

CREATE YOUR NEW ACCOUNT WITH

globalleeHQ

STEP 1: HEAD TO THE GLOBALLEE HQ LOGIN PAGE

STEP 2: SELECT "CREATE ACCOUNT" BUTTON



Welcome to your new Backoffice!

Before you can login, click the "create account" button to verify your information and create your login profile.

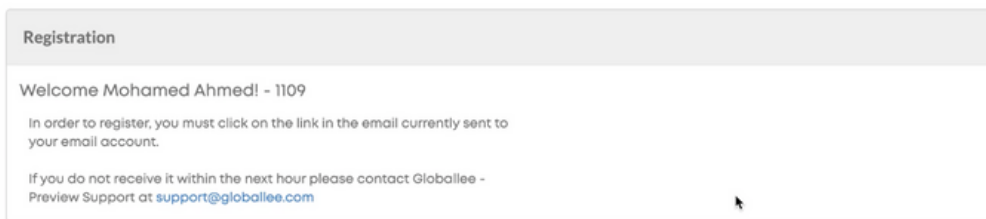
A screenshot of the 'Sign In' form. It contains fields for 'Username' and 'Password', a 'Login' button, and links for 'Forgot Password' and 'Forgot Username'. The 'Create Account' button at the bottom is circled in purple.

STEP 3: ENTER THE GLOBALLEE ID # AND EMAIL ADDRESS ASSOCIATED WITH YOUR CURRENT ACCOUNT

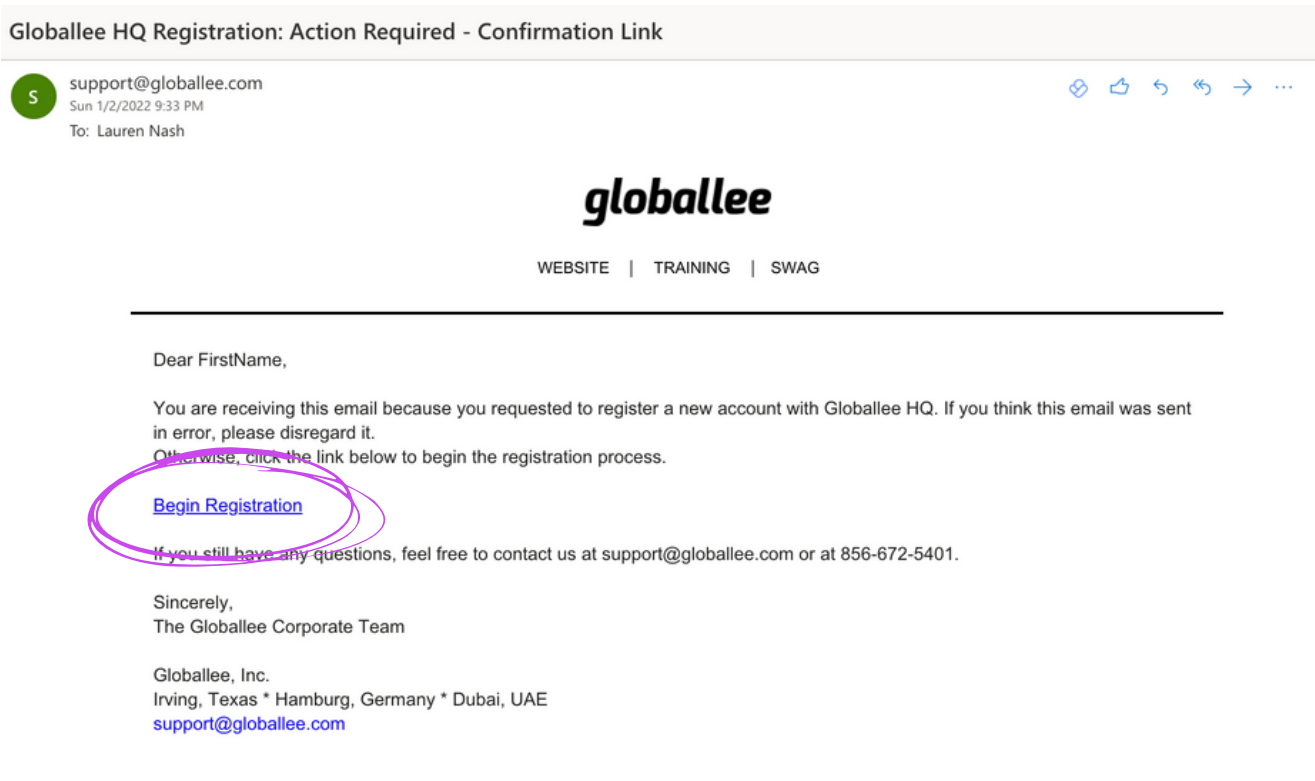
A screenshot of the 'Identification' form. It includes a message: 'Please enter your Globallee - Preview Distributor ID in the space provided below. (You must have a Globallee - Preview ID number before you can register.)'. Below this are two required fields: 'Distributor ID' and 'Email Address', each with a red asterisk. A 'Continue' button is located at the bottom right.

STEP 4: CHECK YOUR EMAIL FOR AN EMAIL TITLED "Globallee HQ Registration: Action Required - Confirmation Link"

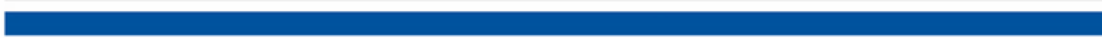
IMPORTANT TIP: PLEASE CHECK YOUR SPAM/ JUNK FOLDERS. THE EMAIL SHOULD SEND IMMEDIATELY.



STEP 5: CLICK THE "BEGIN REGISTRATION" LINK FOUND IN YOUR EMAIL



STEP 6: FILL OUT THE GLOBALLEE HQ ACCOUNT REGISTRATION FORM AND CLICK "CONTINUE".



Registration

Welcome Lauren Walelei! - 1107

Account Information

Please choose a username and password to use on this system.

Your username should be between 4 and 30 characters long and only contain letters and numbers. It must contain at least one letter.

Username *

laurenn

Your password: *

Must Be At Least 8 Characters Long

Phone Numbers

Phone numbers outside the USA and Canada should be entered as 011 + country code + local number.

Home Phone *

Home Phone

Work Phone

Work Phone

Password *

Confirm Password *

Address

Please enter your current mailing address.

Address Line 1 *

34 Juniper Dr

Address Line 2

Address Line 2

City *

Bedford

State

New Hampshire

Postal Code *

03110

Country

USA

Email Address

If we need to contact you via email for any reason, we will use your email address.

Email Address *

bounce-test@infotraxsys.com

Confirm Email *

bounce-test@infotraxsys.com

Time Zone *

Mountain Time (US & Canada) (GMT-7:00)

Terms of Service *

I have read and agree to abide by the [Terms and Conditions](#)

I have read and agree to abide by the [Virtual Office Terms and Conditions](#)

Continue

STEP 7: CONGRATULATIONS! YOUR ACCOUNT WITH GLOBALLEE HQ IS SETUP. YOU CAN NOW LOGIN.
(YOU WILL ALSO RECEIVE A CONFIRMATION EMAIL VERIFYING YOUR ACCOUNT SETUP)



Welcome to the premier online center for your business needs! This system will quickly become your best tool for motivating, educating, training, and supporting your business community. If you experience any problems, or have suggestions for improving this service, please send an email to support@globallee.com.

[Click here to log in.](#)



YOUR ACCOUNT WITH GLOBALLEE HQ IS NOW SETUP.