

CLASS ONE

COMPLETING THE APPLICATION

Pay Methods & Completing Different Types of Applications

PAY METHODS

Bank Draft:

Whenever possible, attach a voided check or deposit slip of the account to be drafted. Be sure to complete the name, street address, city and state of the bank to be drafted in order to verify the transit numbers (bank routing numbers).

All transit numbers must be nine (9) digits. Draftable transit numbers CANNOT begin with any number greater than 32. If the member does not know his transit number, but has a check or deposit slip with him, the number is listed at the bottom of the check or deposit slip with the account number and check number.

SCS cards, ATM cards, and most other cash cards CANNOT be used for drafts. The numbers on these cards are generally NOT the account number, and are therefore useless when trying to draft from an account.

If you are having trouble getting bank account numbers from the bank by phone, ask if you can fax the application with the signature for verification. Usually, the bank will then call you back with the account numbers.

Bank drafts are sent for collections monthly a few days prior to the enrollment date. Occasionally, when the draft day falls on a weekend, the draft may hit on Friday before the weekend.

Canadian banks can now be drafted. **It is important to attach a voided check or deposit slip of the Canadian account to the application.** Canadian checks marked "U.S. Funds" can be cashed and are gladly accepted. These applications can only be input by the home office.

Bank draft authorizations must be signed by the **SIGNER ON THE BANK ACCOUNT ONLY**. Do not sign for the member or write "Per Phone Call To Member".

If a customer must call their home or bank for account numbers, stay with them at the phone to answer any questions or objections from the spouse or bank.

If the member wants his account to be drafted on a specific date, this can only be handled by the home office. Associate services will inform you how to process these applications.

Be sure to send the appropriate copy of all applications to the home office.

Credit Cards:

After you input an application using a credit card as the method of payment, make sure to send the appropriate copy to the home office as soon as possible for all of that weeks sales. If the member happens to dispute the charge on their credit card because they

did not recognize our name on their statement, or deny the charge for any other reason, we must produce a copy of the signed application to avoid being charge back by the credit card company.

Other Helpful Tips

All cancellations must be in writing and the bond cards returned with the cancellation notice. Refer to the bank draft and credit card authorization sections on the application, as well as the cancellation section in the membership handbook.

Notes

Motor Club Application

1. Plan - Name of the Plan being sold.
2. Group - Number of the Master Member of a Group if applicable.
3. Sales Assoc - Number of selling Sales Associate.
4. Date of Application - Date the application was written.
5. Effective Date - Effective date if different from Application date.
6. Multiple App Group - Check this box if more than one application is required to list all members in the family or group.
7. Check appropriate box for type of application - Add would be additions to the Group Number indicated in item 2.
8. Check appropriate box for billing frequency.
9. First name, middle initial, and last name of Master member.
10. Monthly dues for the membership associated with the member indicated.
11. First name, middle initial, and last name of each associate member.
12. Monthly dues of the membership associated with the member indicated.
13. Total of monthly dues.
14. Total initial charge equal to amount in item 13 times 2.
15. Master Member contact information.
16. Credit card information to be used to draft monthly membership dues if applicable.
17. Bank Draft information to be used to draft monthly membership dues if applicable.
18. Check appropriate box for type of collected funds if no on-going payment method is provided.
19. Member signature and date signed.
20. Sales associate signature and date signed.

Motor Club of America, Corp.
 P.O. Box 20490, Oklahoma City, OK 73156 Phone: 800-227-6459

Plan 1 Group 2 Sales Assoc 3
 Multiple App Group

Date of Application 4 Effective Date 5

New Renewal Add Annual Monthly

First/M/Last Name 9 Monthly Dues \$ 10

1 _____ \$ _____
 2 _____ 11 \$ _____ 12
 3 _____ \$ _____
 4 _____ \$ _____

Total Monthly Dues \$ 13
X 2 Months
TOTAL \$ 14

Address _____
 City 15 State _____ Zip _____
 Primary Phone _____ Secondary Phone _____
 E-mail Address _____

I hereby authorize Motor Club of America, Corp. (MCA) to charge my credit/debit card or bank account listed below for all premiums or costs. This authorization is to remain in effect until MCA receives written notification from me revoking the authorization. Furthermore, in the event that the information I have provided is incomplete or incorrect, I authorize my credit card company or bank to provide MCA the information necessary to successfully charge/draft my account.

Credit Card Information

Credit Card # _____ 16 _____

Expiration Date _____ / _____

Bank Draft Information

Name of Bank _____

Bank Routing # _____ 17 _____

Bank Account # _____

Checking Savings Credit Union
 Cash Check MO

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THIS IS NOT AN AUTOMOBILE LIABILITY INSURANCE CONTRACT AND DOES NOT COMPLY WITH ANY FINANCIAL RESPONSIBILITY LAW

Member Signature _____ 19 _____
 Date _____

Sales Assoc Signature _____ 20 _____
 Date _____

CLASS TWO

PAY INCENTIVES & BONUSES

Understanding Your TVC Marketing Plans & Bonuses

UNDERSTANDING YOUR MCA MARKETING PLAN FOR DIRECT SALES

TITLE CODES & TITLES

Associate: Independent Contractor who qualifies for commission advance.

Executive Director: Associate with 36 or more PGV in the previous month, who has 1 or more qualified 1st generation Associates with 36 or more PGV in the previous month.

Senior Director: Associate with 36 or more PGV in the previous month who has 3 or more qualified 1st generation Executive Directors with 36 or more PGV in the previous month are promoted to Senior Director.

National Director: Associate with 36 or more PGV in the previous month who has 5 or more qualified 1st generation Executive Directors with 36 or more PGV in the previous month are promoted to National Director.

National Training Director: Associate who in any one calendar month has 36 or more PGV, an ACTIVE PERSONAL MEMBERSHIP, with an on-going payment method, of \$19.95 per month or greater and who have 20 or more qualified 1st generation Executive Directors with 36 or more PGV in that same calendar month, qualify as a National Training Director. National Training Directors are vested for earned commissions and overrides and never have to re-qualify for earned commissions and overrides, as long as they keep an ACTIVE PERSONAL MEMBERSHIP, with an on-going payment method, of \$19.95 or greater in force.

The graphic below shows the levels you earn overrides on and number of generations you receive overrides on, based upon your title qualification.

Personal Sales	Annual Override on Downline Sales			
Associate	Executive Director	Senior Director	National Director	Natl. Training Director*
Commission Advance	36 PGV in the Previous Month & 1 or More Qualifying Associates With 36 PGV in the Previous Month	36 PGV in the Previous Month & 3 or More Qualifying Executive Directors With 36 PGV in the Previous Month	36 PGV in the Previous Month & 5 or More Qualifying Executive Directors With 36 PGV in the Previous Month	36 PGV in the Previous Month & 20 or More Qualifying Executive Directors With 36 PGV in the Previous Month
On Affiliated sales, last 2 levels of override are reserved	1st Gen. Overrides	1st Gen. Overrides	1st Gen. Overrides	1st Gen. Overrides
	2nd Gen. Overrides	2nd Gen. Overrides	2nd Gen. Overrides	2nd Gen. Overrides
	3rd Gen. Overrides	3rd Gen. Overrides	3rd Gen. Overrides	3rd Gen. Overrides
	4th Gen. Overrides	4th Gen. Overrides	4th Gen. Overrides	4th Gen. Overrides
	5th Gen. Overrides	5th Gen. Overrides	5th Gen. Overrides	5th Gen. Overrides

* See National Training Director definition above for exact qualifications

DEFINITIONS

Personal Membership: A current, active membership of TVC Marketing is one of the following: Pro-Driver, Motor Club of America Enterprises, Inc. (MCA), Small Business Club of America (SBCA), or Auto Club of America (ACA).

Active Membership: Any PERSONAL MEMBERSHIP which is not past due on the payment of the membership dues.

Renewal: Any PERSONAL MEMBERSHIP which has been in the system for more than 12 months is paid 80% of first year earned commission as earned.

Personal Sales: Sale of a PERSONAL MEMBERSHIP made directly by an Associate.

Personal Sponsorship: When you have recruited and trained an Associate to work directly in your sales organization and they have written at least one sale.

Personal Group Volume (PGV): Total PERSONAL VOLUME CREDITS you earn in a given month.

Personal Volume Credits: Each NEW MEMBERSHIP sold with an on-going payment method, each annual RENEWAL of a MEMBERSHIP with an on-going payment method, each NEW PERSONAL SPONSORSHIP, and the holding of an ACTIVE PERSONAL MEMBERSHIP, with an on-going payment method, by an Associate carry Credit Values for PGV as seen below.

PERSONAL VOLUME CREDIT TABLE

PGV CREDIT TYPE	PRODUCT	CREDIT VALUE
Personal Sale	Any MCA	1
Personal Sale	Any TVC Pro-Driver	1
Personal Sale	Any SBCA	1
Personal Sale	ACA Master or Associate	1
Personal Sale	DriverShield Gas Matrix	1
Renewal (at Anniversary Month)	Any MCA	1
Renewal (at Anniversary Month)	Any TVC Pro-Driver	1
Renewal (at Anniversary Month)	Any SBCA	1
Renewal (at Anniversary Month)	ACA Master or Associate	1
Renewal (at Anniversary Month)	DriverShield Gas Matrix	1
Personal Sponsorship (New Associate)	N/A	1/6 of their PGV the first 3 months
Active Personal Membership in previous month	N/A	6
First Generation Associate with 36 PGV	N/A	6

Active Associate: To be an Active Associate you must meet one of the following:

1. Having sold a NEW MEMBERSHIP, with an on-going payment method, in the previous three (3) months and have any ACTIVE PERSONAL MEMBERSHIP, with an on-going payment method; **OR**
2. Make 1 new sale with on-going payment method in the previous month or sponsor 1 new associate in the previous month; **OR**
3. Be a new Associate in your first three (3) months with the company.

Qualified For Overrides on New Sales: Any ACTIVE ASSOCIATE with 36 PGV in the previous month; or a New Associate in their first 3 months with the company; or any ACTIVE ASSOCIATE can receive overrides on qualified sales by a newly recruited 1st generation recruit during that recruits first 3 month with the company.

Qualified For Earned Commissions on Direct Sales: Any ACTIVE ASSOCIATE with 36 PGV in the previous month and having an ACTIVE PERSONAL MEMBERSHIP, with on-going payment method, worth \$5.95 or greater.

Debit Balance: Any amount of money you have been advanced, charged, or bonused over and above what you have earned.

Company Incentives and Promotions: Company programs which will vary from time to time at the Company's option, and are subject to change without notice. (Advances, commissions, rewards, bonuses, etc. are considered Company Incentives and/or Promotions).

Statement and Commission Checks: Any commissions or adjustments will be viewable in your back office on your website, at the companies option and are subject to change without notice.

Earned Commission: Associate's earned commission pays back their debit balances based on collected funds. Anything that is sold "as-earned" and never advanced, is paid "as-earned" for twelve (12) months as long as you are an ACTIVE ASSOCIATE. Once your debit balance is zero, all earned commissions are paid to you, as long as you are an ACTIVE ASSOCIATE with an ACTIVE PERSONAL MEMBERSHIP, with an on-going payment method, worth \$19.95 per month or more and you qualify with 36 PGV the previous month, or you have qualified for vesting as National Training Director.

ADDITIONAL INFORMATION

1. Checks of \$10.00 or more may be paid via the following methods:
 - a. Check mailed to you; or
 - b. Direct deposit.
2. A Data Processing Fee will be deducted from weekly commission checks, according to the following chart:

WEEKLY COMMISSIONS	FEE
Up to \$100	\$ 3.00
\$101 to \$200	\$ 6.00
\$201 to \$300	\$ 9.00
\$301 to \$400	\$12.00
\$401 and above	\$15.00

3. You can enroll a member with credit card information on the computer until Midnight (CST) Saturday night, and they will be processed on Thursday and paid on Friday the following week. You will know immediately if the credit card is valid if you process your application through the website.
4. Checks take a minimum of four (4) working days to clear, so they must be in by Midnight, Monday to pay the following Thursday. You should always input your applications daily from the website to ensure they clear in time for your check.

5. The week the payment clears for an application is the week it will count and pay your commission.
6. All memberships including MCA, Pro-Driver , ACA and SBCA count for count to determine the level of your advance commissions.
7. Based on your sales production, you will receive a "Winner's Pack" of sales materials each week, which will allow you to continue to build your business at no cost to you.

BONUSES

Health Bonus

To qualify for the health bonus you must have an ACTIVE MEMBERSHIP with an on-going method of payment worth \$19.95 or greater. Once you qualify, the Health Bonus is strictly based on personal sales count each month. (The following indicates potential Health Bonus based on sales of MCA memberships with on-going pay.)

- \$100 - 45 Memberships per Month - Average 11.25 Memberships per Week
- \$213 - 65 Memberships per Month - Average 16.25 Memberships per Week
- \$380 - 85 Memberships per Month - Average 21.25 Memberships per Week
- \$480 - 105 Memberships per Month - Average 26.25 Memberships per Week
- \$525 - 190 Memberships per Month - Average 47.5 Memberships per Week
- \$600 - 250 Memberships per Month - Average 62.5 Memberships per Week

Cash Winner Bonus

The amount of cash you earn for each sale with on-going payment increases the more sales you make each week. For example, when you sell Total Security memberships, you could earn: from \$80.00 to \$90.00 per sale. The difference between the base commission and the commission you are paid as the result of your sales count is your Cash Winner Bonus.

MCA Membership Sales Per Week	Comm Adv per Total Security Membership	Comm Adv per Security Plus Membership	Comm Adv per Security Membership
1	\$80.00	\$60.00	\$40.00
5	\$82.00	\$61.50	\$41.00
10	\$84.00	\$63.00	\$42.00
15	\$86.00	\$64.50	\$43.00
20	\$88.00	\$66.00	\$44.00
30	\$90.00	\$67.50	\$45.00

INCOME PROJECTION

Based on sales of MCA Total Security
Membership with 2 Months On-going Pay
with Advances and Insurance Bonus

APPROX. HRLY COMM. RATE	# OF SALES	COMM. ADV. PER YEAR	COMM. ADV. PER MONTH	COMM. ADV. PER WEEK
\$6.00	3	\$12,480.00	\$1,040.00	\$240.00
\$10.25	5	\$21,320.00	\$1,776.00	\$410.00
\$21.00	10	\$43,600.00	\$3,640.00	\$840.00
\$33.58	15	\$69,849.00	\$5,821.00	\$1,343.00
\$46.25	20	\$96,200.00	\$8,016.00	\$1,850.00
\$70.50	30	\$146,160.00	\$12,180.00	\$2,820.00

Insurance Bonus

\$100 - 45 Memberships per Month - Average 11.25 Memberships per Week
\$213 - 65 Memberships per Month - Average 16.25 Memberships per Week
\$380 - 85 Memberships per Month - Average 21.25 Memberships per Week
\$480 - 105 Memberships per Month - Average 26.25 Memberships per Week
\$525 - 190 Memberships per Month - Average 47.50 Memberships per Week
\$600 - 250 Memberships per Month - Average 62.50 Memberships per Week

Income Projections for MCA Marketing Plan

Direct Sales

Sales Per Week	Commission Advance Per Sale	Commission Advance Per Week	Commission Advance Per Year	1st Level Override Adv. Per Sale	1st Level Override Adv. Per Week **	Earned Override Per Month	Annual Override Per Sale
MCA Total Security Plan (Monthly Retail Value \$19.95)							
1	80.00	\$80.00	\$4,160.00	6.00	6.00	0.66	7.92
5	82.00	\$410.00	\$21,320.00	6.00	30.00	0.66	7.92
10	84.00	\$840.00	\$43,680.00	6.00	60.00	0.66	7.92
15	86.00	\$1,290.00	\$67,080.00	6.00	90.00	0.66	7.92
20	88.00	\$1,760.00	\$91,520.00	6.00	120.00	0.66	7.92
30	90.00	\$2,700.00	\$140,400.00	6.00	180.00	0.66	7.92
Security Plus (Monthly Retail Value \$14.95)							
1	\$60.00	\$60.00	\$3,120.00	5.00	5.00	0.52	6.24
5	\$61.50	\$307.50	\$15,990.00	5.00	25.00	0.52	6.24
10	\$63.00	\$630.00	\$32,760.00	5.00	50.00	0.52	6.24
15	\$64.50	\$967.50	\$50,310.00	5.00	75.00	0.52	6.24
20	\$66.00	\$1,320.00	\$68,640.00	5.00	100.00	0.52	6.24
30	\$67.50	\$2,025.00	\$105,300.00	5.00	150.00	0.52	6.24
Security (Monthly Retail Value \$9.95)							
1	\$40.00	\$40.00	\$2,080.00	4.00	4.00	0.39	4.68
5	\$41.00	\$205.00	\$10,660.00	4.00	20.00	0.39	4.68
10	\$42.00	\$420.00	\$21,840.00	4.00	40.00	0.39	4.68
15	\$43.00	\$645.00	\$33,540.00	4.00	60.00	0.39	4.68
20	\$44.00	\$880.00	\$45,760.00	4.00	80.00	0.39	4.68
30	\$45.00	\$1,350.00	\$70,200.00	4.00	120.00	0.39	4.68

Any PERSONAL MEMBERSHIP which has been in the system for more than 12 months is paid 80% of first year earned commission as earned.

Income Projections for Motor Club Of America Marketing Plan's

Direct Sales/Association Sales/Affinity Sales

Sales Count Per Week	1st Level Override Adv.		Number of Associates		1st Level Override Adv. Per Week	Annual Override
Total Security (Monthly Retail Value \$19.95)						
1	\$6.00	x	1	=	\$6.00	\$312.00
5	\$30.00	x	5	=	\$150.00	\$7,800.00
10	\$60.00	x	10	=	\$600.00	\$31,200.00
15	\$90.00	x	15	=	\$1,350.00	\$70,200.00
20	\$120.00	x	20	=	\$2,400.00	\$124,800.00
30	\$180.00	x	30	=	\$5,400.00	\$280,800.00

Security Plus (Monthly Retail Value \$14.95)

1	\$5.00	x	1	=	\$5.00	\$260.00
5	\$25.00	x	5	=	\$125.00	\$6,500.00
10	\$50.00	x	10	=	\$500.00	\$26,000.00
15	\$75.00	x	15	=	\$1,125.00	\$58,500.00
20	\$100.00	x	20	=	\$2,000.00	\$104,000.00
30	\$150.00	x	30	=	\$4,500.00	\$234,000.00

Security (Monthly Retail Value \$9.95)

1	\$4.00	x	1	=	\$4.00	\$208.00
5	\$20.00	x	5	=	\$100.00	\$5,200.00
10	\$40.00	x	10	=	\$400.00	\$20,800.00
15	\$60.00	x	15	=	\$900.00	\$46,800.00
20	\$80.00	x	20	=	\$1,600.00	\$83,200.00
30	\$120.00	x	30	=	\$3,600.00	\$187,200.00

CLASS THREE

YOUR SUPPORT SYSTEM

Who's Who at MCA, Conference Calls, Understanding Your Website, Enter an App Online

WHO'S WHO AT TVC

Home Office (for Associates only):	1-866-467-2221
Home Office (for Members):	1-800-227-6459
Lynn London, Associate Services	Ext. 579
Jeff Cochran, Vice President Motor Clubs	Ext. 445
David Kircher, President	Ext. 511

Our 800# is open 24 hours a day, 7 days a week. There is always someone there who can help. If you have a customer who has a question, please offer help. The Home Office is there to help you and the customer. TVC prides itself in outstanding customer service.

CUSTOMER SERVICE

Customer service is a sale waiting to happen. Any great company excels in Customer Service (just look at Sears, American Express and Southwest Airlines).

You may be the only one representing MCA that actually comes into contact with the customer, so be sure you have the tools necessary to provide information. If a customer comes by with a complaint, listen. Take down the information and call Associate Services. They will help to assess the problem and determine what needs to be done.

Make sure the customer understands the product. Always validate their feelings and resell the membership. Make sure they understand the value of their membership.

CONFERENCE CALLS

You can hold weekly and monthly conference calls with your teams. These are designed to offer training and recognition, as well as keeping Associates informed on their standing for the month (are they close to reaching a bonus, etc.?). Most importantly conference calls bring your team together.

UNDERSTANDING YOUR WEBSITE

As a TVC Associate, you have the benefit of having your own website. On your website, you have the ability to monitor your business, monitor your team's progress, and enter your own sales.

To receive your own website, just sign up for your membership. Any membership you purchase gives you a website. (To qualify for bonuses, you must have a membership value of \$19.95 or above. See section in Training Class Four for more information).

Your web-site address will be www.tvcmatrix.com/YOUR_USER_NAME. You will be prompted to choose a "User Name" when you enroll. You can then send prospects to your website to purchase products and services. Any sale purchased through your website will be credited to you for sales commissions and/or Matrix commission.

Your trainer will show you how to access your website, walk you through the process of entering sales and answer any questions you may have, or you can schedule a tour of your website by phone by calling Associate Services at TVC.

HOW TO ENTER AN APPLICATION ON-LINE

To enter an order on you web-site, log on to your web-site using your username and password. After you are logged on, click on the tab at the top of the screen labeled "Associates". Click on the "Order Entry" button on the left hand side of the screen, and the following screen will appear.

The screenshot shows the TVC Matrix website interface. At the top left is the TVC Matrix logo. To the right, a shopping cart icon indicates 'Nothing in Cart Total:\$0.00'. Further right, a promotional message reads 'William Associate This is the last opportunity you will need to take advantage of ever again.' with an image of a person in a boat. Below the logo is a navigation bar with tabs for 'Shopping', 'Opportunity', 'Account', 'Associates', and 'Support'. Underneath are buttons for 'Order Entry' (highlighted in yellow), 'PGV', 'Sales', 'Renewals', 'Matrix', 'Genealogy', and 'Team'. A second row of buttons includes 'Matrix Tree', 'Picture', 'Associate Payments', 'Sales Support', and 'Team Sales'. At the bottom of this row are 'Newsletter' and 'FAQ' buttons. On the right side, it says 'Logged In • Logout'. The main content area is titled 'Order Entry' and includes a link for 'Enter New Order' and 'Show all orders'. Below that is a date range selector for 'Order History From 1/19/2007' with fields for 'From', 'To', and a 'GO' button.

Click on "Enter New Order" which will take you to the following screen to enter the new member's Social Security Number.

This screenshot shows the 'Tax ID' page on the TVC Matrix website. The layout is consistent with the previous screenshot, including the TVC Matrix logo, shopping cart, promotional message, and navigation menu. The main content area is titled 'Tax ID' and contains the instruction 'Enter the Tax ID for the customer (including dashes)'. Below this instruction, the example tax ID '594-33-9031' is displayed. At the bottom of the page, there is a blue 'Next' button.

Once you have entered the member's social security number, click the next button to enter the members personal information.

The screenshot shows the TVC Matrix website interface. At the top left is the logo "TVC Matrix". To the right, a cart icon shows "Nothing in Cart Total:\$0.00". Further right, a banner for "William Associate" reads "This is the last opportunity you will need to take advantage of ever again." with an image of a person in a boat. Below the logo is a navigation menu with tabs: Shopping, Opportunity, Account, Associates, Support. Underneath are buttons for Order Entry, PGV, Sales, Renewals, Matrix, Genealogy, Team, Matrix Tree, Picture, Associate Payments, Sales Support, Team Sales, Newsletter, and FAQ. A "Logged In • Logout" link is on the right. The main section is titled "Member Info" and contains a form with the following fields:

Tax ID	594-33-9031
First Name	John
Last Name	Doe
Address Line 1	3411 South Street
Address Line 2	
City	Oklahoma City
State	Oklahoma
Zip	73142
Country	USA
Province	
Phone	4058432722
Driver's Licence #	1234432110K
Driver's License State	Oklahoma
Birth Date	07-04-1960
Email	jdoe@yahoo.com
User Name	jdoe
Password	

At the bottom of the form are two buttons: "Previous" and "Next".

First and Last Name, Address, Phone number are required, as well as, a username and password for the member. (If the member did not give you a username and password, use the first and last name of the member with no spaces in between, for the username and password.) Don't forget to enter as much information as possible including email address and multiple phone numbers. This gives us more ways to contact the member to better serve them. Once this information has been entered, click on the next button, and the Promotion and Product selection screen will appear.

The promotions you use determine the commission you will be paid...so pay special attention to the promotion you select.

SECURITY FIRST AND SECOND MONTH - You will be using the promotion labled Security First and Second Month. This will pay the commissions outlined in CLASS FOUR. Then select the appropriate MCA Security product, and press the next button.

TVC Matrix

Nothing in Cart
Total: \$0.00

This is the last opportunity you will need to take advantage of ever again.

Shopping Opportunity Account Associates Support

Order Entry PGV Sales Matrix Genealogy Team Matrix Tree

Picture Associate Payments Sales Support Team Sales

Matrix Qualification FAQ

Logout

Ordering For **Mary Doe**

Choose a promotion for this order:

Promotion

- Matrix Monthly
- SBCA Paid Annually
- SBCA First and Last Month Collection
- SBCA First Month Collection
- Prodriver/Matrix Combo Paid Annually
- Prodriver/Matrix Combo First and Last Month Collection
- Prodriver/Matrix Combo First Month Collection
- Motor Club First Month and Last Two Months
- Security First and Second Month

Choose a product for this order:

Product Name	Retail Price
<input type="radio"/> MCA Security	\$9.95
<input type="radio"/> MCA Security Plus	\$14.95
<input checked="" type="radio"/> MCA Total Security	\$19.95
<input type="radio"/> Pro-Driver 4885 Plan	\$48.85
<input type="radio"/> Pro-Driver Calif. Green Plus	\$31.90
<input type="radio"/> Pro-Driver Green Plus	\$31.90
<input type="radio"/> SBCA Green	\$42.90
<input type="radio"/> SBCA Platinum Plus	\$110.00
<input type="radio"/> TVC 100 Plus Motor Club nmo	\$11.25
<input type="radio"/> TVC PLUS MOTOR CLUB nmo	\$5.95

Previous Next

Once you select the appropriate Promotion and Product click Next and you will be taken to the Payment Screen.

The screenshot shows the TVC Matrix website interface. At the top, there's a navigation bar with buttons for Shopping, Opportunity, Account, Associates, and Support. Below this is a secondary menu with buttons for Order Entry, PGV, Sales, Renewals, Matrix, Genealogy, and Team. Further down are buttons for Matrix Tree, Picture, Associate Payments, Sales Support, and Team Sales. At the bottom of the navigation are Newsletter and FAQ buttons. On the right side, there's a 'Nothing in Cart' message with a total of \$0.00, a 'William Associate' profile picture, and a promotional message: 'This is the last opportunity you will need to take advantage of ever again.' Below the navigation is a 'Logged In • Logout' link. The main content area is titled 'Payment' and contains the following sections: 'Cash Payment Received' with a value of '\$ 0', 'Transfer to Company Via:' with radio buttons for 'Money Order' (selected) and 'American Express - xxxxxxxxxxxx3004', and 'Ongoing Payment Method' with radio buttons for 'New Credit Card' (selected), 'New EFT', 'New EFS Account', and 'New Canadian Bank Draft'. At the bottom of the form are 'Previous' and 'Next' buttons.

Cash Payment Received - If the member paid you cash for any reason you must enter the amount received in the Cash Payment Received field. If you have a payment method on file, as our associate does in this example - **American Express - xxxxxxxxxxxx3004**, then you can select your credit card or bank draft to have the cash paid to you extracted from your credit card or bank account. Using this method to transfer cash to the company will expedite the commission process on the sale. If you do not have a method of payment on file you will need to select **Money Order**. You will need to get a money order for the amount of cash you received from the member, and send it to the home office. The processing of the sale for commission will be held until we have received the money order. ALL CASH RECEIVED MUST BE SENT OR PAID TO THE HOME OFFICE.

New Credit Card - Select this button if the member has given you credit card information to process his order.

New EFT - Select this button if the member has given you bank draft information to process his order.

New Direct Bill - Select this button if you received cash and did not receive an on-going method of payment. Such sales are paid only as-earned and are highly discouraged.

New EFS Account - Do Not Use

Once you select **New Credit Card** or **New EFT** it will take you to one of the following screens depending on your selection.

Edit Payment Method

Credit Card

Name on Card
Card Number
Card Type
Exp Date /

[Previous](#)

[Next](#)

Edit Payment Method

Electronic Funds Transfer (EFT)

EFT Institute Name
EFT Institute Type Bank Credit Union
EFT Institute Phone
Routing Number
Account Number
Account Type Checking Savings
Is Business Yes No

[Previous](#)

[Next](#)

Enter the appropriate information given you by the member and click **Next**. The original payment screen will be redisplayed with the newly created payment methods listed at the top of the Ongoing Payment Methods.

TVC Matrix

Nothing in Cart
Total:\$0.00

William Associate
This is the last opportunity
you will need to take
advantage of ever again.

Shopping Opportunity Account Associates Support

Order Entry PGV Sales Renewals Matrix Genealogy Team

Matrix Tree Picture Associate Payments Sales Support Team Sales

Newsletter FAQ

Logged In • Logout

Payment

Cash Payment Received
\$ 0

Transfer to Company Via: Money Order
 American Express - xxxxxxxxxxxx3004

Ongoing Payment Method

Bank Draft - xxx2341
 Bank Draft - xx5665
 New Credit Card
 New EFT
 New Direct Bill
 New **EFS Account**

[Previous](#) [Next](#)

Select the newly created payment method given to you by the member and press the **Next** button. A screen will appear asking you to confirm the order.

Nothing in Cart
Total:\$0.00

William Associate
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Matrix Tree Picture Associate Payments Sales Support Team Sales
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Confirm Order

Sponsor Name William Associate
Member Name John Doe
Payment Method Bank Draft - xx5665
Membership Name Pro-Driver 4885 Plan
Months To Be Collected 2
Promotion Prodriver/Matrix Combo First and Last Month Collection
Amount Due \$97.70

Previous Place Order

Once you have confirmed the information click the Place Order Button.

Nothing in Cart
Total:\$0.00

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Results

The order was completed successfully.

Order Entry Summary

A results screen will appear letting you know the result of your transaction. If the credit card is declined or if the bank routing number is incorrect you will receive a message indicating that result. Once the order is completed, click on Order Entry Summary to see the order you have entered. You are ready to enter your next order.

Nothing in Cart
Total:\$0.00

William Associate
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Enter New Order

Show all orders

Show Orders

From To

GO

Order Entry

Order History From 1/19/2007

Date	Member	Product
1/26/2007 1:33:25 PM	John Doe	Pro-Driver 4885 Plan