



Delavo™ Procedures

Members Area: Account

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The Internet Company
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INTRODUCTION

Once you purchase a product through a Delavo™ powered web site you'll get an account at the owner's (admin's) Delavo™ system. You may also get a Delavo™ account by receiving free products, accepting an invitation or signing up for the admin's affiliate program.

The image shows a vertical stack of three web forms. The top form is titled 'AUTHORIZATION' and contains input fields for 'E-mail' and 'Password', a 'remember me' checkbox, and a 'Log in' button. The middle form is titled 'NOT A MEMBER? JOIN NOW!' and contains a 'Click to register!' button. The bottom form is titled 'FORGOTTEN PASSWORD?' and contains an 'E-mail' input field and a 'Send me my password!' button.

To log in to your Delavo™ account, enter your log in details: the email that is registered with Delavo™ as well as the password associated with this Delavo™ system.

If you would like Delavo™ to remember your log in details, check the "remember me" box.

If you are not yet a member of this Delavo™ system, you can join here.

If you forget your log in information, enter the email address you use to access Delavo™ in the "Forgotten password?" text area then click on "Send me my password". The password tied to that email address will be emailed to you.

After entering your log in details, click on the "Log in" button.

This manual is intended to show you how to set up your Profile located at the Profile section in the main menu bar. This is where your data needed by admin and/or Delavo™ is managed.

There are separate manuals available for other areas:

- Account
- Promote

MAIN TOOLBAR INTRODUCTION

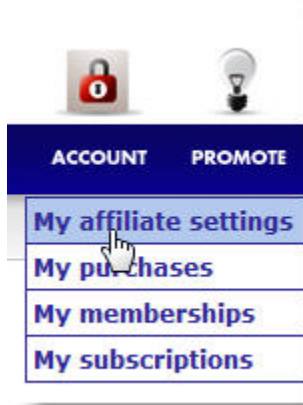
Log into your Delavo™ account. Once you've logged in you should see the following menu.



PLEASE NOTE: In the upper right, you will see your name as well as a number which represents what user number you are in this particular Delavo™ system. This is also your customer number and affiliate ID.



MY AFFILIATE SETTINGS



From this screen you can change or update your personal information. Once you have logged in, click on "Account" in the main menu bar. Then click on "My Affiliate settings" in the drop down menu.

The "MY AFFILIATE SETTINGS" interface will open.

A screenshot of the 'MY AFFILIATE SETTINGS' form. The form has a blue header with the title 'MY AFFILIATE SETTINGS' and a 'Save' button. Below the header are several input fields: 'Address', 'City', 'State/Province' (a dropdown menu), 'Zip/Postal code', 'Country' (a dropdown menu), 'Website URL', 'Company', 'Phone', 'Write checks to', 'Tax Id (SS #)', 'Paypal e-mail', and 'Clickbank Affiliate ID'. At the bottom of the form is another 'Save' button.

PLEASE NOTE: If you are an affiliate, this information needs to be filled in. This information will be stored here and will be accessible to the administrator if needed, for example to send an affiliate check.

Type in your complete street address and city. From the drop down menu, choose your state or province, or if you do not live in the US or Canada, choose "Outside United States".

Enter your Zip/ Postal code. From the drop down menu, select your country.

Type in your website URL and the name of your company.

Type in your phone number including your country code and area code.

If you are an affiliate, type in the name to whom checks should be written.

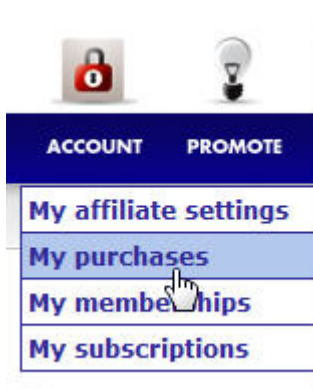
If you reside in a country that requires a Tax ID number or Social Security number for income tax purposes, type in the required numbers.

Type in your Paypal e-mail address. It will be called whenever needed by the system, for example to pay affiliate commissions to you through paypal.

Type in your Clickbank Affiliate ID. It will be called whenever needed by the system, for example to pay affiliate commissions to you through Clickbank.

Click on the "Save" button you have completed creating or updating your information.

MY PURCHASES



From this screen you can view the history data from all of your purchases.

Click on “Account” in the main menu. Then click on “My purchases” in the drop down menu.

The “MY PURCHASES” interface will open.

Purchase's record →

MY PURCHASES (30 OF 90)			
Date	Description	Amount	Link
09/05/07	Turbo WP Post Secure plugin	\$17	view go
02/19/08	2 additional GBs (subscription - 1st installment)	\$4.50	view go
01/26/08	Option 2: No More Grey Screens - Customized version	\$27	view go
01/20/08	Turbo Download Manager - Lock your price - recurring (subscription - 1st installment)	\$97	view go
01/03/08	Social Bookmarking Secrets And All Bonuses - Personal use	\$13.50	view go
09/27/07	The User Generated Content HandBook	\$130	view go

PURCHASE RECORD: This entire line is one purchase record. It contains the date of the purchase, a description of the purchase, the amount of the purchase and links to the purchase. Each line represents a single purchase.

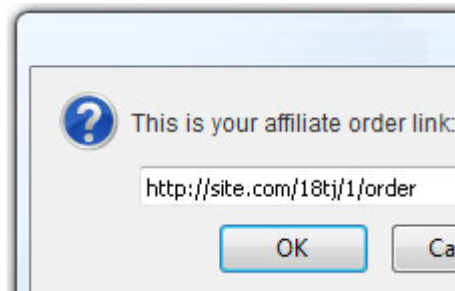
DATE: This is the date of the purchase for a single purchase record. The date format is dd/mm/yy.

DESCRIPTION: This is a short description of the purchased product. It may be a description

or the actual name of the product.

AMOUNT: This is the amount you paid for your purchase.

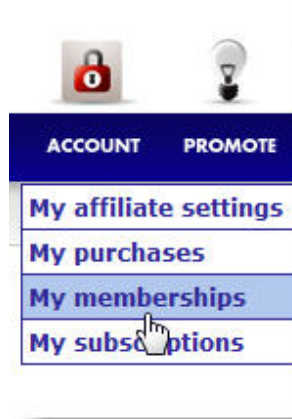
LINK: Clicking on view will trigger an alert box containing the link for the purchase that you can copy & paste.



Clicking on GO will take you to the download url of the purchase.

PLEASE NOTE: Some download links may have expired. In this case, you will not be able to access the product.

MY MEMBERSHIPS



From this screen you can view the history and access the URL's on all of your memberships that are current and expired.

Click on "Account" in the main menu. Then click on "My memberships" in the drop down menu.

The MY MEMBERSHIPS interface will open.

A screenshot of the 'MY MEMBERSHIPS' interface. It features a table with four columns: 'URL', 'Expires', 'Expired', and 'Renew'. The table contains four rows of membership data. The second row shows an expired membership with the word 'EXPIRED' in red text and a 'renew' link in blue text. The other rows show active memberships with their respective expiration dates.

URL	Expires	Expired	Renew
http://sitehere.com/members	14.12.29		
http://anothersitehere.com/members	20.07.08	EXPIRED	renew
http://site.com/membersarea	17.11.34		
http://members.com/example	01.08.09		

There are two types of memberships that you might have: a Local Membership or a Remote Membership. If you have a local membership, it is on the same server as Delavo(TM). If you have a remote membership, it is on a third server.

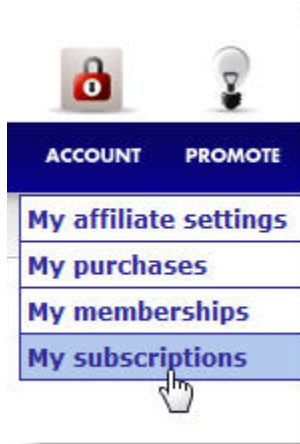
URL: This is the URL to the membership. Clicking on the url will take you to a login screen. You will need to input a user name and password in order to access the site.

EXPIRES: This is when the membership will expire. Date format is written as dd/mm/yy.

EXPIRED: Once a membership has expired, **EXPIRED** will appear here.

RENEW: Here you can renew the membership if that option is available.

MY SUBSCRIPTIONS



From this screen you can view the history and access the URL's on all of your memberships.

Click on "Account" in the main menu. Then click on "My memberships" in the drop down menu.

The "MY SUBSCRIPTIONS" interface will open.

MY SUBSCRIPTIONS			
	ID	Status	Description & Schedule
<input type="checkbox"/>	jvmsub421	ACTIVE	<i>\$ for each month, for unlimited number of installment(s)</i> show schedule » Future installment: 2009-05-28

With selected...

ID – The ID number of the subscription.

Status – The status of the subscription.

Description & Schedule – The description and schedule of the subscription. Clicking on the "show schedule" link will open the schedule as shown in the following screen shot.

MY SUBSCRIPTIONS			
	ID	Status	Description & Schedule
<input type="checkbox"/>	jvmsub421	ACTIVE	<i>\$ for each month, for unlimited number of installment(s)</i> hide schedule » 2008-07-31 1st installment √ 63278327 2008-08-31 2nd installment √ 63282895 2008-09-30 3rd installment √ 63287716 2008-10-30 4th installment √ 63323629 2008-11-30 5th installment √ 63329723 2008-12-30 6th installment √ 63336238 2009-01-30 7th installment √ 63349182 2009-02-28 8th installment √ 63354174 2009-03-28 9th installment √ 63359715 2009-04-28 10th installment Future installment: 2009-05-28

With selected...