# How to enroll as a new Bomb Party Rep

- Where to enroll
  - Visit your Party Rep's Bomb Party website. Click on "Why Become a Rep" in the menu. Scroll to the bottom of the "Why Become a Rep" page.
- Click the "Sign Up Now" button, which will take you to the page to choose your starter pack.
- Select the starter pack that best suits your needs and click "Add to Order" under that product.
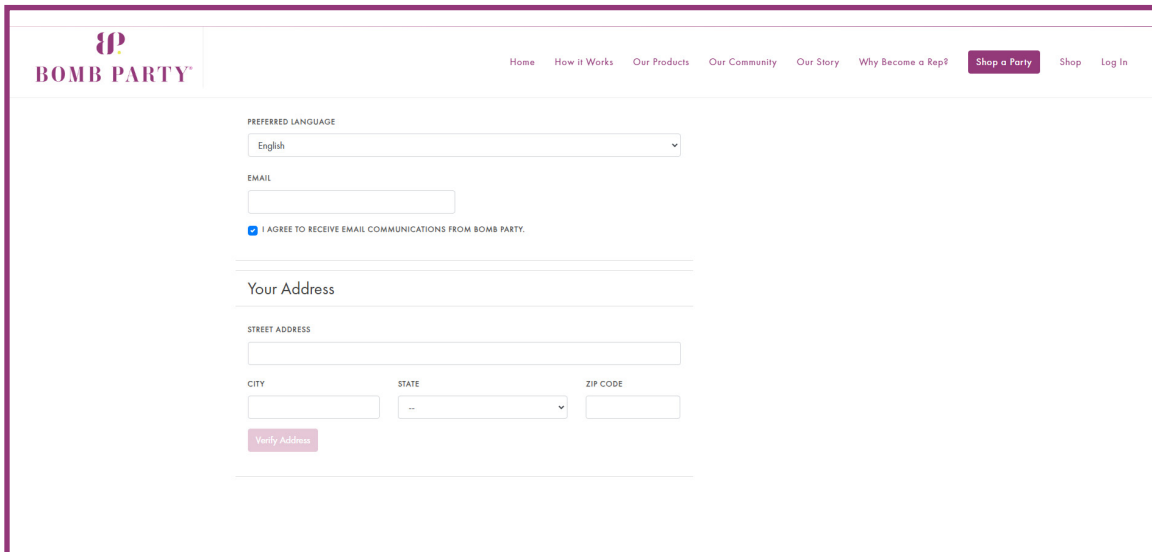 - Click "Continue" at the bottom of the page to go to the checkout page.
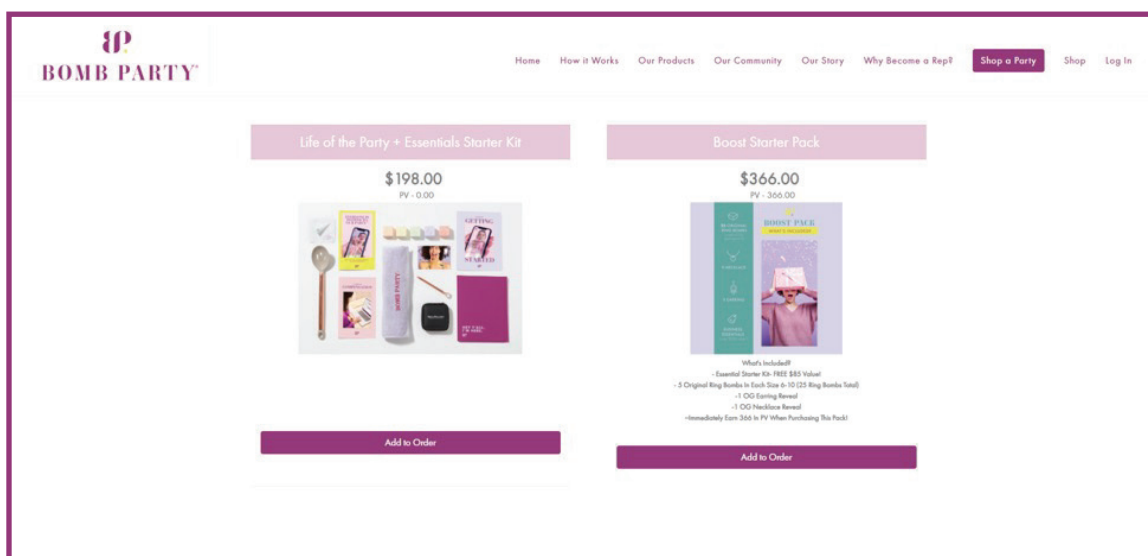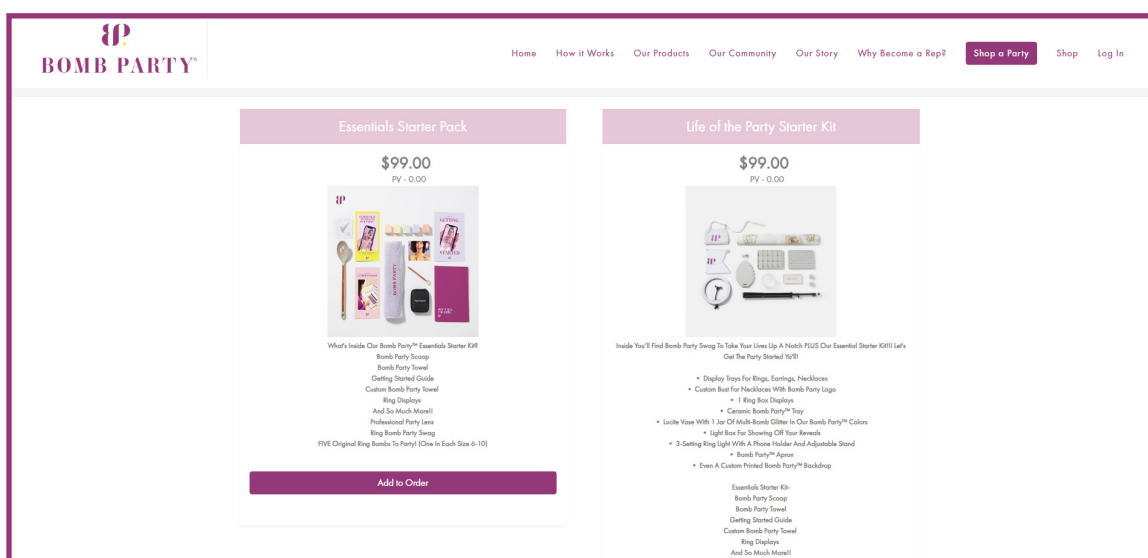
- Enter your enrollment information.
  - Review the "Your Sponsor" section.
    - If the Sponsor shown is not the Bomb Party Rep you would like to sign up with, click the "Not Your Sponsor?" link and use the search box to find the Rep you're looking for.
      - You can search via the "Find a Bomb Party Rep" pop up window by entering their Rep ID, first or last name, or zip code.
  - Your Order Summary will show your selected starter pack and enrollment subtotal.
  - Enter your personal information.
    - First, middle, last name
    - Birthday
    - Phone numbers: a primary or mobile phone number is required; entering an alternate phone number is optional.

- Preferred language
  - Select English or Spanish.
  - Note that choosing your preferred language will not translate the Bomb Party websites or documents. The selection serves as a reference to help Bomb Party best accommodate Reps, based on their preferred language.
- Email address
  - Enter the email address you would like to receive correspondence to and from the Bomb Party Home Office.
  - You must click the checkbox for "I agree to receive email communications from Bomb Party" to receive those important emails.
  - If you choose not to subscribe to Bomb Party emails, you WILL miss out on important correspondence. Bomb Party cannot be held responsible for undelivered emails due to unsubscribing or spam/junk filters.
- Enter your main address in the "Your Address" fields.
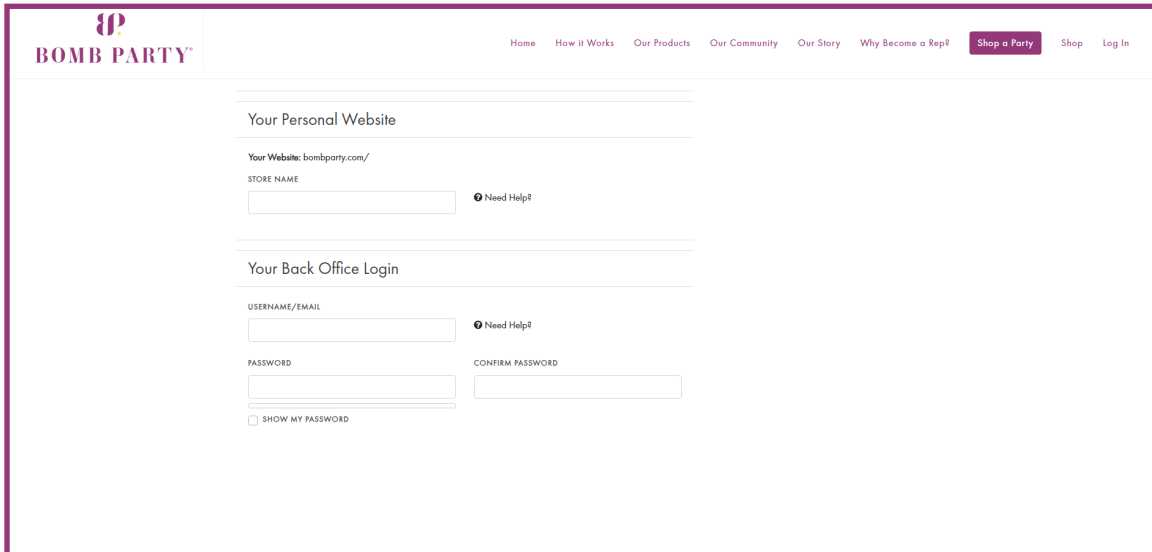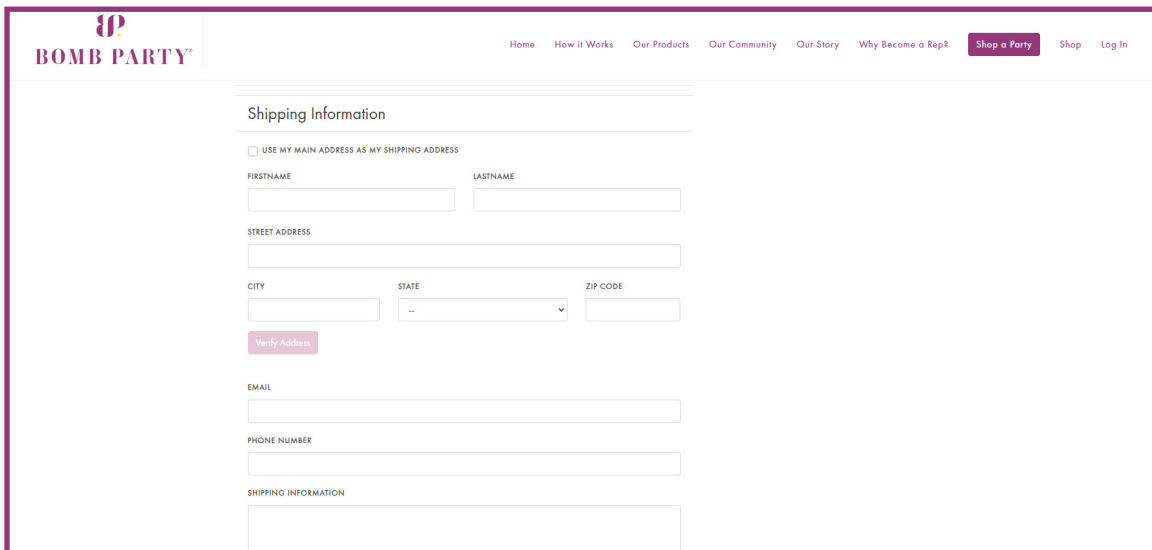- Click the "Verify Address" button to confirm.

- Your Personal Website
  - Choose a unique store name for your Bomb Party business. Make sure your store name doesn't contain any spaces or special characters and is at least 3 characters long.
  - For example, if you want your store name to be "Sally Sells Pretty Jewelry," enter "sallysellsprettyjewelry" in the field. Your unique URL would then be "bombparty.com/sallysellsprettyjewelry."
  - The system will check for duplicate names and let you know if the name you've entered is available.

- Your Back Office login
  - Your login email address will be the same as you've entered in your Personal Information.
  - Enter and confirm your password. For security, choose a password that uses a mixture of uppercase, lowercase, numbers, and special symbols.
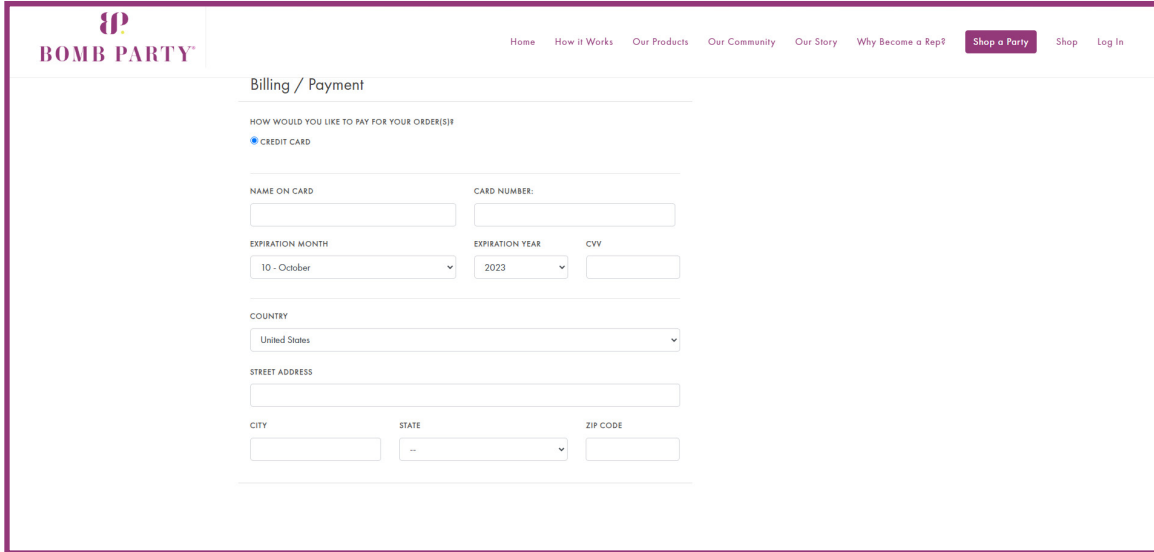

- Shipping Information
  - By default, the checkbox for "Use My Main Address as My Shipping Address" is already selected.
  - If you want to ship your starter pack to a different address, deselect the box and enter your information

- Billing/Payment
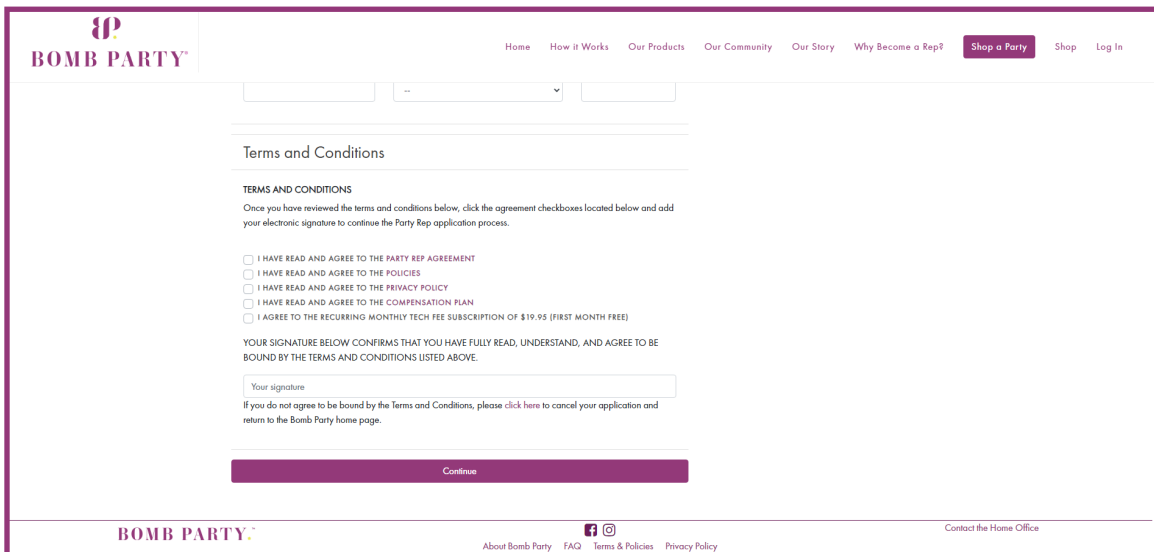 - Enter your billing information for your Starter Kit payment by following the instructions on the page.

- Agree to the Terms and Conditions
  - You will need to review the following documents and agree to the terms laid out in each by clicking the checkboxes next to each item.
    - Party Rep Agreement
    - Bomb Party Policies
    - Privacy Policy
    - Compensation Plan
    - Recurring Monthly Fee (Your first month will be free.)
  - Type your name as your electronic signature and click "Continue."

- Review your order
  - Check your shipping address and payment method. Edit if necessary.
  - Review your purchase:
    - Starter pack options
    - Tech Fee will automatically be added to the enrollment process.
  - Review your Order Summary
    - Enter and apply coupons if applicable.
  - Click the "Complete Enrollment" button.