



HOW TO PROCESS ORDERS FOR THE UNITED STATES IF YOU ARE IN ANOTHER COUNTRY THE ORDER PROCESS

1. PAY IN FULL (PAPERWORK)

When someone pays in full on a debit or credit card

This is done in your BACK OFFICE

www.enagicwebsystem.com (your upline will help)

- Log into your Back office account
- Click Distributor Area
- Click “Enagic Forms”
- Clicking “Single Payment for Distributors”
- Download the following
 - Product Order Form & Distributor Application
 - Return Policy (Dated May 1, 2021)
 - W-9 Form

- Once downloaded, go back to the Distributor Area
- Click “Tax Calculator”
- Select the product they are purchasing
- Input their home address on the right column
- Select Single Payment (above address)
- CLICK “CHECK TAX”
- Input the information above onto the paper order form (this can all be done digitally via PDF software)

SUBMIT all orders to the following email

goc.usa@enagic.co.jp

CONTACT your upline for Assistance until you can do it independently!

2. ENAGIC FINANCING(PAPERWORK)

When someone does Enagic Financing they will submit their order via paperwork.

This is done in your BACK OFFICE

www.enagicwebsystem.com (your upline will help)

- Log into your Back office account
- Click Distributor Area
- Click “Order Forms”
- Clicking “Enagic Financing for Users/Distributors”
- Download the following

- Product Order Form & Distributor Application
- Return Policy (Dated May 1, 2021)
- W-9 Form
- Once downloaded, go back to the Distributor Area
- Click “Tax Calculator”
- Select the product they are purchasing
- Input their home address on the right column
- Select the # months for finance (above address)
- CLICK “CHECK TAX”
- Input the information above onto the paper order form (this can all be done digitally via PDF software)

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