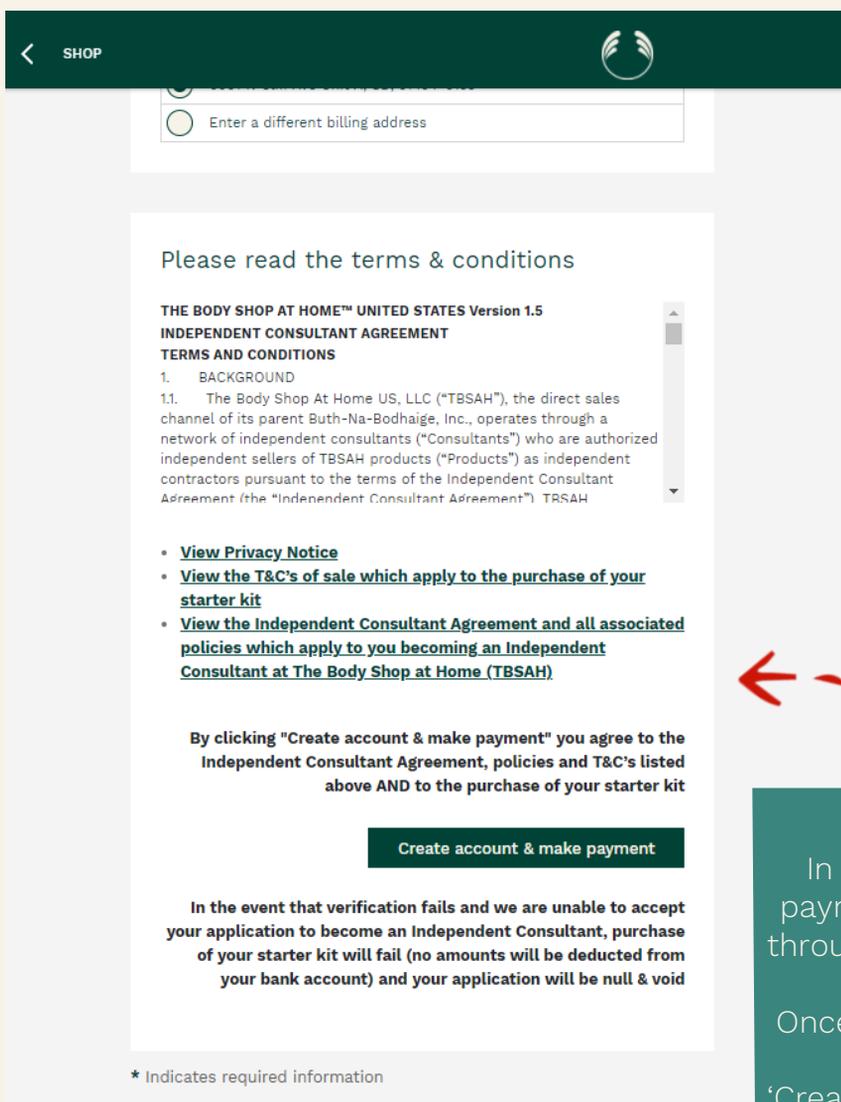


They will need to enter their payment details including the billing address. They can chose to save the card details for the future if they wish



PERSONAL WEBSITE

Join Us– Become A Consultant



← SHOP

Enter a different billing address

Please read the terms & conditions

**THE BODY SHOP AT HOME™ UNITED STATES Version 1.5
INDEPENDENT CONSULTANT AGREEMENT
TERMS AND CONDITIONS**

1. BACKGROUND

1.1. The Body Shop At Home US, LLC ("TBSAH"), the direct sales channel of its parent Buth-Na-Bodhaige, Inc., operates through a network of independent consultants ("Consultants") who are authorized independent sellers of TBSAH products ("Products") as independent contractors pursuant to the terms of the Independent Consultant Agreement (the "Independent Consultant Agreement"). TBSAH

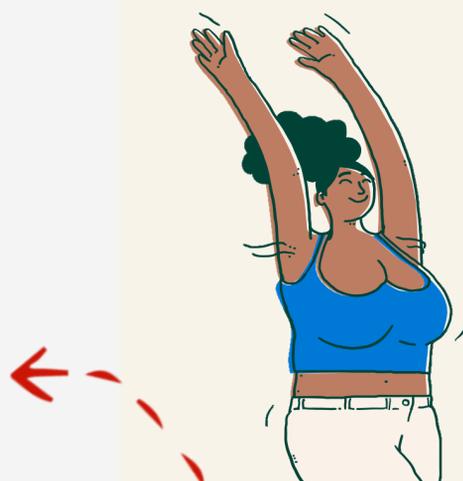
- [View Privacy Notice](#)
- [View the T&C's of sale which apply to the purchase of your starter kit](#)
- [View the Independent Consultant Agreement and all associated policies which apply to you becoming an Independent Consultant at The Body Shop at Home \(TBSAH\)](#)

By clicking "Create account & make payment" you agree to the Independent Consultant Agreement, policies and T&C's listed above AND to the purchase of your starter kit

Create account & make payment

In the event that verification fails and we are unable to accept your application to become an Independent Consultant, purchase of your starter kit will fail (no amounts will be deducted from your bank account) and your application will be null & void

* Indicates required information



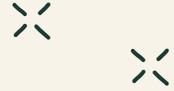
In order to proceed with the payment, they will need to read through the terms and conditions

Once they are happy with these, they can select the 'Create account & Make payment' button

Remember, by clicking this they are agreeing to the T&C's listed

PERSONAL WEBSITE

Join Us – Become A Consultant



If successful with their enrollment, they will receive confirmation by email including everything they need to get set up

If the enrollment was unsuccessful, they will be shown a message and will be notified to contact The Body Shop At Home™ Support Team

< SHOP



! Oops! Something went wrong!

It looks like your registration has been unsuccessful and as a result your registration is not final just yet. This can often be the result of a minor typo so it's nothing to worry about

Please email our team at TBSAHUS.Help@thebodyshop.com; they will be in touch either by phone or email as soon as possible to complete your registration

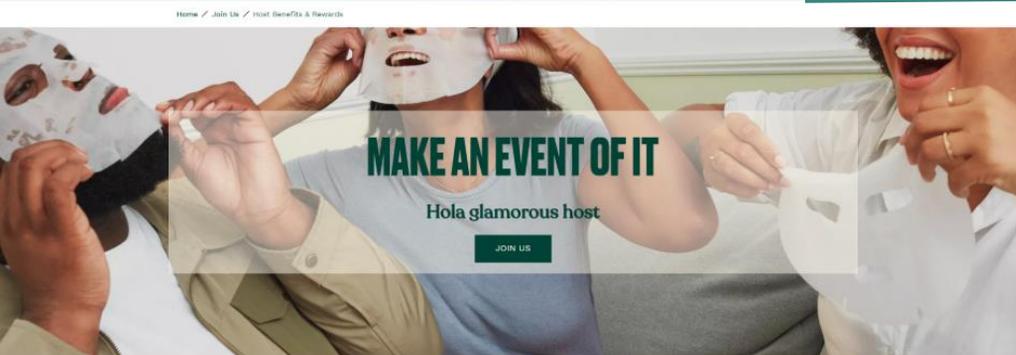


PERSONAL WEBSITE

Join Us – Host An Event



This is where your customer can learn about hosting their own event including the amazing host rewards they can earn for themselves



The Body Shop At Home™ event has pretty much got it all. You, your friends and dreamy lotions and potions to warm your mind, body and soul. You can host the event in-person or online. All you need to do is set a date with your Independent Consultant, invite the gang with a link and your



HOST REWARDS



\$20 FREE PRODUCT

for you when event sales are \$200+



\$100 FREE PRODUCT

for you when event sales are \$500+



\$240 FREE PRODUCT

for you when event sales are \$1200+



PERSONAL WEBSITE

Tips & Advice

Within the Tips and Advice menu options, they will see a wide range of advice pages



Self love	Skin types & concerns	How to guides	Buying guides	Ingredient benefits
Rising up with self love	Blemished skin	How to reveal your radiance	Best face washes	Benefits of tea tree
Meet our leading lights	Combination skin	Body care routines	Best face moisturizer	Benefits of CBD
What is self love?	Dehydrated skin	How to fake tan	Best face mask	Benefits of charcoal
Self love tips	Hyperpigmentation skin	Guide to self care	Best night creams	Benefits of aloe vera
Benefits of self massage	Normal skin	Our bestsellers	How to find the best foundation	Benefits of coconut oil
	Oily skin	Vegan guide	Best body oil	
	Sensitive skin		Spa at home	

So here it is: our step-by-step guide to the whens, whats and whys of building a daily skincare routine. Ready? Let's dive in...



These pages cover topics like Self Love, Skin Types and Concerns, How to Guides, Buying Guides and Ingredient benefits



PERSONAL WEBSITE

About Us



Your Customers will also be able to view the 'About Us' Tab

Your Consultant is: [Annie Anderson](#)



- OFFERS
- TRENDING
- FACE
- BODY
- MAKEUP
- HAIR
- FRAGRANCE
- GIFTS
- RANGE
- JOIN OUR COLLECTIVE
- TIPS & ADVICE
- ABOUT US**

About us	Our values	Our activism	Our ingredients
The Body Shop story	Fighting to empower women & girls	How to support the LGBTQ+ community	About our ingredients
The Body Shop purpose	Community Fair Trade	World bio-bridge mission	Glossary of ingredients
Our community	Our packaging	Dream big	
We're BCorp certified	Community Fair Trade recycled plastic	Forever against animal-testing	
Natura & Co.	Vegan & vegetarian beauty	Play for peace	
		Isolated Not Alone	
		Black Lives Matter	

So here it is: our step-by-step guide to the whens, whats and whys of building a daily skincare routine. Ready? Let's dive in...

USEFUL INFORMATION

Help & FAQs

[shop/annieanderson/about-us>Returns](#)

WAYS TO CONNECT

Become a Consultant

Host an Event

ABOUT US

The Body Shop Story

Consultant Community



These pages cover more information for your customers about The Body Shop including Our Purpose and Values

PERSONAL WEBSITE

Accessing Your Events PWS



Each Event that you create will have its own unique PWS set up where your guests can shop

Much like you have seen before, you will be provided with a unique link to your Personal website, this will have your event ID in the link

You are able to access the event's personal website through the link or can 'copy to clipboard' so you can send to your guests

BUSINESS HUB US ▼

ORDERS & EVENTS MY BUSINESS MY CUSTOMERS MY TEAM TBS LEARNING RESOURCES REWARDS & EXPERIENCES

Home > Events

Halloween Party

OPEN Event actions ▼

Sun 31 Oct 2021 **16:00 to 16:30 (GMT-5)** **Virtual**
(0.5 hrs)

<https://preprod-consultant.thebodyshop.com/en-us/myshop/?event/28596> Copy to clipboard

Event expires: Sun 14 Nov 2021

Event metrics

Total event value	QPV	Half price item(s)	Host credits
\$0.00	0	0	\$0.00

Orders (0) + Host order + Retail order

No orders available

Host details

Any orders made by guests using this link will be directly connected to this event

These orders will be automatically shown in the orders section of your event

This ensures you are able to track orders for your events and ensures that all orders contribute to the host order benefits as well



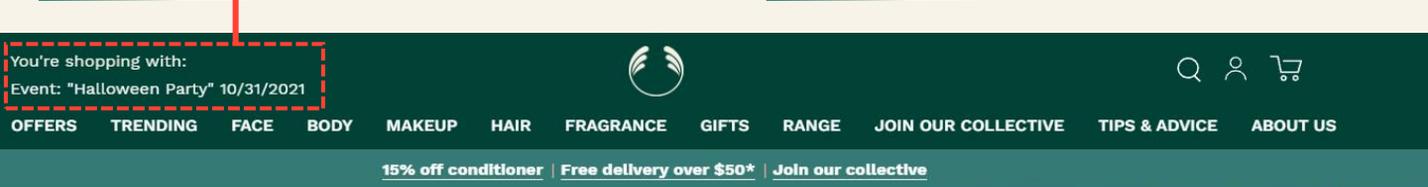
PERSONAL WEBSITE

Your Events PWS



When accessing the link to the event Personal Website. You will see who your shopping with and the event name and date on the home page

This allows the guest to ensure they are on the correct event Personal Website so that they can ensure their orders are linked to the event



You're shopping with:
Event: "Halloween Party" 10/31/2021



OFFERS TRENDING FACE BODY MAKEUP HAIR FRAGRANCE GIFTS RANGE JOIN OUR COLLECTIVE TIPS & ADVICE ABOUT US

15% off conditioner | Free delivery over \$50* | Join our collective

HOW TO BUILD A SKINCARE ROUTINE

Toners, serums, oils – the order to apply skincare products can be totally overwhelming. For the best skincare routine, your chosen set of products must layer up safely and effectively, and cater specifically for your skin type.

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USEFUL INFORMATION

Help & FAQs
Shipping & Returns

WAYS TO CONNECT

Become a Consultant
Host an Event

ABOUT US

The Body Shop Story
Consultant Community

Shopping via the Event personal website will be the same as shopping via the your main personal website





**NEXT UP:
DISCOVER
TBSAH PAYPOINT**

