

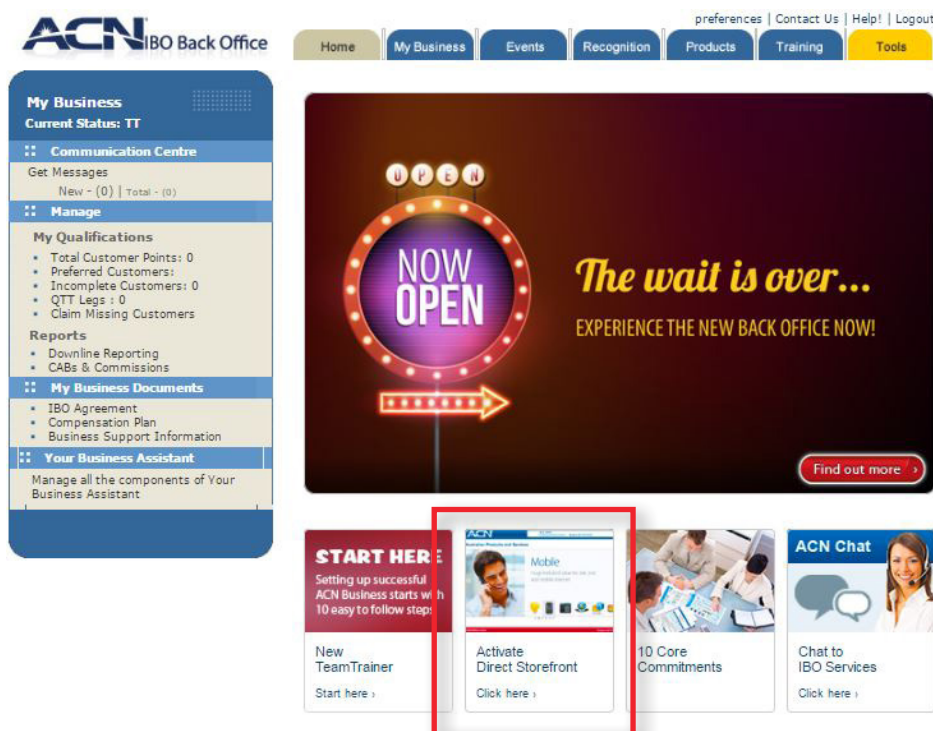
# Activating Your Direct Storefront

13 April 2017

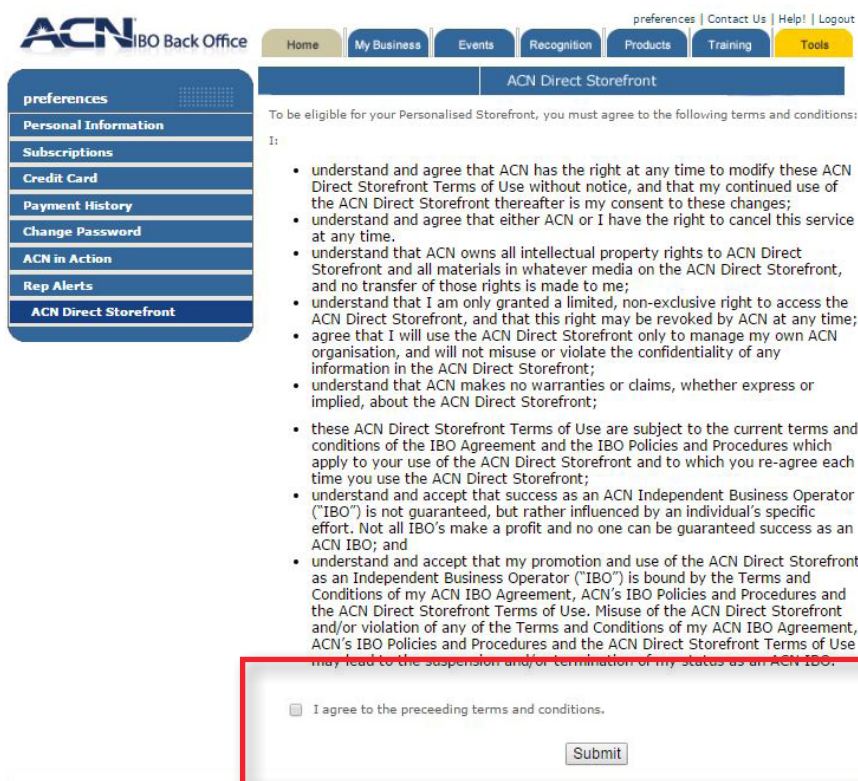


When you have signed up to become an ACN Independent Business Owner (IBO) you will be directed to your Back Office to Activate Your Storefront.

1. Click the Activate Direct Storefront button under the main banner.



2. Please read and agree with the Storefront Terms and Conditions and then select the checkbox and click the Submit button.



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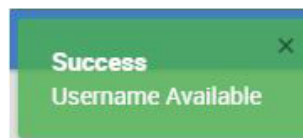
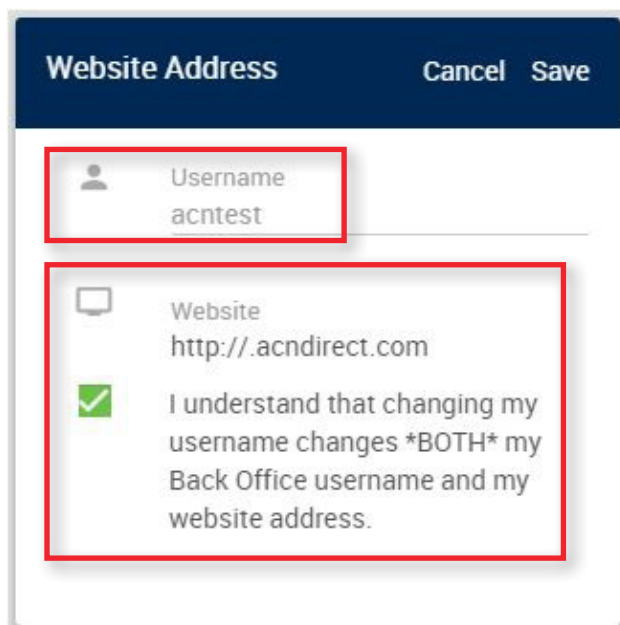


- Click the Submit button to activate.

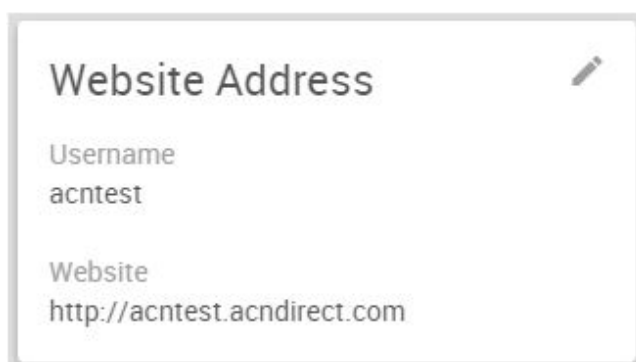
- You will come to the Settings Page on the new Back Office.
- To edit your personalised URL for your Storefront website, click the small pencil edit button in the top right corner of the Website Address box.

- You will see your Business ID in the Username field.
- Select your Business ID and delete it from the Username field.

8. Input your preferred Username to create your personalised Website Address and click the checkbox to confirm you understand that this will change your Back Office username and your website address.
9. If your preferred personalised Username is available then you will see this Success green box on the top right of the page. If your Username is unavailable you will see a red box and will have to try a different Username.



10. When your Username is successful, it will populate in the Website URL below.



**NOTE:** It may take up to 24 hours for your website to be active and available for you to send out to prospects and customers. In this time you can still sign up prospects and customers by visiting [acnpacific.com](http://acnpacific.com) and making sure to use your Business ID in the Business ID fields.