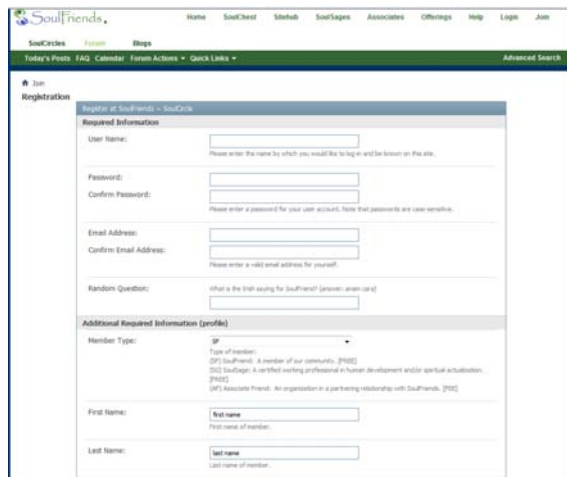


Process for becoming an Associate at SoulFriends

Welcome to SoulFriends and thank you for expressing an interest in becoming an Associate. We are honored to be partnering with your business. If you visit our website, SoulFriends.com, you will find information on the benefits of membership. The purpose of this document is to help guide you through the process of joining SoulFriends and setting up your Associate profile.

Step 1: Join!

To join SoulFriends, click the “Join” link in the top menu. You will be navigated to the new member page (register.php).

A screenshot of the SoulFriends website's registration page. The page is titled "Join" and "Registration". It contains several input fields for user information. Under "Required Information", there are fields for "User Name:", "Password:", "Confirm Password:", "Email Address:", and "Confirm Email Address:". Below these is a "Random Question:" field with a dropdown menu. Under "Additional Required Information (profile)", there is a "Member Type:" dropdown menu with options: "SF" (Type of member), "SFI (SoulFriend: A member of our community. [100])", "SIS (SoulSage: A certified working professional in human development and/or spiritual actualization. [100])", and "SFI Associate Friend: An organization in a partnering relationship with SoulFriends. [100]". There are also fields for "First Name:" and "Last Name:".

On the Join (Registration) page, you will be asked to provide a username, password, and email address. Please provide your first name, last name and occupation so we can learn more about you.

Select Member type “**AF**” for Associate Friend.

Step 2: Confirmation Token.

SoulFriends will send an email to the address you provided.

From: newmbr@soulfriends.com [mailto:newmbr@soulfriends.com]
Subject: SoulFriends Membership Verification

Dear SoulFriend Joy Bonham:

Thank you for joining our SoulFriends community!

This email is a verification that the address you provided is accurate and an invitation to activate your membership.

You will be able to log in immediately.

If you are unable to log in, please contact the webteam@soulfriends.com. If you have forgotten your username or password,

click the help buttons in the login panel.

Thank you for your patience as we grow!

... the SoulFriends Community

Click the link below to activate your membership: [Click Here](#)

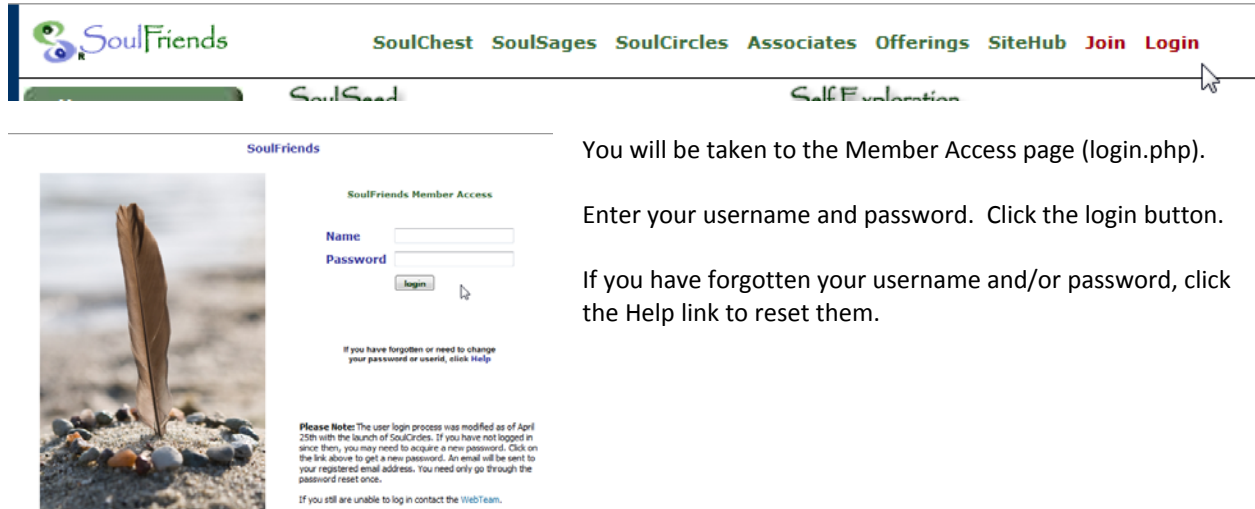
Send inquiries to: [SoulFriends](#).

Please check your spam folder if you did not receive the email. If you cannot find the email, please contact webteam@soulfriends.com or fill in the ‘contact us’ form on the website. Note: You must have a valid email address to be a SoulSage.

Note the line that says “to activate your membership Click Here”. The link contains a token. The token is like a key, it opens the door to our community. You must click on the link to unlock your membership.

Step 3: Log onto SoulFriends.

From the home page, click Login.



The screenshot shows the SoulFriends website header with navigation links: SoulChest, SoulSages, SoulCircles, Associates, Offerings, SiteHub, Join, and Login. Below the header is a navigation bar with links for SoulSeed and Self Exploration. The main content area is titled "SoulFriends Member Access" and features a login form with fields for "Name" and "Password", and a "login" button. A mouse cursor is pointing at the "login" button. Below the form, there is a link for "Help" and a "Please Note" section regarding a password reset process. A small image of a feather on a beach is on the left side of the page.

You will be taken to the Member Access page (login.php).

Enter your username and password. Click the login button.

If you have forgotten your username and/or password, click the Help link to reset them.

Step 4: Enter your Associate Information.

After logging in, you will be taken to the Member Portal page (member_portal.php).



The screenshot shows the "SoulFriends Member Portal - Joy Bonham" page. It features a sidebar with "my Contributions" (update my Blog, add a SoulSeed, add an event, add a Special Offer, update a Special Offer) and "my Profile" (view my SoulSage profile, update my SoulSage Profile, update my SoulCircle profile, update my Contact Info, change Email/Password). The main content area includes "Messages" (New Specializations and Niches), "Welcome to SoulFriends!", and a "Member Survey" titled "What additional features would you like to see on SoulFriends?". There is a "submit" button and a "Do you use spiritual archetypes with your clients?" question with "Yes", "No", and "???" options. A "Success" message is visible at the bottom left.

The Member Portal page is your gateway to various features and functions on SoulFriends.

4.a: The first step is to update your contact information. Start by clicking "update my Contact Info".

4.b: The second step is to create your Associate profile. Start by clicking "update my SoulSage Profile".

4.c: The third step is to "view my Associate profile". If you are happy with your profile, go on to Step 5. If you would like to modify your profile, revisit steps 4a or 4b.

Note: if you do not see all the member options on the left, please contact member services. It is possible that your profile was set up as a SoulFriend and not an Associate.

Step 4a: Update your Contact Information.

You can update your contact information on the Member Contact page (member_contact.php).

Member Contact Information
When updating your information below, remember that fields with an asterisk (*) are mandatory

SoulFriend SoulSage Associate [\[Help\]](#)
 Standard Member Premiere Member

*First Name: Joy *Last Name: Bonham
*Display Name: Joy Bonham, MA, CSG, ACC This is how you want your name to appear. You may use nicknames, suffixes or titles, like "Jr.", "Ph.D.", "M.S.", etc.
*E-mail Address: joy@empyrealconing.com
*Verify E-mail Address
Website: http://www.empyrealconing.com/
Referred By: Joy
Company Name: Empyrealconing
Mailing Address: P.O. Box 70956
City: Sunnyvale State/ZIP: CA 94086
Home Phone: (xxx) xxx-xxxx (408) 774 - 0910
Business Phone: (xxx) xxx-xxxx (408) 774 - 0910
Cell Phone: (xxx) xxx-xxxx (408) 420 - 0325
FAX: (xxx) xxx-xxxx () - -
Social Network Links
http://www.facebook.com/joybonham
http://www.linkedin.com/in/joybonham

On the member contact form, you can update your personal information. Business phone, mobile phone, facebook, website, email, etc.

There are many options for setting up your profile. If you have any questions or need assistance, please contact member services.

Step 4b: Create your Associate profile.

The Associate profile page is where you enter key attributes about your company (associate_profile.php).

Associate Profile: Empyrealconing
The following information (*) is required to featured your profile on SoulFriends.

Share my Profile on SoulFriends: Yes No

Search Keywords: ontological career group team organizations

Your offerings message: Three bullet points about you or your org of NOT MORE THAN 150 characters each.

*Bullet point 1: (150 char) The Ancient Greeks called the highest heaven: Empyrean. It was considered a realm of pure light.

Bullet point 2: In coaching, we bring conversation to the light of the present moment, while acknowledging the past and looking into a future of mindful creation.

Bullet point 3: Within each of us lies the desire to find meaning beyond the moment, to discover our true selves, to grow our relationships, our work and joyfulness.

Personal Message: (250 char) Empyrealconing focuses on providing positive human and organizational development, focusing on small companies, teams or groups.

Testimonial: (250 char)

Other: (250 char) Visit our website to learn more about our organization.

Enter keywords for searching and accessing your products. Enter your offerings message. The first bullet point is displayed on the home page under your photo.

Enter any testimonials about your product.

(Associate profile continued ..)

Specializations:

Spirituality Psychology Life/Personal
 Religion Health & Wellness Community

Niches: (limit 25)

Addiction Eco-psychology Mormon Sankhya Yoga
 African Spirituality Eco-spirituality Music Self help
 Agnostic Education Mythology Seniors
 Alchemy Enneagram Native American Shamanism
 Animals/Pets Esoteric Nature Shinto
 Anxiety Family NDE Sikhism

Click "Submit" to Save your membership information.

If you have a photo to accompany your profile, you can upload it here. There are size limitations. A jpeg or gif image with a width and/or height of 100-150 pixels works best.

Select the areas of focus for your services or products. We have six areas of specialization and over 60 niches to choose from.

(You are limited to 20 niches.)

Click the Submit button once you feel your profile is complete. You can save (submit) and edit your profile as often as you like.

Step 4c: View your Associate profile.

You can preview your public profile page. You must set the 'share profile' flag to Yes for visitors to view your SoulSage profile.

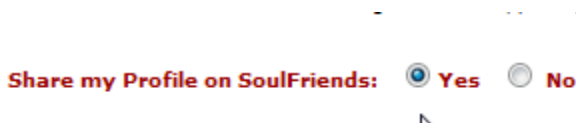


Click view my Associate profile from the Member Portal page.

Note: The current version of SoulFriends has two profiles, one for the SoulCircles (forums and blogs) and one for you Associate profile listing. The two profiles will be consolidated into one the Summer of 2011.

Step 5: Share your profile.

If you are happy with your profile, click the Share option button on the SoulSage profile page.



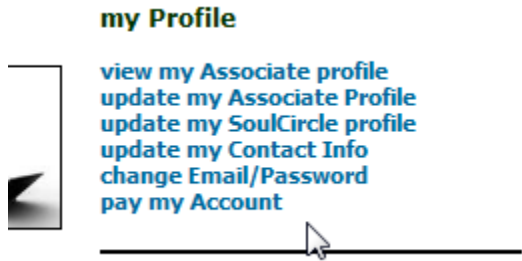
Click **Yes** to share your with the public. Your profile cannot be viewed by SoulFriends visitors if Share my profile is set to **No**.

Step 6: Associate Verification.

When you share your profile, a message is sent to Member Services. The SoulFriends team reviews your profile and verifies that it meets the minimum requirements for publication on SoulFriends.

Step 7: Pay your Fees.

The last step is to pay your advertising fees.



my Profile

- view my Associate profile
- update my Associate Profile
- update my SoulCircle profile
- update my Contact Info
- change Email/Password
- pay my Account

Pay Fees


Pay your fees on-line conveniently and safely via PayPal's secure server!

ADVERTISING FEES \$150

Through June 1, 2011, we are offering a "buy 3 months, get 3 months free" special on Associate Member advertising (which means a 6 month advertising package for the unbelievably low price of \$150). Enter promo code: NLE2011. To learn more about the benefits of becoming a SoulFriends Associate please refer to the [benefits](#) page.

Advertising promo code:

Pay Now




SETUP FEE \$25

If you would like assistance with setting up your profile, or would like the SoulFriends Support team to do this, we offer this service for a one time \$25 fee. If you decide (or have decided) to do this, please select this payment option.

Setup promo code:

Pay Now



Clicking on one of the PayPal PayNow buttons above will take you to a PayPal page where you will be able to pay your fee. Paypal will email you a receipt for the transaction. Please note that after making your payment it could take up to one full business day for all the appropriate changes to be reflected within your SoulFriends account.

From the Member Portal page, click **pay my Account**.

You will be taken to the Pay Fees page.

On the Pay Fees page, click on the Advertising Fees Pay Now button.

If you have a promo code, please enter in the textbox to the left of the Pay Now button.

(Visit our Special Offers page for any promotions SoulFriends might be offering.)

If you would like someone from SoulFriends to set up your initial profile, click on the Pay Now button in the Setup Fees section.

SoulFriends

Descriptions	Amount
AdvertisingFees_for_Member_29 Item price: \$150.00 Quantity: 1	\$150.00
Item total	\$150.00
Total \$150.00 USD	

When the Pay Now button is activated, you will be taken to a PayPal page with the appropriate fee present for payment.

If the amount is incorrect, please contact Member Services.

Step 8: Associate Publication .

When your fees are paid, the Member Services is notified of the payment. Soulfriends will flip the switch and your profile will be featured in our listings and on our home page.

Step 9: Associate Features.

After verification, many options and features of SoulFriends become available.

my Contributions

[update my Blog](#)

[add a SoulSeed](#)

[add an Event](#)

[add a Special Offer](#)

[update a Special Offer](#)

All Associates have a blog available to them on SoulFriends. If you already have a blog elsewhere, we encourage you to re-post your entries here.

If you have a special offer, you can add it to SoulFriends. It will appear on your profile page and will also get mentioned on the home page.

If you have any questions or have difficulties in creating your SoulSage profile we encourage you to contact Member Services or the Webteam.

And once again, Welcome to SoulFriends!