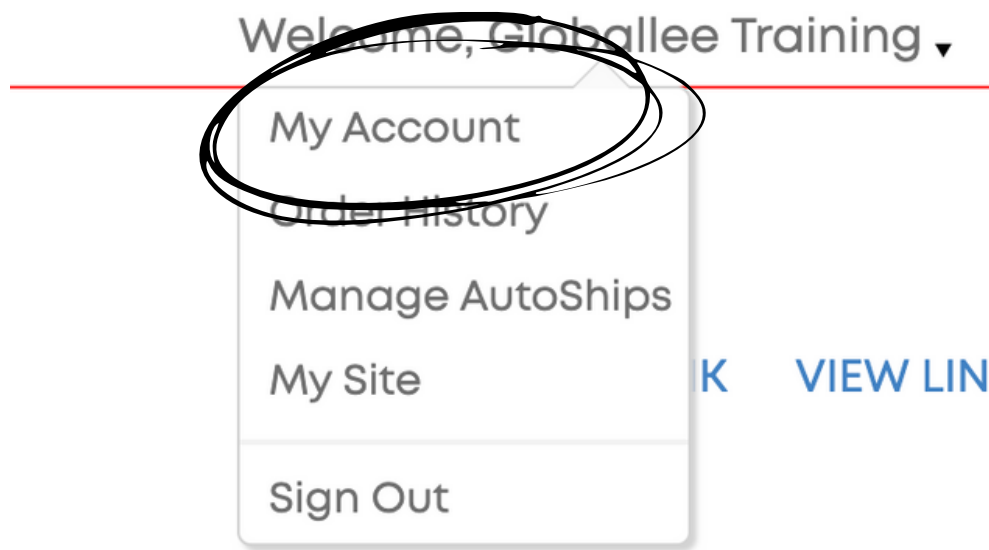


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IPayout Account Setup




1. Login to your Globallee HQ account at myhq.globallee.com
2. Select the dropdown menu underneath your name in the upper right hand corner.
3. Select "My Account"



4. Scroll down until you see the Payment Information Section

5. To setup your iPayout account select the "EDIT" button.

Payment Information

-  **Manage Payments on File**
Edit or delete existing payment types for orders and autoships. [Edit](#)
-  **Add Payment type**
Add new payment types for orders and autoships. [Edit](#)
-  **Create iPayout Account**
Create iPayout Account. [Edit](#)

6. Fill out the pop up form with the prompted details.

7. Select "CREATE ACCOUNT"

The image displays two sequential screenshots of a mobile application's 'Create iPayout Account' form. The left screenshot shows the form with all input fields empty. The right screenshot shows the form with the following fields filled out: Distributor ID, Country (USA), First Name, Last Name, Email, and Birthdate. A blue button labeled 'Create Account' is circled in black in the right screenshot, indicating the final step in the process.

Create iPayout Account

Distributor ID *

Country *

First Name *

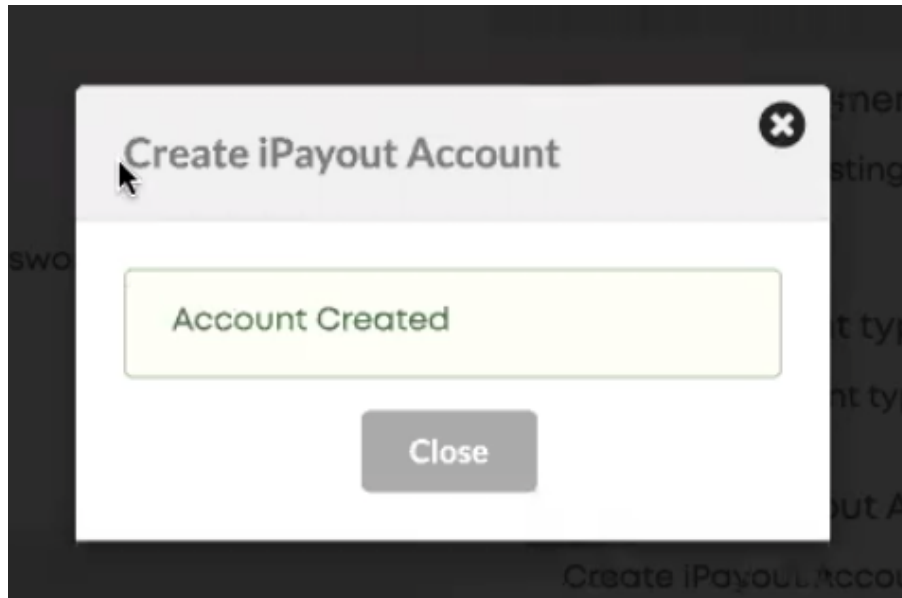
Last Name *

Email *

Birthdate *

Create Account

8. You will see a window that confirms your account creation.



9. To complete your iPayout account registration, please check your email for an email from iPayout EWallet to finish providing details on your account.

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IPayout Existing Accounts

If you have an existing account with IPayout, you will see the "view" button under "Payment Information".

This button will redirect you to the iPayout login screen.

