

## **How to log into my back office**

My Video Talk.com

Click your country

Click login at the top right

Enter your user id and password

Click login

## **How to Edit Sponsor Placement**

In the back office, click “personal information”

Click “Preferred Placement Settings”

Select your leg preference

Click “Save”

## **How To Upload a Photo of Yourself to Your Rep Site**

In the back office, click “personal information”

Click “Edit Profile Image”

Click “Choose File”

Click “Save New Image”

## **How to Open a Global Support Ticket**

Log into your back office

Click “Global Support” link on the left of the page

Click “Submit Ticket”

Select your topic and follow the prompts

## **How to Find Training Videos on our Products through your back office**

Log Into Your Back Office

Click "Online Training Center"

Click "Training Videos", the third link down on the left column

## **How to sign someone up**

Check your genealogy placement before you do

Then, go to the home page of your myvideotalk.com site

Click your country

Click Join

Curser all the way to the bottom of the page and click "Join Now"

Enter your rep ID

Choose your language

Verify the sponsor and placement by looking at the Sponsor information on the sign up form

Follow through the rest of the steps as prompted

## **How to Order Business Cards and Drop Cards**

Go to [www.mvtcards.com](http://www.mvtcards.com)