



# I-Payout

Thank you for enrolling with Globallee! We are excited to see you grow your business and succeed! You previously should have received an email with your Member ID, your password, and your replicated website link.

This email contains important information on how to get paid with Globallee.

Globallee has partnered with I-Payout to handle all commission and bonus disbursements that each Independent Brand Ambassador earns as they market and sell Globallee products according to the Globallee Compensation Plan.

I-Payout successfully distributes earned commissions to more than 50 different countries and has proven to be a good and reliable partner handling this important function for Globallee.

Please follow the instructions below to setup your I-Payout account:

## I-Payout Account Setup

**Step 1:** Contact Customer Service to request an I-Payout account.

Email [support@globallee.com](mailto:support@globallee.com) or Call **856-672-5401**

Please have your Name and Independent Brand Ambassador ID # ready

**Step 2:** Globallee then submits your request to I-Payout

**Step 3:** You will receive a link via email from I-Payout. Follow this link in the email to complete registration. (check spam/junk mail)

**Step 4:** Upload the required documents to I-Payout for review. This is necessary to set up your bank account to transfer commissions from I-Payout to your bank account.

\*Document verification can take anywhere from one day to one week, depending on the entity being verified. Individual identity verification is usually fast. Identifying a business entity usually takes a few extra days. In order to help speed up the process, we recommend using the "live chat" function on the I-payout website.

\*\* Please note that the entity registered with I-payout is the entity that will be sent a 1099 for those residing in the United States of America.

**Step 5:** Once your I-payout account is successfully set up, the Globallee Customer Support will mark your account to automatically transfer your commissions from the Globallee E-wallet to your I-payout account. Similarly, you can set up your I-payout account to transfer automatically to your bank account OR to your Globallee / I-payout Debit Card. Then as you earn commissions through the Globallee compensation plan, they will automatically transfer to I-payout and then to your bank account or to your Globallee / I-payout debit card.

Please be aware that Transfers take 1 - 3 business days, depending on where you live in the world.

Weekly Commissions are batched by Globallee's accounting department and sent to I-Payout every Wednesday. Monthly commissions are verified by the Globallee accounting department and then sent to I-payout on the 15th of every month.

If the 15th falls on a weekend or holiday, the Monthly Commissions will be paid on the business day preceding that holiday or weekend.

## Important I-Payout Information

- Globallee can only edit certain aspects of an IBA's I-payout account. Globallee cannot provide or change passwords on accounts. Globallee cannot talk to I-Payout on an IBA's behalf.
- Common documents needed for I-Payout include a) Drivers License b) Passport/ Government Issued ID c) Bank Statement d) Voided Check (for setting up bank transfers). Required documents might also include a Utility Bill (for identification verification) and a W-9. If you are using your company name on I-Payout, they will also require documentation to I-Payout that will verify that you own your company.
- When initiating an ACH check from your Globallee Web Office to transfer your commissions to I-Payout, there are a few things to keep in mind. First, it works the smoothest and the easiest to simply set up the automatic transfer option. If you don't use the automatic transfer option, then you have to create a manual check request (ACH Check). If you are set up manually and the request is not completed by Sunday night, then it will likely delay the transfer until the following week.
- I-Payout has a great customer support service. Using the Live Chat feature at the bottom of the screen is a great way to get in contact with them.