

Webcenter Owner's Manual

Congratulations! If you are in receipt of this manual, you are the proud owner of a lucrative Webcenter. Look forward to helping people make their cyberspace entrepreneurial dreams come true.

Your Webcenter Owner's Manual guides you through three areas of your Webcenter:

- 1.) Creating Your Webcenter
- 2.) The Functionality and Administration of Your Webcenter
- 3.) Conducting Business with Your Webcenter

To get started, it is simple, just follow these directions:





I. CREATE YOUR WEBCENTER

1.) Login to your computer, log onto the web and type in the address: www.mawebcenters.com.

2.) Click on "Activate your MA Webcenter".

3.) Enter your Rep I.D. number in the box that says: "Enter your Rep I.D. number here".

4.) This will take you to a form where you fill in your personal information. When you have filled out all the fields in the online form, click the "SUBMIT" button.



Market Ame kevin mclaine 33 West Rd TO, CA 91361 333 4 Resource Center About Us	rica Webcenter 44 5555 dogdollar@hotmail.com Contact Us Home	Independent Distributor		
My Webcenter makes e-commerce easy Build your website Site Features Discover Sample Sites Register Your Domain Test Drive Your Domo Site Site Owner Login Administration	Webcenter has been created Sitename is: marcashley2 Password is: marca Continue to fill out the payment Contin	info for recurring billing.	•	 5.) Your Webcenter will then be generated (it might take a few minutes). A page will come up with your site name and password. 6.) IMPORTANT: Write down your site name and password for future reference. You will need these codes to administer your Webcenter. Note: Your password is the first 5 letters of your site name.
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My Webcenter makes e-commerce easy	All transactions are processed over a sect Market America Secure On-Line Pa Here is the information we found of	ure, encrypted Internet connection. yment System n your webcenter		
Build your website Site Features Discover Sample Sites Register Your Domain Test Drive Your Demo Site	Company Name: Webcenter Name: Address: City: State: ZipCode:	janesmoth 333 West Rd To AK 91361		
Site Owner Login Administration	Is this your we	bcenter?		



Market Ame Marc Ashley 3333 West Rd Greensboro, NC 303	rica Webcenter		
My Webcenter makes e-commerce easy Build your website Site Features Discover Sample Sites Register Your Domain Test Drive Your Demo Site	All transactions are processed over a secure, encrypted Internet connection. Market America Secure On-Line Payment System Please select a method of payment. Credit Card ACH (Debit on Checking or Savings Account) Continue		
Site Owner Login Administration		L	7.) To set up Webcenter Hosting choose credit card or checking account.
Market Ame Marc Ashtey 3333 West Rd Greensboro, NC 30 Resource Center About Us My Webcenter makes e-commerce easy	All transactions are processed over a secure, encrypted Internet connection. Market America Secure On-Line Payment System Company Name: Webcenter Name: marcashley2		8) Enter your credit card or checking account information, check the box (down below) and then click the "ACTIVATE MY WEBCENTER BUTTON"
Build your website Site Features Discover Sample Sites Register Your Domain Test Drive Your Demo Site Site Owner Login Administration	Please enter your credit card payment information. - Credit Card Payment Information - Credit Card Number Credit Card Type: Visa Expiration Date: 01 2001 Billing Name: Billing Address: Billing Address: Billing City: Billing City: Billing State: Billing Zipcode: Hosting Fee: \$34.99 Market America Terms of Service for Website Design and Web Hosting By submitting my credit card information, I am confirming that I have read the above referenced Market America Terms of Service for Website Design and Web Hosting and I agree to the terms and conditions set forth therein. Active My Webcenter		







YOUR WEBCENTER OVERVIEW



A1, A2 - **Resource Center / Grow Your Business:** You and/or your customers clicks here to find a multitude of marketing tips as well as other valuable business information.

B - About Us: Your customer clicks here to learn all about you and the website technology you offer.

C - **Contact Us:** Your customers clicks here to go to a feedback form that sends you requests for help, etc. This information is sent to the e-mail address that you input in your account information.

D1,D2,D3- **Build your Website:** You or your customer clicks here to build a website (see "Creating Demo Websites" in section III. CONDUCT BUSINESS for details).

E - Site Features: Your customers click here to find out about all the features included with their website.

F - **Discover**: You and your customers click here to discover the answers to Frequently Asked Questions and Questions about E-Commerce.

G - Sample Sites: You and your customers click here to see a portfolio of sites built by other customers.

H - **Register Your Domain:** You and your customers click here to research available domain names and register the name(s) of your choice (see "Sell Domain Names" in section III. CONDUCT BUSINESS for details).

I - **Test Drive Your Demo Site:** Your customer clicks here to view their Demo Website (see "Creating Demo Websites in section III. CONDUCT BUSINESS for details). Note: Your customer's default domain name is http://www.mawebcenters.com/websitename (their website name).

J - **Site Owner Login:** Your customer clicks here to login with their website name and password and make modifications to their website (see "Creating Demo Websites in section III. CONDUCT BUSINESS for details).

K - Administration: This is your Webcenter Administration area (see section II. FUNCTIONALITY/ ADMINSTRATION).



Market America Webcenter Main St AMERICA NC 050442 (555)333 4545 dogdollar@hotmail.c Webcenter Administration Page My Webcenter akes e-commerce easv Website Builder / Customer Administration Click Here To Build And Administer Your Customers' Websites Build your website Site Features Webcenter Modifier Discover Sample Sites Modify Your Webcenter Register Your Domain Test Drive Your Demo Site Site Owner Login Webcenter Reports Administration Account & Revenue Accruals

II. FUNCTIONALITY / ADMINISTRATION

To modify or view information on your Webcenter do the following:

1.) Click on the ADMINISTRATION button.

2.) You will be asked for your user name and password. Type the codes in and click "Login".

3.) You will be taken to another page that says "Click Here to continue". Follow this instruction.

- 4.) This leads to the Webcenter Administration page where you are given the choices of: Website Builder/Customer Administration (to view list of your customers' websites and build websites) Webcenter Modifier Webcenter Reports
- 5.) Click on the "Website Builder/Customer Administration" button.





Set (BV) Business Volume Placement

This is where you enter your placement ID# and default extension for properly placing BV credits for products sold from your Webcenter.

Set Default Pricing For Products

This Admin tool allows you to set the pricing for each product that your Webcenter sells and displays that pricing to your customer.



Discover

Sample Sites

Register Your Domain Test Drive Your Demo Site

Site Owner Login

Administration





Build your website

Register Your Domain Test Drive Your Demo Site Site Owner Login

Site Features

Administration

Discover Sample Sites

Set Default Prices

Setup Fee 299.95 Hosting Fee 99.99 Cmonthly Cannual Cbiannual Cdirect Domain Fee 199.95 for 5 years

Your Defaults are set as: Setup: 299.95 Hosting: 99.99 Domain: 99.95

Set New Defaults

Back to Webcenter Admin



Market Americ Marc Ashley 2222 Main St. Greensboro, NC 050442 Resource Center About Us Co	Ca Webcenter ? (555)333 4545 dogdollar@hotmail.com ontact Us Home	And Particle States Constraints
My Webcenter makes e-commerce easy	Edit Personal Inf *Required Fields	Î0
	*First Name: www.isitepros	
	Last Name: .com	
Build your website	Company Name: A@E Tech	
Site Features	Address: 1745 Stoney Brook	
Discover		
Sample Sites		
Register Your Domain		
Test Drive Your Demo Site	City: Alpharetta	
Site Owner Login	Zip: 30005	
Administration	Phone Number: (770)205-4200	
	Fax Number: (770)844-5000	
	Email Address: adam@yahoo.com	

Back to Webcenter Admin

EDIT PERSONAL INFO

 home page. Your picture will automatically be sized to fit the specified area. 	• This is where you upload a picture of yourself to post on your Webcenter	Market America Webcenter Marc Ashley 222 Main St. Resource Center About Us Contact Us Home My Webcenter makes e-commerce easy Belect your picture by clicking on the "Browse" Button then click on "Upload" to transfer your image to your Webcenter.
• Your picture will automatically be sized to fit the specified area.	home page.	Build your website Your picture must be either a gif or a jpg.
to fit the specified area.	• Your picture will automatically be sized	Site Features Upload
	to fit the specified area.	Register Your Domain
Note: Your image must be in .jpg or .gif format.	Note: Your image must be in .jpg or .gif format.	Site Owner Login Administration

Note: Whenever you make changes to your Webcenter, when you return to view your Webcenters, hold down the SHIFT key and click on your REFRESH or RELOAD button on your Browser to see changes.



1) Market America Webcenter Marc Ashley 2222 Main St. Greensboro, N.C. 050442 (555)333 4545 dogdollar@hotmail.com Resource Center L About Us I Contact Us I Home Independent Distributor	2a) Market America Webcenter Marc Ashley 2222 Main St. Greensboro, NC 050442 (555)333 4545 dogdollar@hotmail.com	Independent Distribut
My Webcenter makes e-commerce easy	My Webcenter makes e-commerce easy Claim your stake to your .com company	ept Credit Cards online today (learn more)
Build your website Enter domain names : Site Features www. Discover www. Sample Sites www. Register Your Domain www. Test Drive Your Demo Site www. Site Owner Login Submit Add Another 5 domains	Build your website You have not entered any available or valid domains. Site Features Discover Discover Sample Sites Register Your Domain jimsmithwebcenter.com - This domain has already beer Test Drive Your Domoin Back Site Owner Login NOTE: Some Browsers are do not support domain natcharacters	1 registered. mes longer than 26
Please note: The total length of a Domain Name may be up to 63 character, (67 including the "3 letter" top-level domain extension, i.ecom or .net) The only character allowed in a Domain Name are letters, numbers, and the "dash" (-). A Domain Name cannnot begin or end with a dash.		
2b) Claim your stake to your .com company	3) Claim your stake to your company All fields are required	redit Cards e today learn more
Check the domains which you want to register or transfer.	Customer Info	
	First Name	
After you have finished the process, you	Last Name	
must complete transfer with your registrar.	Company Name kevin	
Submit	E-mail Address	
Back NOTE: Some Browsers are do not support domain names longer than 26 characters	Address	
Click here for information on transfering your domain	Company City to	
Once note for information on a sustering your dollially	Company State California	
	Company Zip Code 91361	
	Phone Number 333 333 3333	

	Payment Info	
	10 years \$349.95 per domain 💌	
Reset	Register Domain Name(s)	

REGISTER YOUR DOMAIN NAME

Here you can find out if the domain name of your choice is available for your Webcenter, register it and have it point to your Webcenter (to sell a Domain Name or buy additional domain names, that point to somewhere other than your Webcenter, see "Sell Domain Names" in section III. CONDUCT BUSINESS for details).



Sales Report: Reports on all transactional activity relating to site purchaces.

A:

Recurring Billing Report: Reports on all transaction activity relating to recurring/rebilling.

Domain Purchase Report: Reports on all transaction activity relating to Domain Purchases.

Credits Report: Reports on all credits made through manual billing system.

Reseller Payment Report: Reports on all payments due to a reseller.

C: Transactions Report: Site Creation

Return to Main Merru

B: Transactions Report: Site Creation

 Select Date:

 From: January
 18 • 2000 •

 To:
 January
 23 • 2001 •
 Search
 Filter:
 All •

Select Date: Freme: January x 11 x 2000 x Te: January x 23 x 2001 x Search Filter: Al x

Site Creation Purchase Report For Period: 2000-01-18 to 2001-01-23

Site Creation Purchase Report For Period: 2000-01-18 to 2001-01-23

Date Site Name Company Contact Type Status Auth Code Setup Hosting Domain Ecommerce Amount

Sub Totals:	(0)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Total (0)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	EC (0)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Holds	CC (0)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Total (0)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	EC (0)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Pending	CC (0)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Total (0)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	EC (0)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Errors	CC (0)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Total (0)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	EC (0)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Declines	CC (0)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Total (0)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	EC (0)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Approvals	CC (0)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00



III. CONDUCT BUSINESS



You make money four ways with your Webcenter:

- 1. Sell Websites ("Build Your Site" button or "Webcenter Builder" button on your Webcenter Adminstration page)
 - 2. Sell Hosting Services (automatically with the websites you sell)
- Sell Domain Names ("Register Your Domain" button)

4. Sell Merchant Accounts ("Accept Credit Cards" button)

Your customers can click on the button of their choice and fill out the online forms that takes them to their purchase.

Creating Demo Websites:

1.) To create a demo website for a prospective customer, you or your customer, clicks one of the three "Build Your Site" buttons on your Webcenter home page (or you can build a site through your Webcenter administration area clicking on "The Webcenter Builder" button).

2.) This leads to a form titled: "Tell Us About Yourself". You or your customer will fill out the form, including choosing the customer's specific business industry (there are over 265 choices).



* Form fields marked with a red asterisk are required

Tell us about yourself **Company Name :** • Accounting **Business category** : **Reseller ID :** Identification Record : First Name : Last Name : Address : City : Zip Code : State : Alaska • Country : United States -Email Address : Phone Number : Please include times when it will be convenient Times to Call : for you to speak with a Consultant * Submit



3.) You or your customer will then be taken to a screen that reads CONGRATULATIONS! Scroll down to the bottom of this page where there is a sentence with the new website name and password (in red). Your customer should record these codes. These codes are necessary to login to the administration portion of their website. You as the Webcenter owner will receive an e-mail announcing that you have a new customer.

4.) Now you and your customer can click on the words "Test Drive Your Demo Site" (either the text, in blue, at the bottom of the "Congratulations" page or the "Test Drive Your Demo Site" button on your Webcenter). Then type in the customer's site name (and click the "Go to Site" button) that leads to the home page of the customer's website. Now the two of you can view the site (note: sometimes generating a website may take a minute or two and demo sites are live for ten days).

5.) To login and modify the site click the "Modify Site" button on the demo site or the "Site Owner Login" button on your Webcenter. This leads to the "Site Owner Login" page where you or your customer enters the website name and login and leads to the "Page Administration" page.







HOME SITE MODIF	TER SHOPPING CART TOOLS CONTACTS STATISTICS COMMERCE								
	Color Scheme								
Calar Sahamar									
Color Scheme:									
	Flash Page								
Which Flash Pag Text on Flash Pag	ge would you like to use? Black with Flying Lines								
Enable/Disable :	Enable 💌								
	The followings are the META tags on your page.								
Title Keywords									
Description									
	Image Set								
Image Set	Image Set 4 View/Select Image Set								
Button Name:	Home Custom:								
Text:	Gome are the days of straight number crunching. Today's successful accountants not only give you numbers, they also suclease that the numbers mean to you, your business and your family. We work with our clients to shape events that could happen, not just record what has happened.								
Enable/Disable:	Enable 💌								
Patter News	Page 2 Info								
Button Name:	About US Custom:								
Text:	In today's competitive environment, you need an accounting firm that can help during each stage of your company's life. You need a firm that can understand your unique needs and help you reach and surpass your goals.								
Enable/Disable:	Enable 💌								
Button Name:	Page 3 Info								
	<pre>In our never-ending quest to serve you to the fullest,</pre>								
Text:	of your problems or concerns. In fact, even if you were completely satisfied, we would love to know! Your thoughts and suggestions enable you to make us the absolute in on- line service!								
Enable/Disable:	Enable 💌								
Button Name:	Feedback Custom:								
Text:	<pre>We are committed to providing you with exceptional service.</pre>								
Enable/Disable:	Enable 💌								
Putton N	Page 6 Info								
Factor Marine:	Employee of the Month								
Text:									
Enable/Disable:	Enable -								
Button Name:	Promotional Items Custom: Promotions								
	Promotional Items								
Text:	2								
Enable/Disable:	Enable V Page 8 Info								
Button Name:	FAQ Custom:								
	<pre><h3><& NAME=top>FAQ's</h3><& HREF=#cc>Which credit cards do you accept? <!-- HREF=#cancel-->Can I cancel my order?</pre>								
Text:	I canceled my order but I haven't received a credit yet. How long do credits take?								
Text:	<a heff#gredit="">I canceled my order but I haven't received a credit yet. How long do credits take?<!--/--> <!-- HEFF#freturn-->Can I return an item that is damaged, Enable								



7.) From here you and your customer can click on the "Site Modifier" tab that leads to the "Simple Admin" where the two of you can edit the website by entering and choosing elements (see Website Owner's Manual for full instruction and details).

8.) Your customer's Demo Site is timed. They have 15 days to experiment with it. After 15 days the site will be disabled. Within those 15 days, if your customer chooses to purchase the site, your customer clicks on the "ACTIVATE SITE" button on their Demo Site. This leads you and your customer to a form that either of you can fill out (and "SUBMIT"). The form includes the customer's credit card or checking account information.

IMPORTANT: Your customer is responsible for inputting the price of the site. You can sell the site at 6 **EXACT** price points. These price points are also "**Unlock Codes**". If your customer types in the wrong price (one cent less or more), the form will not submit and you will not make the sale.

"The default price points are located in the "Set Default Pricing for Products" section of your webcenter administration"



Sell Domain Names



Click here for information on transfering your domain.



4.) You or your customer is then taken to a form that includes payment method and the quantity of years (with prices) your customer wants to register the name for. The form is filled out and submitted. The available name will be registered and pointed your customer's website.

Claim your stake to your

.com company



All fields are required **Customer Info** First Name Last Name Company Name Kevin E-mail Address 333 West Address Company City ТО -Company State California 91361 Company Zip Code Phone Number 333 333 3434

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Accept Credit Cards

learn more

online today

Payment Info					
	10 years \$349.95 per domain 🔽				
Reset	Register Domain Name(s)				









Change defines today's business climate. If you're not moving towards technology, you are most likely falling behind. The Internet is revolutionizing the way business gets done. It's not just about websites. It's about the creation of E-commerce. If a business doesn't have an Internet address, no one will come knocking.