

STEPS - 1 - 2 - 3

STEP 1

- Click on blue 'JOIN' button in *white-sticky-menu-bar* just above. It will open and reveal name and UserName of the person who invited you.
- Add your information, including a 'UserName' ... catchy/shorter the better ... [MaryH] or [BobW] are great examples.
- When finished you will receive an email confirmation showing 'YourUserName' on the end of your website link [<http://newworldelpis.com/?id=YourUserName>]

Save email in an NWE email folder for future reference. How-To-Video [1/ **How to save an email for safe keeping**] is just below these 3 steps.

STEP 2

- You will now see an 'STP' icon belonging to our global payment/receiving processing company. All Subscribers/Independent Business Owners must have a FREE (Personal) Solid Trust Pay (STP) account.
- *** STP is not part of our banking system, however, by law they fall under Global Banking Regulations. STP enables us to set up 'Automatic Withdrawal' for both our monthly subscription [\$25] and admin fee [\$20] ... as well as receive ongoing FREE subscriptions.
- *** OPTION *** How-To-Video [2/ **How to Set Up Your Free STP Account**] is found just below these 3 steps ... or carry on reading below!

- *** **IMPORTANT** *** Before proceeding, if your Country or US State is on this list ' [HERE](#) ' your verification process will be different than others. *** Beyond the control of NWE or STP, some countries or American States are unable to open an STP account at this time.
- Click on the 'STP' icon ... select 'Sign Up' top right corner ... select FREE (Personal) STP account. Fill in account information needed. You will receive email confirmation containing your login Password and Username - Save in STP email folder.

STEP 3

- Now you will login to your STP Account using your STP UserName and Password and add your Credit Card. **A/** Put cursor on 'My Banks & Cards' ... **B/** Select 'Add New Debit or Credit Card ... **C/** Fill in information (2 min) and select 'Add a Card' ... You will receive an email to confirm this action...save in your STP email folder.
- Now you will deposit funds from your Credit Card into your STP account to cover the \$45 p/m charge (a little extra is always a good habit to cover minor STP fees similar to banks, which are also a business expense). HOW? ... **A/** Go to 'My Money' and **B/** select 'Deposit Funds' and follow simple instructions.
- Now you will set-up the two monthly payments (\$25 p/m thank you subscription fee & \$20 p/m administration fee). HOW? ... **A/** Go to 'My Money' ... scroll down and click on 'Transfer Funds to Others' ... **B/** Enter the [username] of person who shared NWE with you [\$25 p/m] ... then do the same for the admin fee to NWE ... username [admin] [\$20 p/m]
- *** Now to FINALIZE this entire process, YOU MUST ADD your (STP) Solid Trust Pay 'username' into the back office of your NWE site. HOW? ... *** **PRIMARY IMPORTANCE** *** How-To-Video ... [**3/ How to connect STP to NWE**] is immediately below.