

Welcome to Quatro Worldwide.

When logged in as a Member, you will notice the new Members tab bar appear as shown below. Here you will be able to access all features in your Personal Webpage.



Newsletters

We like to ensure our Members are kept up-to date with information; we have to offer. The Newsletter, informs Members of what is currently happening, any new events, or new products and services we have to offer and any other information. This will be placed within this page from now on and not emailed out, we advise all members to check back for regular updates.

E-Shop

The Quatro E-Shop, tab will direct you to a separate website <http://www.quatroeshop.com/> where you can view more information about the Medicare product range and other Quatro branded items we have to offer and an opportunity to purchase these products.

Q-Coin

For more information about how the Q-Coin system works please view the “VGC & Q-Coin” Document, which can be found within the “My Details” section of your Personal Webpage.

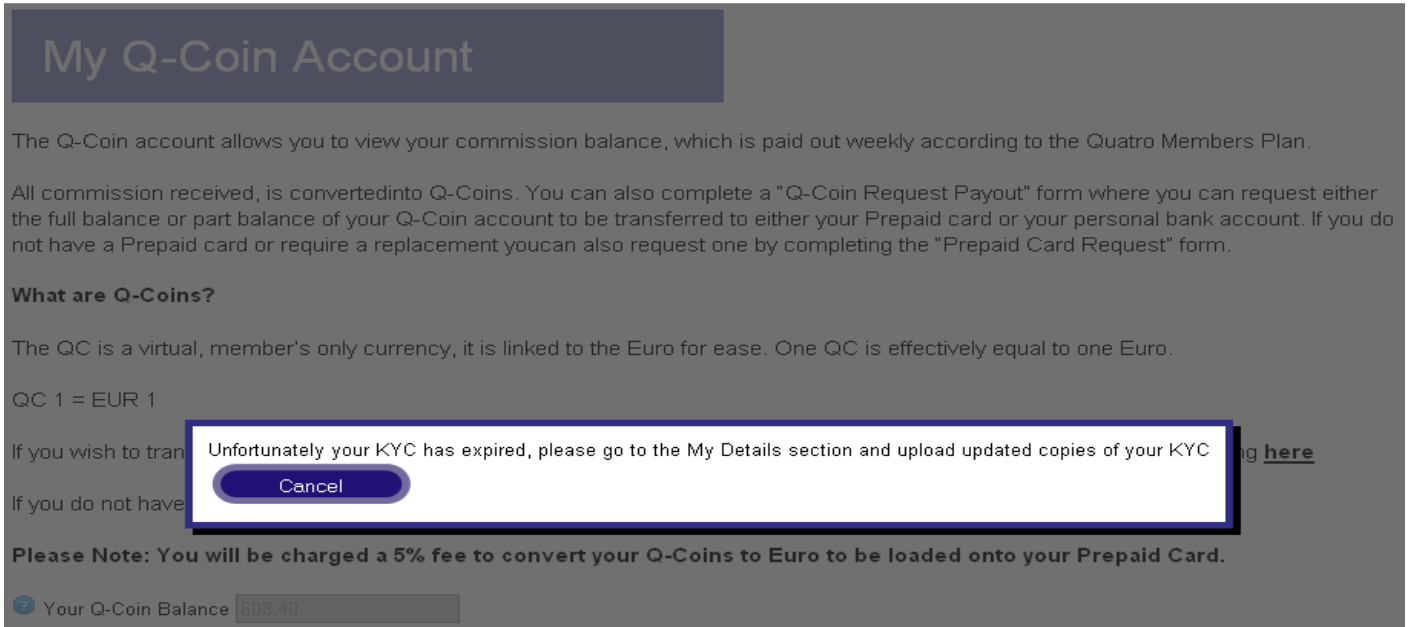
However, the Q-Coin Account allows you as the Member, to keep track of all commissions being paid into your account. **Please note:** All commissions paid in will show as Q-Coins.

The image shows a web form titled 'Q-Coin Request Payout form :'. It contains several input fields: 'FORENAME' with the value 'test', 'SURNAME' with 'test', 'MEMBER ID' with '93687', and 'EMAIL' with 'test@test.com'. There is an empty 'Amount Requested' field. Below these fields is a rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Text color (T), and Background color (A), along with dropdown menus for 'Font' (set to 'default') and 'Size' (set to 'default'). A 'Personal Message' field is located below the rich text editor. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

You also have the ability to send out a request to transfer your Q-Coin balance onto your Prepaid Card or Personal Bank Account. As you can see from the image on the left, the only fields you are required to complete are “Amount Requested” and “Personal Message”. You must complete these steps in order to “Submit” your request. This is then submitted to the Finance Department who will deal with your request and notify you as soon as possible.

Please note: you need to specify where you would like the funds to be transferred, Prepaid Card or Personal Bank Account.

You also have the facility to request a Prepaid Card for the first time or a replacement card. The system automatically checks this against your current KYC. If for example you have not updated your KYC documents in a while, you may be rejected and prompted with the following error message below. You will then need to upload new and updated KYC documents within the “My Details” section of the Personal Webpage.



My Q-Coin Account

The Q-Coin account allows you to view your commission balance, which is paid out weekly according to the Quatro Members Plan.

All commission received, is converted into Q-Coins. You can also complete a "Q-Coin Request Payout" form where you can request either the full balance or part balance of your Q-Coin account to be transferred to either your Prepaid card or your personal bank account. If you do not have a Prepaid card or require a replacement you can also request one by completing the "Prepaid Card Request" form.

What are Q-Coins?

The QC is a virtual, member's only currency, it is linked to the Euro for ease. One QC is effectively equal to one Euro.

QC 1 = EUR 1

If you wish to transfer your Q-Coins to your Prepaid Card, you will need to complete the "Prepaid Card Request" form. If you do not have a Prepaid Card, you can request one by completing the "Prepaid Card Request" form.

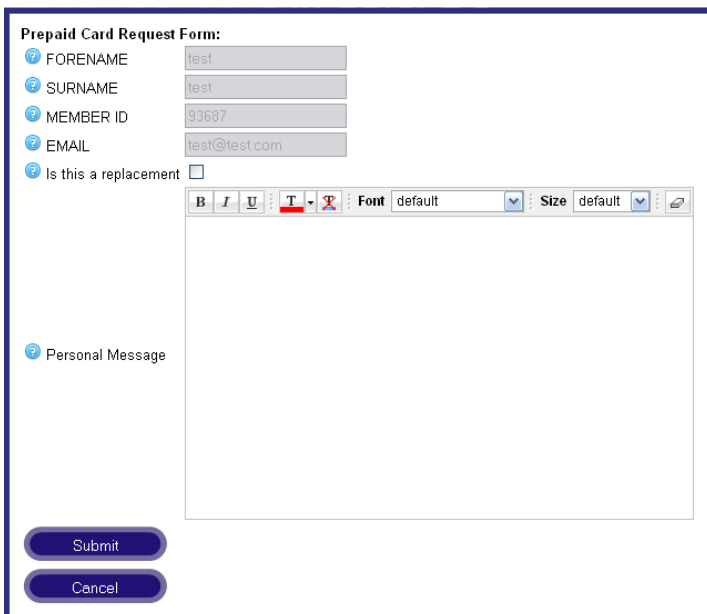
Unfortunately your KYC has expired, please go to the My Details section and upload updated copies of your KYC documents [click here](#)

Cancel

Please Note: You will be charged a 5% fee to convert your Q-Coins to Euro to be loaded onto your Prepaid Card.

Your Q-Coin Balance 608.40

However, if your current KYC is fine you will be prompted with the following form (as shown below) If you require a replacement card, simply select the option “is this a replacement card” and submit the form.



Prepaid Card Request Form:

FORENAME test

SURNAME test

MEMBER ID 93687

EMAIL test@test.com

Is this a replacement card

Personal Message

Submit

Cancel

My Details

In this section, you can view and edit all your personal information, view and upload KYC documents. You can also view your Sponsor's details, allowing you to keep track of them, should you need to contact them.

The following documents are accessible through this section:

- New Member Registration Guide (If you are acting as a Sponsor, it is your responsibility to ensure you relay this document to the new member)
- Quatro Services Ltd – Complaints Procedure
- Quatro Worldwide Policies and Procedure
- VGC & Q-Coin
- Q4 Wealth Care Plan
- The Quatro Members Plan (QMP)
- Sell/Transfer Membership Form
- Cancel Membership Form
- GBC Fees
- GBC Terms and Conditions

And many more to come...

Please Note: when editing your own details such as address, ensure you have the relevant KYC document uploaded to match the new information. (Please refer to the Quatro Worldwide Policies and Procedures, for more information)

AND

KYC Verification Process: Admin will be notified of any new KYC documents which have been uploaded by the member; these must be approved and verified before the member is able to request a new card.

My Network

In this section you will see the new Tripod system we have implemented, which gives you much more information about your network downline. You can use the "Search Member" function, which allows you to enter a Member ID and find out more information about them and their downline. However, you are not able to view members within your upline, if you attempt to search for a member who is in your upline, you will only see their details and no information about their network downline.

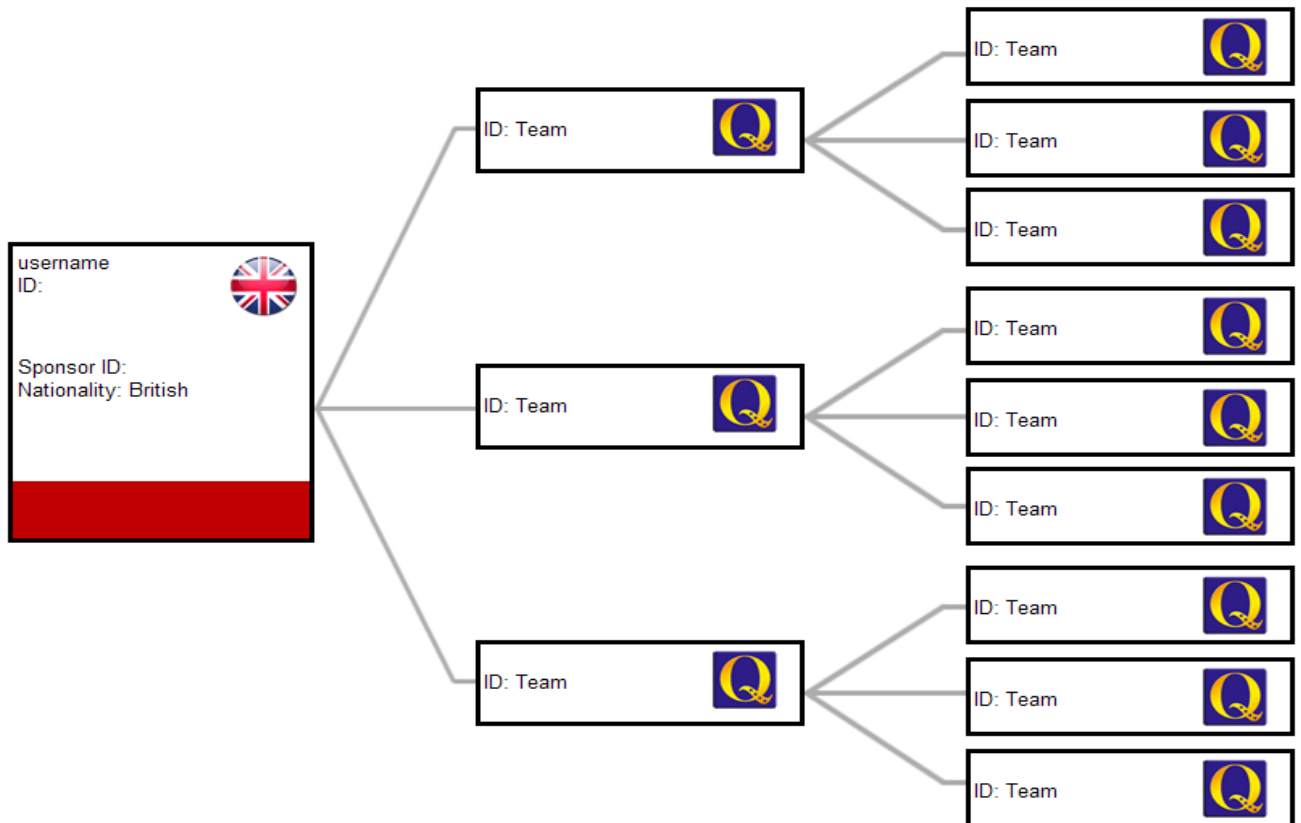
If you want to view a certain member's network that is below you, simply click on the member, which will put them at the top of the network and you will be able to see their downline. Or again, if you are aware of the member's id, then enter the details into the search member field.

My Network

To get more information about a particular member, enter the member id below.

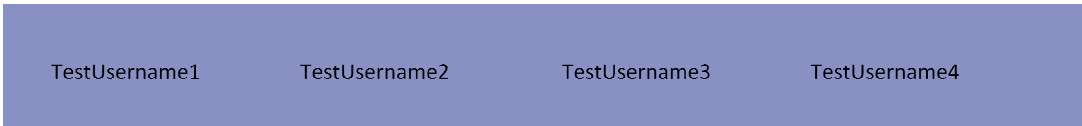
 

Click on the name of any member in your down line to view the down line from their position.

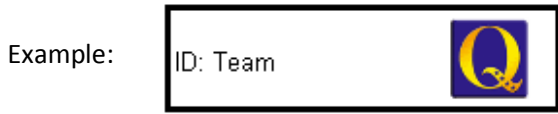


When placing someone at the top of the network, you will see the following information: their chosen username, member id, sponsor id, nationality and their country flag.

You will also notice that towards the bottom of the page, a member trail is being completed. This shows the relationship from one member to the last member you have selected.

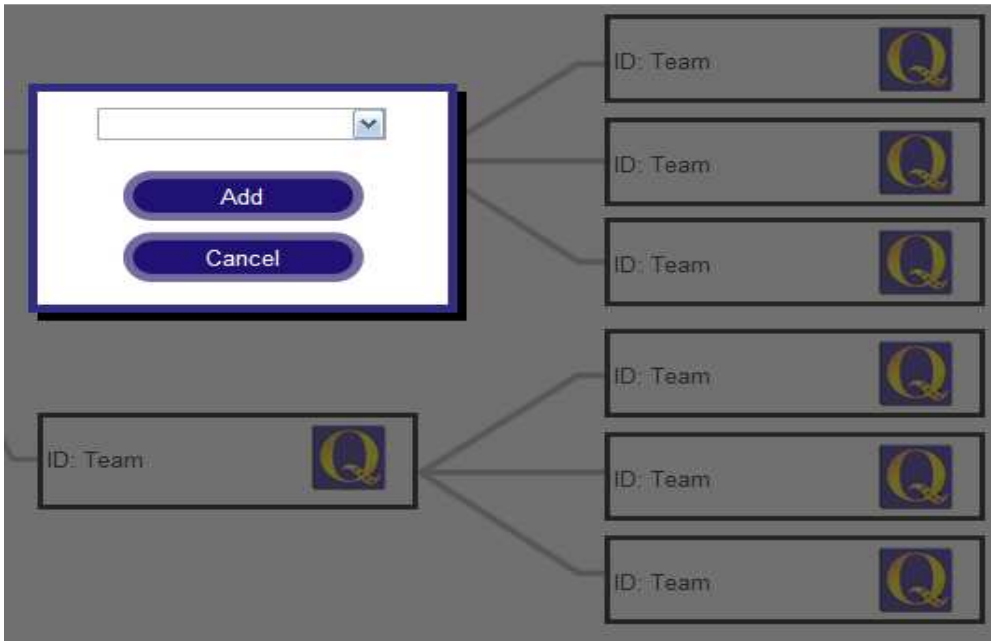


In this section also, after you have successfully referred a new member (Please see “My Member” section for more information on how to refer a new member into Quatro), it is your responsibility as a Sponsor to place them within the network. Simply click on a box in the network which looks like this:



This box indicates that it is open to have a new member placed here.

This will then produce a dropdown (as shown in the image below) with the member’s email address, then you must select which member you wish to place there and press “ADD” which will then automatically place them in that position in your downline. You cannot change the position once you have placed the member.



My Members

The screenshot shows the 'My Members' email template editor. At the top, there are three tabs: 'My Members', 'My Referral', and 'Email Template'. Below the tabs, there are two dropdown menus: 'Saved Template' (set to '---New Template---') and 'System Template' (set to 'Referral'). A rich text editor toolbar is visible with options for Bold (B), Italic (I), Underline (U), Text Color (T), and Background Color (X). The font is set to 'default' and the size is 'default'. The main editing area is a large empty text box. Below the editor, there are several buttons and input fields: 'Update' (next to a 'Template Name' input field), 'Add' (next to 'Name' and 'Email' input fields), and 'Send' and 'Preview' buttons.

Tab 1: My Members

This shows you a detailed list of information all Members, who have successfully registered into the Quatro Network through your referral.

Tab 2: My Referral

This shows all new referrals that have been sent out to non-members and the status of each referral. For example:

Generated means a referral email has been issued.

Completed means the member has successfully accepted you as their sponsor signed up and you have placed them within the network.

Rejected in this instance means if a member has decided to use someone else as their sponsor and not accepted you as their sponsor, they will show up as rejected to show you they have already signed up.

The screenshot shows the 'My Referral' tab selected. A dropdown menu is open, displaying a list of referral statuses. The text above the dropdown reads: 'To view more information about the status of your referral(s), simply select a status from the dropdown below'. The dropdown menu includes the following options: 'Generated', 'Sent', 'SignedUp', 'Completed' (which is highlighted in blue), 'Sending', and 'Rejected'.

Tab 3: Email Template

This new feature allows members to easily send out referral emails to non members quickly.

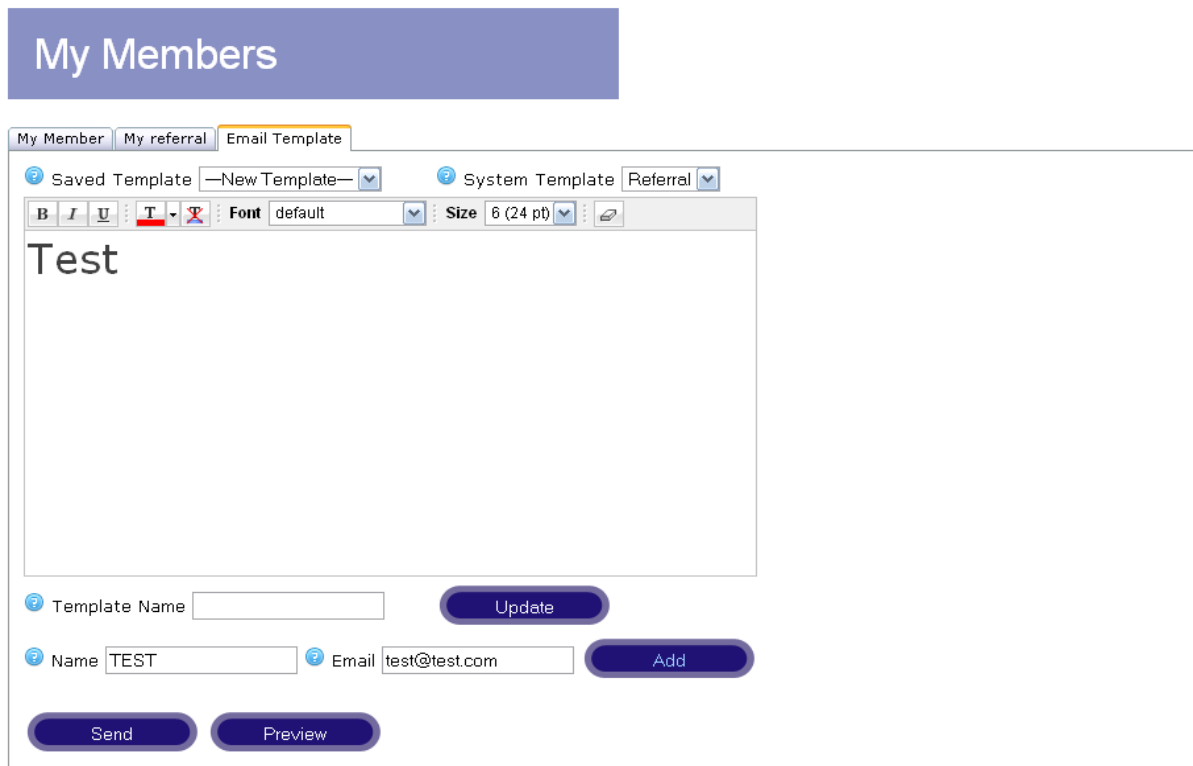
Quatro has created a template email which will always be attached to the referral email.

In this section, you are able to add a “Personal Message” to the non-member. You have the facility to send out a personal email by entering the name and email or the option to mass email with a maximum of 10 email addresses to send out daily.

You also have the ability to save these templates to be used for future referrals.

Step 1

Enter text, name of person you wish to send this to and their email address and select “ADD”



The screenshot shows a web interface for creating an email template. At the top, there is a blue header with the text "My Members". Below this, there are three tabs: "My Member", "My referral", and "Email Template", with "Email Template" being the active tab. The interface includes a "Saved Template" dropdown menu set to "New Template" and a "System Template" dropdown menu set to "Referral". A rich text editor is present with a toolbar containing icons for bold (B), italic (I), underline (U), text color (T), and background color (X). The font is set to "default" and the size to "6 (24 pt)". The text area contains the word "Test". Below the editor, there are input fields for "Template Name" (empty) and "Name" (containing "TEST"), and an "Email" field (containing "test@test.com"). There are buttons for "Update", "Add", "Send", and "Preview".

Step 2

The email address will appear below (as shown in the image below) if you wish to add more simply repeat Step 1. Simply click on “Preview” if you wish to see the email being sent to the non-member, once you have previewed the email, simply click “cancel” and then “Send” on the main screen. This will automatically send the email out. Once the member has joined Quatro, you will be notified of this via email and you can check the process through Tab 2 (My Referral).

The image below shows how the template page would look if you were sending out a bulk referral email. Simply add emails (max 10 emails per bulk), you are then prompted with the option to send or delete them.

Please note: if you decide to send out referral emails in bulk, you are unable to personalise them by name, however the personal message can remain the same throughout.

The screenshot shows a web interface for managing email templates. At the top, there are three tabs: "My Member", "My referral", and "Email Template", with "Email Template" being the active tab. Below the tabs, there are two dropdown menus: "Saved Template" with a "New Template" option and "System Template" set to "Referral". A rich text editor toolbar is visible with options for Bold (B), Italic (I), Underline (U), Text color (T), and Background color (X), along with "Font" and "Size" dropdowns. The main area is a large empty text box for editing the template content. Below the text box, there is a "Template Name" input field and an "Update" button. Underneath, there are "Name" and "Email" input fields with an "Add" button. A list of email addresses is shown, each with a checked checkbox: test@test.com, test1@test.com, test2@test.com, test3@test.com, and test4@test.com. At the bottom, there are three buttons: "Delete", "Send", and "Preview".

KYC Procedure

As stated in the Quatro Worldwide Policies and Procedures we require 2 forms of KYC documents, to validate your membership.

Member Validation Policy

To help us validate your membership, we require a scanned high resolution copy of **one** of the following photo KYC documents:

1. Your passport; or
2. Drivers License; or
3. An EU or similar National Identity Card;
4. Other identity documents may be accepted but only if your photo identity document has been verified by a Chartered accountant or solicitor.

AND

We also require a high resolution scanned copy of **one** of the following proof of address documents:

1. Most recent Bank Statement (not older than 3 months old)
2. Most recent Utility Bill (not older than 3 months old)
3. Other proof of address KYC documents may be accepted but only if your proof of address document has been verified by a Chartered accountant or solicitor or a person of higher authority We would recommend that you ask a member of the admin team at Quatro Services to confirm what other identity and proof of address documents are acceptable prior to submission.

If for any reason your identity or address cannot be verified, your application will be rejected and/or your membership with Quatro will be terminated.

If you need to edit your personal detail which may affect your KYC, we ask members to keep us informed by submitting the most up-to-date KYC documents.