

GETTING STARTED

New CEO Checklist

Welcome to via**ONEHOPE**! This checklist will guide you through the first steps you should take to get started. Also, be sure to familiarize yourself with all things via**ONEHOPE**.

Personalize Your Website

Upload a picture, edit your personal profile and set up your unique URL in the Back Office under Main Menu > My Profile > Personal Website.

Create Your Hyperwallet Account

Be sure to register with our partner Hyperwallet so you get paid on time. You can do this in the Back Office under Commission Tools > Enter Hyperwallet Information. Create a profile name (this can be anything, such as your personal name) and click “Create Profile.” Then, click “Edit Profile” and type in your Dealer ID (this is your 6-digit CEO number). Save the changes, then click “Activate Profile.”

Order Business Cards and Supplies

Visit the “Downloads & Links” page on VIA U to find the Vistaprint link where you can order cards with custom VIA templates.

Create an Email Signature

Visit the “Email” page on VIA U for instructions on setting up your custom signature. Also consider changing your outgoing voicemail message.

Submit Your W9 Form

Download and fill out the W9 form on the “Legal & FAQ” page of VIA U. Email the completed document to accounting@onehopewine.com.

Browse VIA University

VIA U is your one-stop shop for training and resources. Visit the training section for tips on how to get started. Go to the “Education” page for tutorials on our wine and other products, plus discover tips and resources for booking and hosting tasting events, and learn how you can build a team.

Schedule Your First Coaching Call with Your Upline

Your upline mentor is your best resource as you start out. Be sure to schedule a check-in call within your first 10 days to discuss the following topics:

- How to navigate the Back Office and VIA U
- How to close out a party in the Back Office
- How to place an order, both on the storefront and in the Back Office
- Create your 60-day action plan to earn your Fast Start Award
- Understand how you earn and redeem reward points

Get Familiar with the Fast Start Program

The first 60 days in your business are the key to your success. Mark your 30-day halfway point on your calendar and the end date for your Fast Start (60 days from your sign up) so you can strategically schedule tasting events. Remember to hit your 6-1-3: hold six qualified events, sign up one qualified CEO, and enroll three customers in the AutoSIP program to earn your exclusive Fast Start Award.

Read through the FAQ and Terms & Conditions

Get to know the brand and become familiar with the policies and procedures regarding via**ONEHOPE**. You can find these documents on the “Legal & FAQ” page of VIA U.

Don't Miss the Next Training or Opportunity Call

Join the monthly training and opportunity calls so you are up to date on the latest and greatest! You can access the audio files to previous calls on the “Call Recordings & Webinars” page of VIA U.