

# How do I do that?

Set up my MannaPages Website

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1. Go to [www.mannatech.com](http://www.mannatech.com) and sign in (if you are new to the site “click on “**First time logging in?**”)
2. On the left hand side click on “**Manage My Business**”
3. The Subscription page will appear- click on “**Premium MannaCast**” or “**Basic MannaCast**” (premium MannaCast will give you all that you will need to run your business but you have the option of a free Basic until you are a Regional Director)
4. Click on the blue button “**Subscribe**”
5. “**Proceed to Check Out**”
6. Check “**I have read and agree to the Terms of Service**” and
7. “**Continue**” and “**Place Order**”
8. In the left hand column click on “**Manage My Business**”
9. Click on “**Mannapages**” and “**Enter**”
10. Check “**I have read and agree to the Terms of Service**” and “**Continue**”
11. A notice will appear “*Your are leaving a Mannatech, Incorporated website*” - check “Do not show me this Notice again” -“**Continue**”
12. “**Welcome To My Mannapages.com!** click on “**Personal Website**”
13. Click on “**Add Another Website**”
14. Enter the name you want your URL and website to be, it will read <http://mymannapages.com/yourselectedname>
15. click on “**Go to Next Step**”
16. “**Choose a template for Your Web Page:**” (if you have a free subscription you can only choose 1 Web Page - if you chose the Premium mannaCast you will have the option of choosing multiple webpages) Start with “**Health**” template
17. **Now you can edit and create the website you want to share with others. Here is an example of a health template: [mymannapages.com/him](http://mymannapages.com/him)**
18. When you log out and want to go back to your Mannapages: log in at [mannatech.com](http://mannatech.com), under “**My Dashboard**” click on “**Go to MannaPages Now**” after entering, click on “**Personal Website**” and then “**Edit Site**”

### **IMPORTANT Notes to consider regarding Your Mannapages**

1. Set up “My Story” based on why you have joined Mannatech
2. If this is your only website and you are using it for health, you may want to have the “Member” order option only. Click on “Edit Pages” on the tool bar and click on “Edit Order Level”. Under Associate click on “Choose”, scroll down to the last choice which is the blank choice and “**click to choose**”, leave the “Member” one as is, and then repeat the process under “Retail to make it blank. Then click on preview page and order and you will see the “Member” option only.
3. Product choices for ordering on the health template. You may only want to offer the products which are featured under “Products” on your website. These products if placed on auto order will provide nutrition for a child at risk. Offering a limited amount of products is also less confusing for your prospect. Click on “Choose Packs/Products” on the tool bar, on the right side under “**Products**” click on the “X” under each product you **do not want** to feature and leave the following featured products: Ambrotose Complex (100g), MannaBears (300g), NutriVerus, Omega 3 with VitaminD3, Plus (90 caplets), PhytoBurst (60 soft chews), PhytoMatrix (120caplets)