



LifeWave How to Receive Commissions

















- 1) Enroll as a LifeWave Distributor
- 2) Email <u>customerservice@lifewave.com</u> to request account
 - Subject Line: ID Last Name, First Name Request Pay Portal Account
 - **MUST** include **ALL** the below in email:
 - CLEAR image of front & back of government ID (and W9 for US distributors)
 - Full legal name (must match name on LW account)
 - LW ID number
 - Email address to use for Pay Portal Account (must match email address in LW account and can't be the same email of anyone else's Pay Portal Account)

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US Only – COMPLETE the W9 FULLY

FOR INDIVIDUAL PAYPORTAL ACCOUNT REQUESTS (USA ONLY)

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FOR BUSINESS PAYPORTAL ACCOUNT REQUESTS (USA ONLY)

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What's next?



1) LifeWave staff will verify and compare personal information with LW account details (legal name on ID with account name & email address). Ensure that name on account matches name on ID exactly.

<u>IF</u> everything is verified, readable, and matches, <u>THEN</u> LW will set-up a Pay Portal Account for the member

2) Member will receive an activation email from LW's provider to complete the set-up of the requested Pay Portal Account



Complete set-up of Pay Portal Account

- 1) After the verification process is completed by LifeWave, an email containing an activation link will be sent by notifications@lifewavecashcard.com. Please note that the activation link contained in this email will expire after 24 hours.
- 2) Complete setting up the Pay Portal Account by clicking on the activation link. The link will direct the member to the Pay Portal website and prompt account set-up questions and security details.

What next?



- 1) An email confirming account activation will be sent to the member upon completion of account set-up & security questions (accessed through the activation link).
- 2) A member can utilize their Pay Portal Account to receive commissions and transfer to their own bank account. Additionally, a member can request a LifeWave VISA cashcard (that can be used with all major retailers where VISA is accepted) as a benefit of being a LW Member.
- 3) To request a LifeWave VISA cash-card, navigate to www.lifewavecashcard.com and complete the required online forms.





- A Member can request a Pay Portal Account as soon as they enroll. This is suggested as commissions will be transferred to their account automatically and will be available more quickly
- If a Member waits to set-up a Pay Portal Account until after they earn commissions, some additional time for funds transfer may occur (up to 3 weeks)
- A LifeWave VISA cash-card can take up to 6 weeks to process and be received by the member. A cash-card cannot be requested until commissions are earned



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