

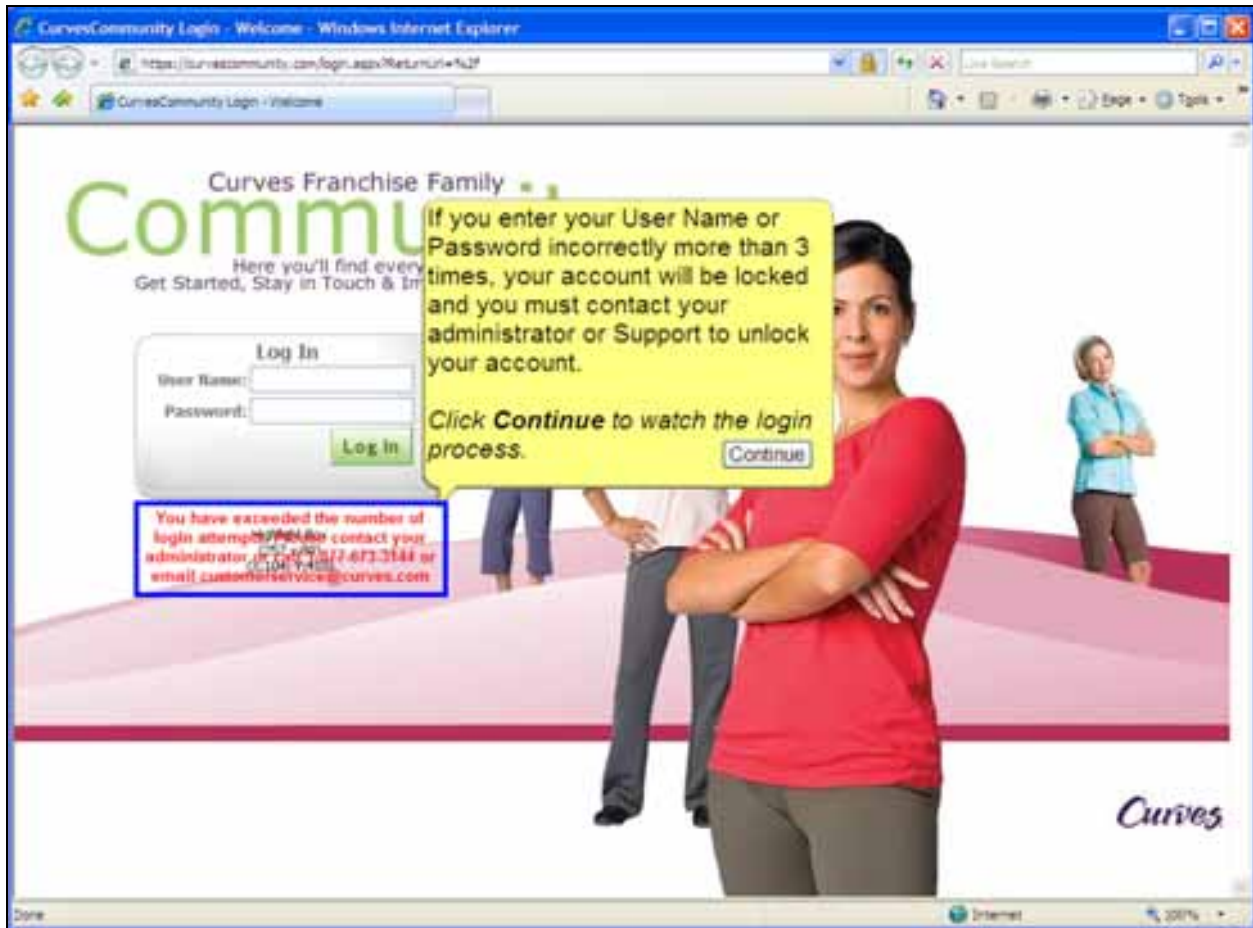


As an Owner, use the information emailed to your Curves Mail account from Curves International to type your User Name and Password.

If you are a Staff member, get your User Name and Password from your Owner.

Welcome to the New CurvesCommunity.com!

*This tutorial teaches you about
Logging in and Setting Securities.*



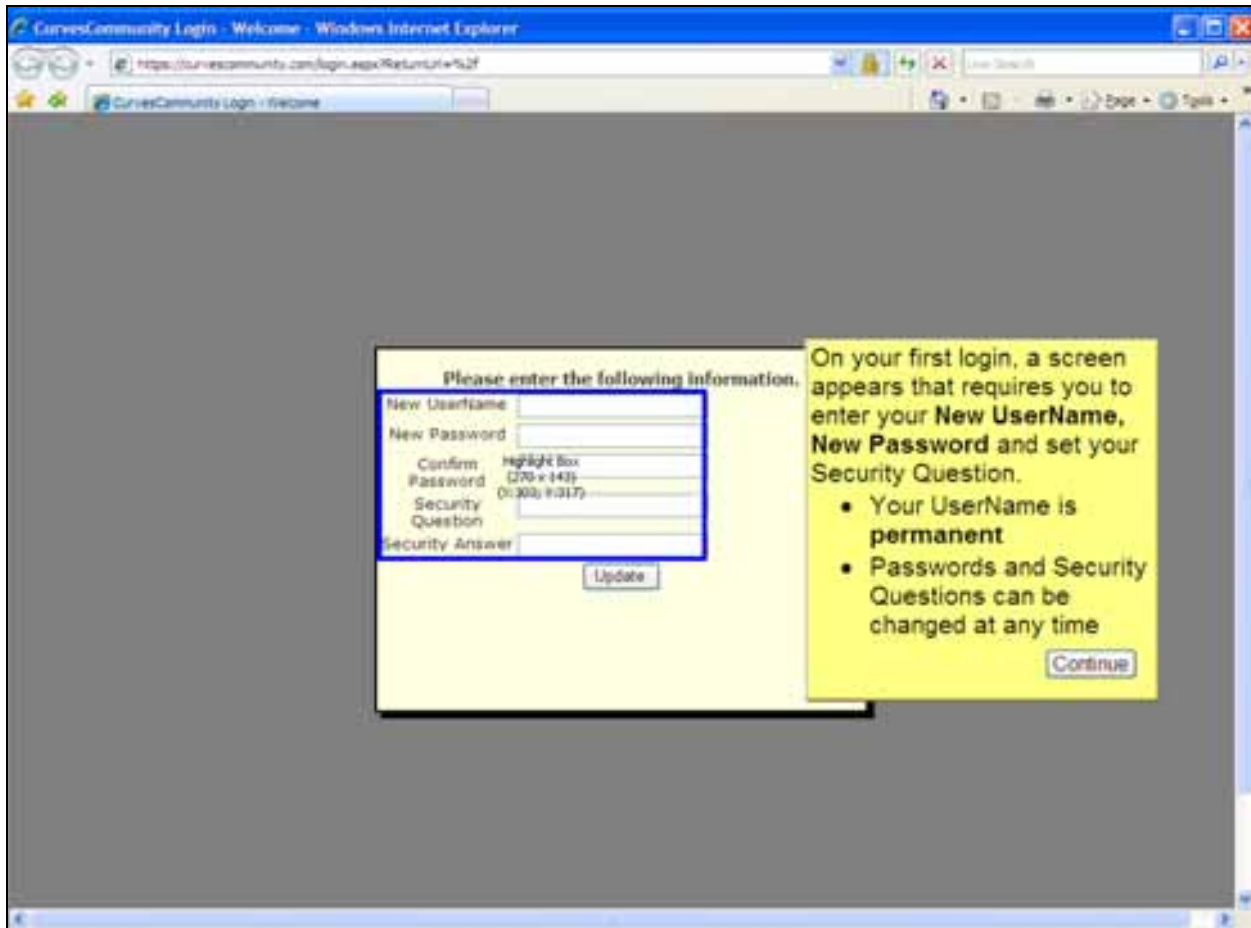
If you enter your User Name or Password incorrectly more than 3 times, your account will be locked and you must contact your administrator or Support to unlock your account.

Click **Continue** to watch the login process.

You have exceeded the number of login attempts. Please contact your administrator or call 1-877-673-3144 or email customerservice@curves.com

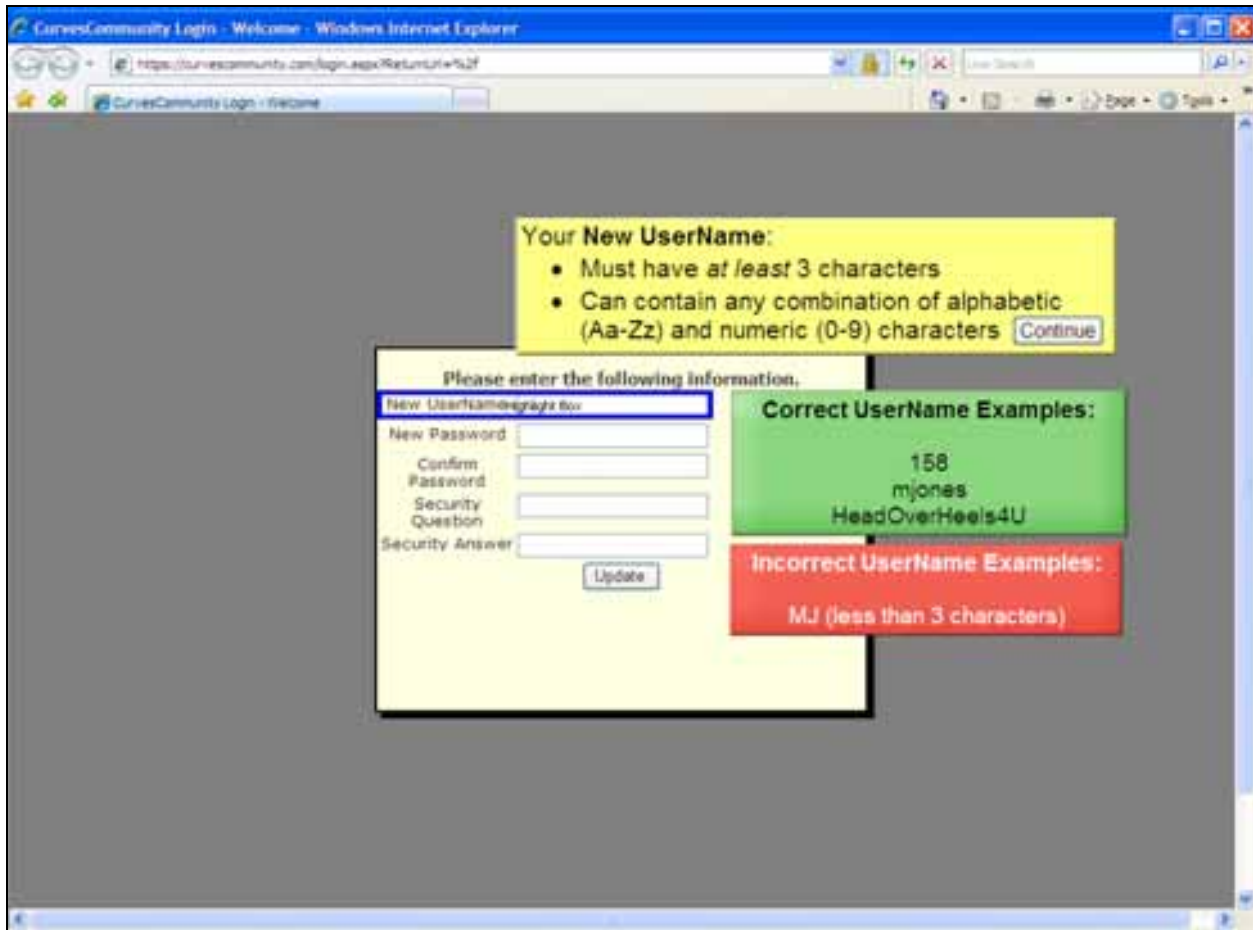


Click **Log In**.



On your first login, a screen appears that requires you to enter your **New Username**, **New Password** and set your Security Question.

- Your Username is **permanent**
- Passwords and Security Questions can be changed at any time

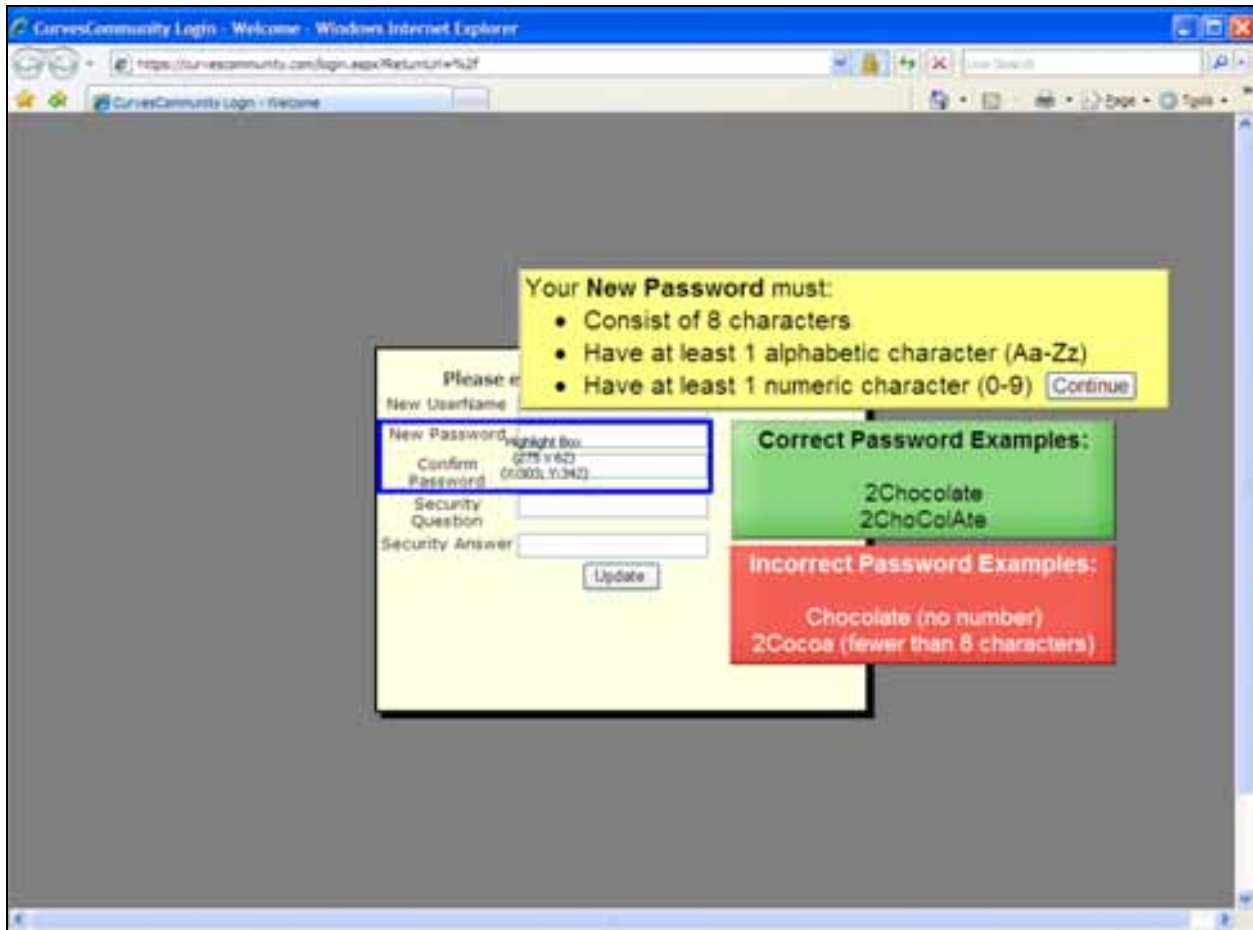


Your New UserName:

- Must have *at least* 3 characters
- Can contain any combination of alphabetic (Aa-Zz) and numeric (0-9) characters

Correct UserName Examples:

158
mjones
HeadOverHeels4U

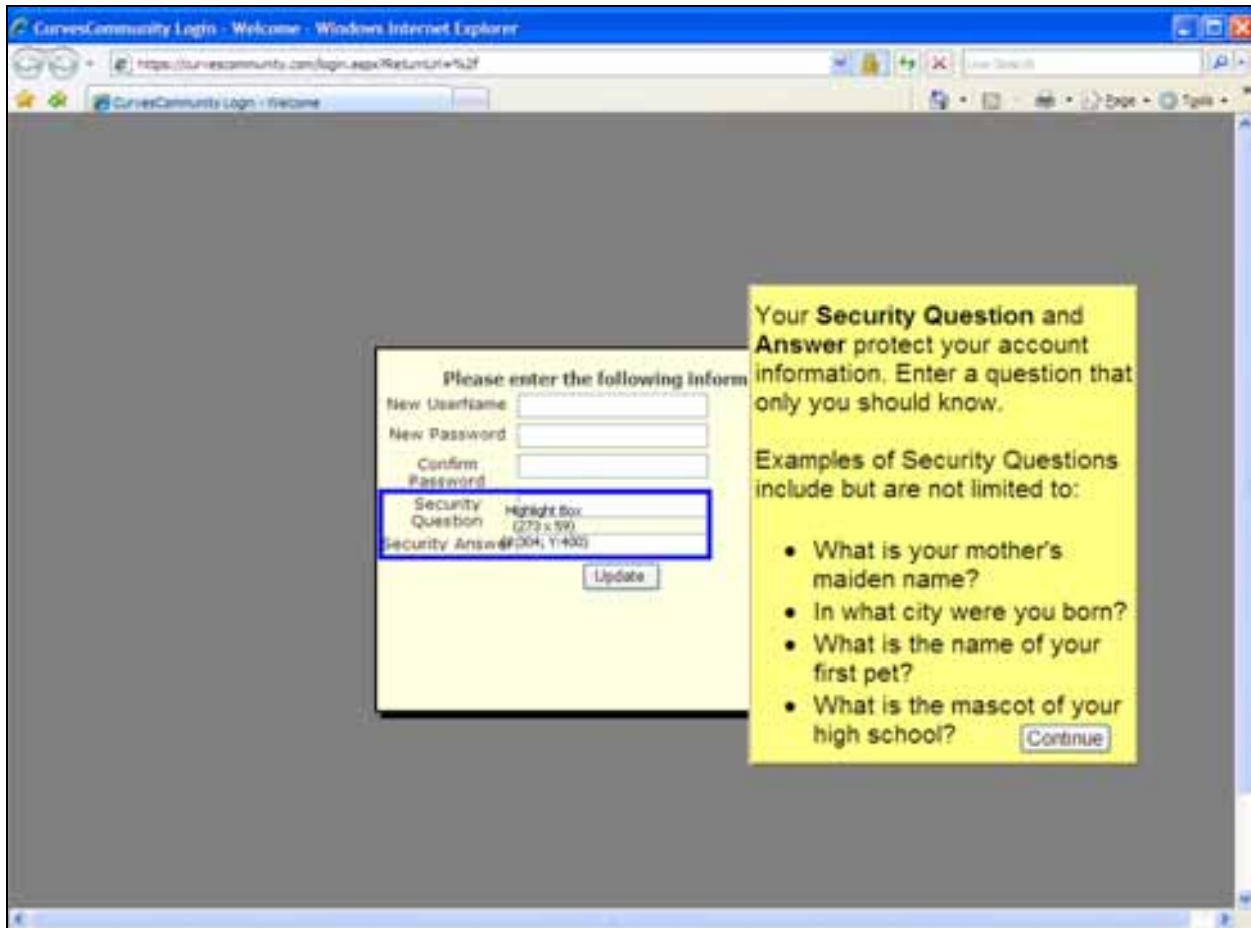


Your **New Password** must:

- Consist of 8 characters
- Have at least 1 alphabetic character (Aa-Zz)
- Have at least 1 numeric character (0-9)

Correct Password Examples:

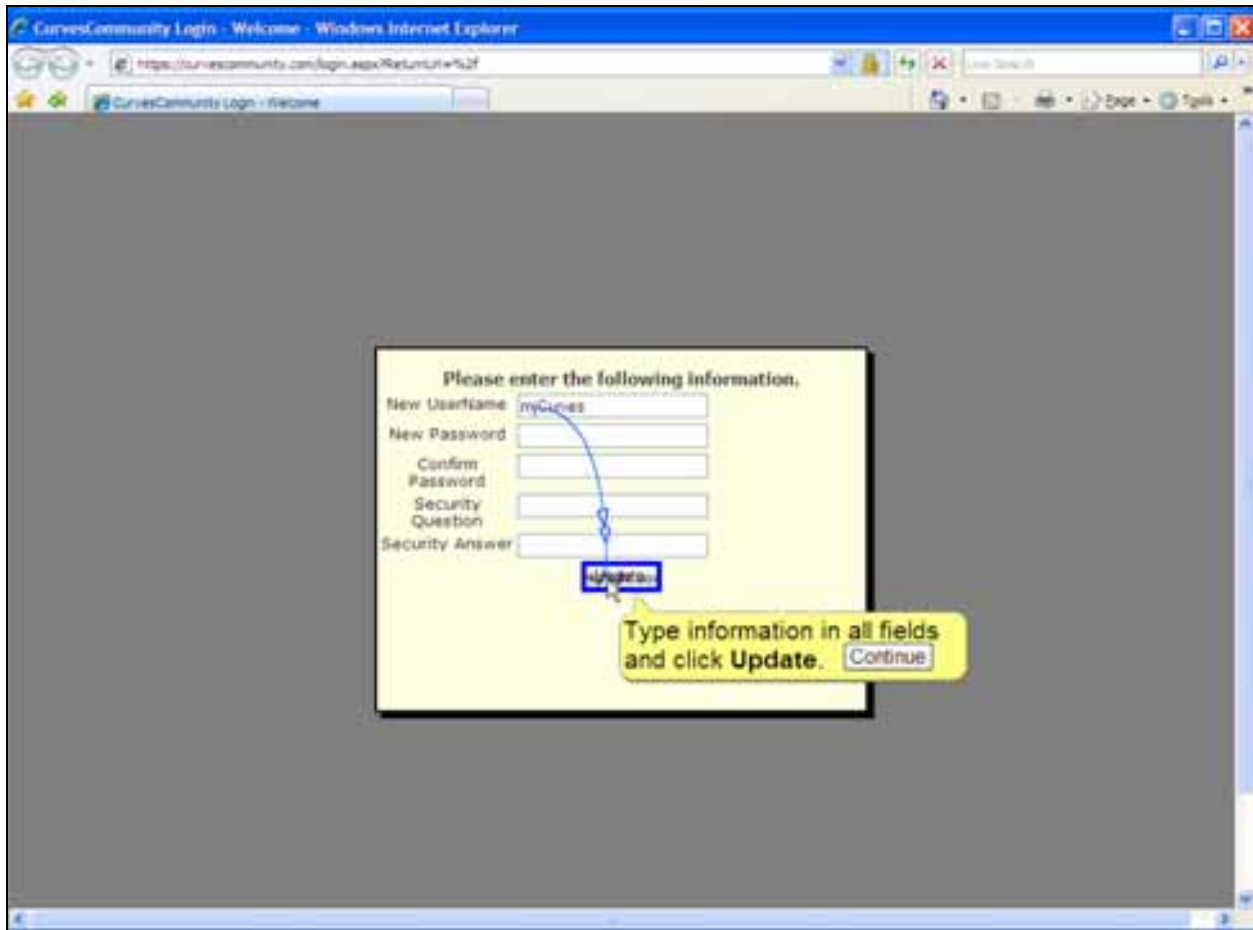
2Chocolate
2ChoColAte



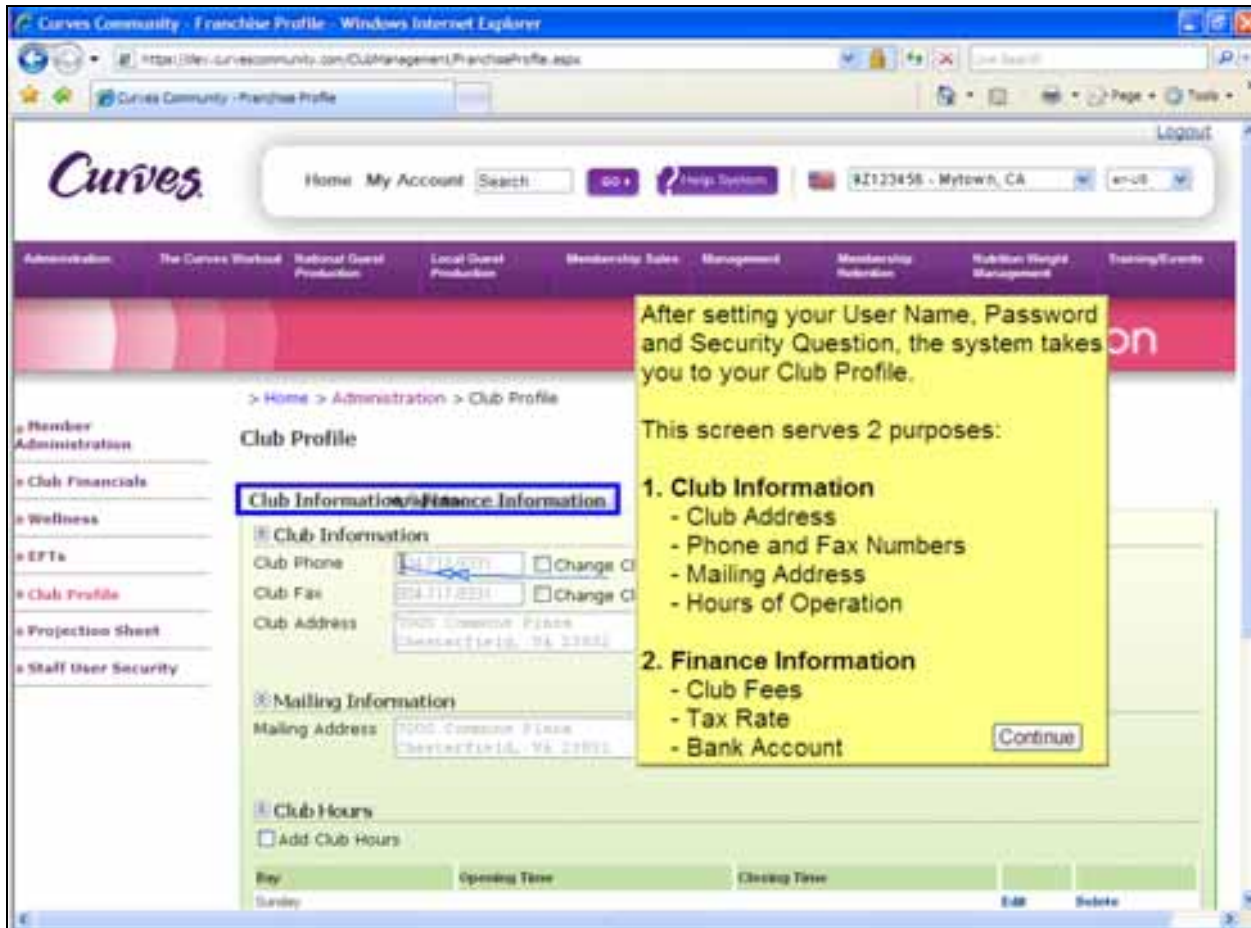
Your **Security Question** and **Answer** protect your account information. Enter a question that only you should know.

Examples of Security Questions include but are not limited to:

- What is your mother's maiden name?
- In what city were you born?
- What is the name of your first pet?
- What is the mascot of your high school?



Type information in all fields and click **Update**.



After setting your User Name, Password and Security Question, the system takes you to your Club Profile.

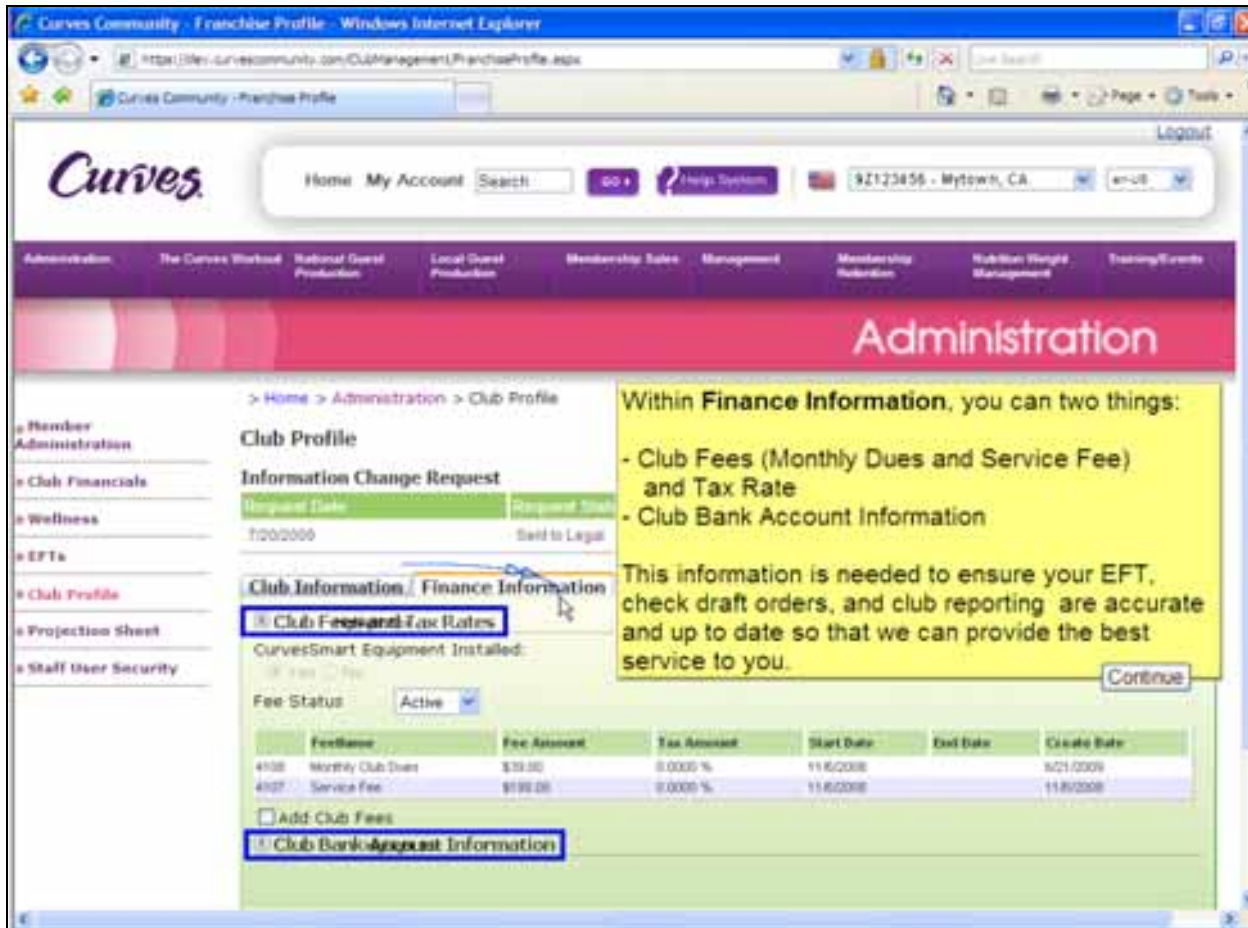
This screen serves 2 purposes:

1. Club Information

- Club Address
- Phone and Fax Numbers
- Mailing Address
- Hours of Operation

2. Finance Information

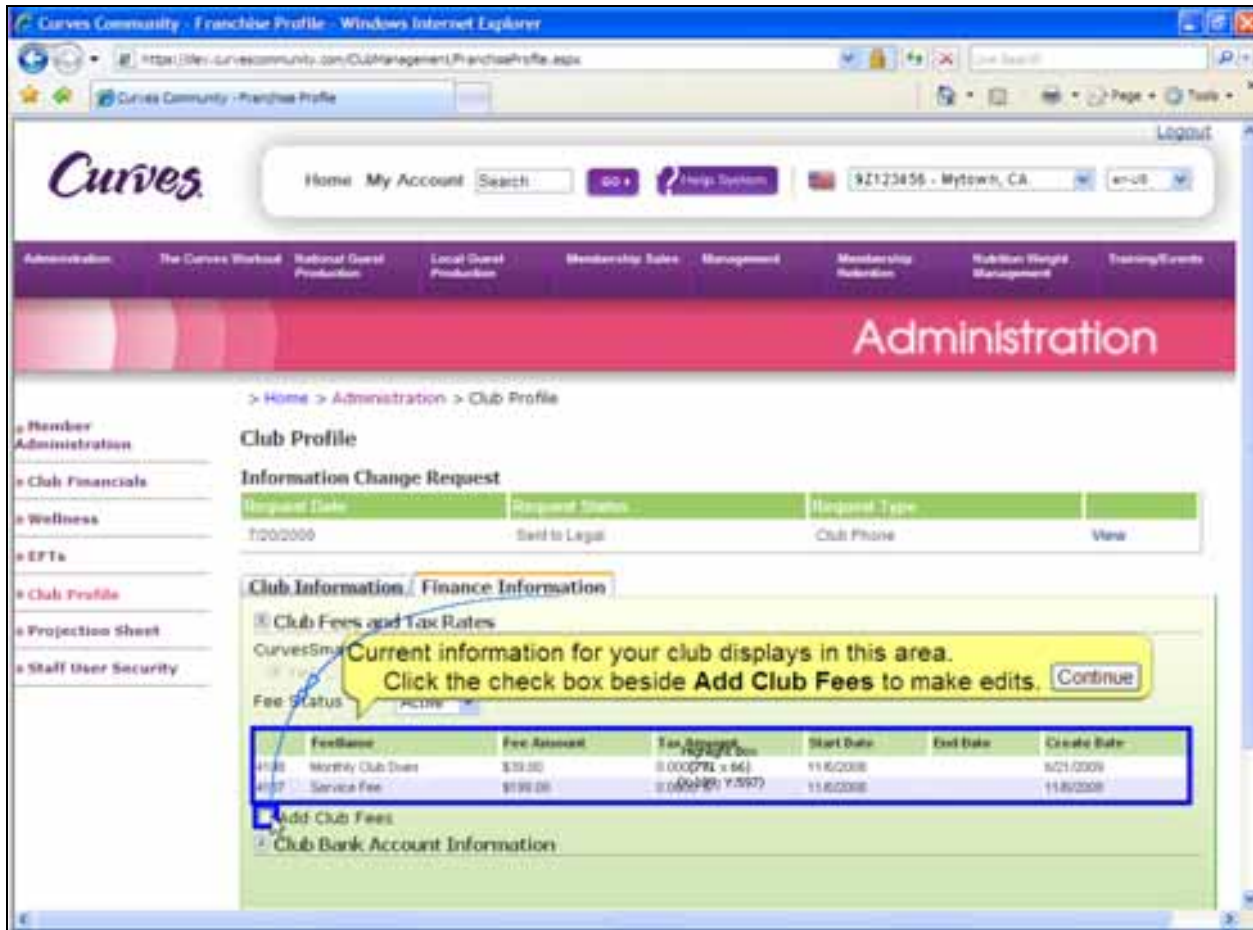
- Club Fees
- Tax Rate
- Bank Account



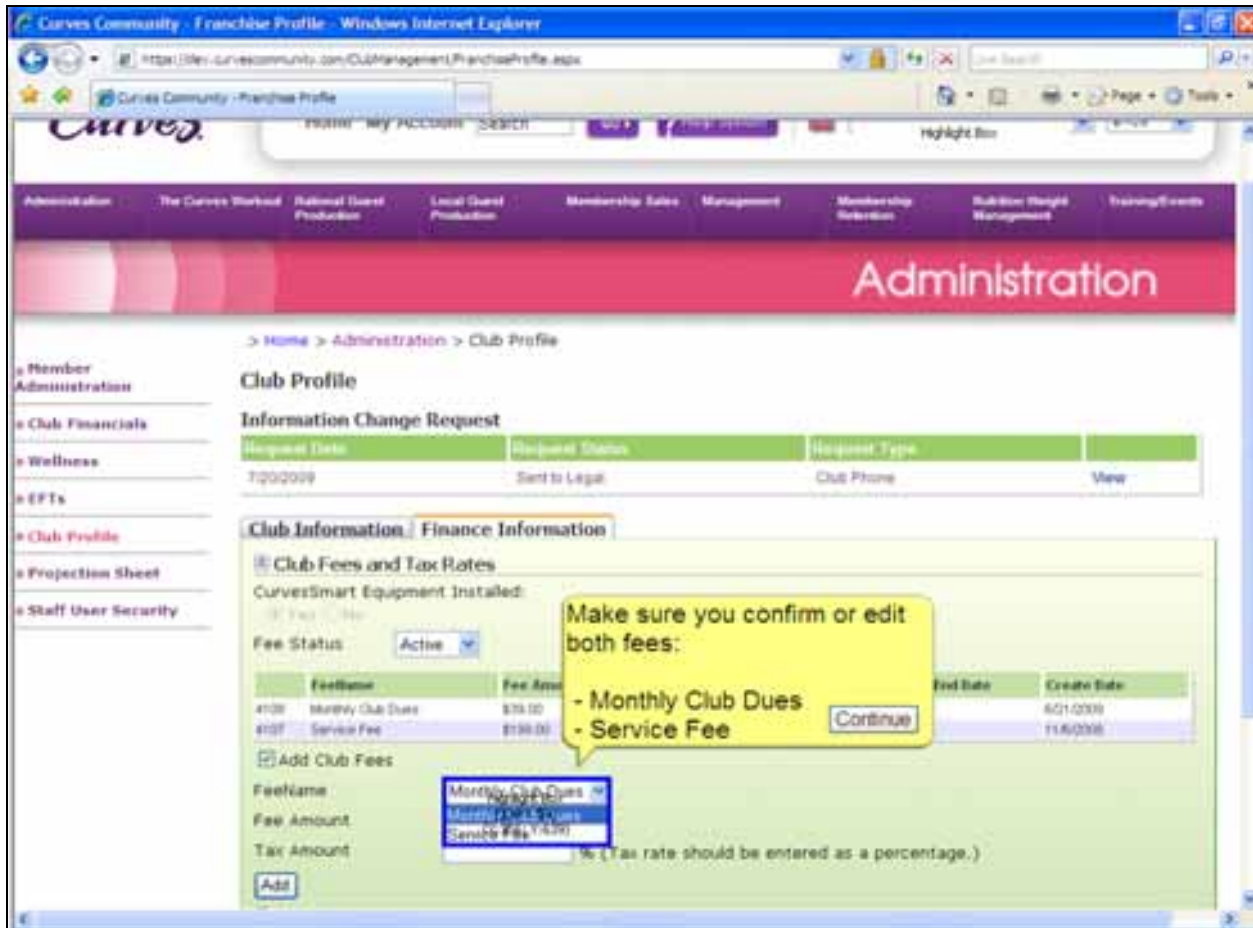
Within **Finance Information**, you can two things:

- Club Fees (Monthly Dues and Service Fee) and Tax Rate
- Club Bank Account Information

This information is needed to ensure your EFT, check draft orders, and club reporting are accurate and up to date so that we can provide the best service to you.

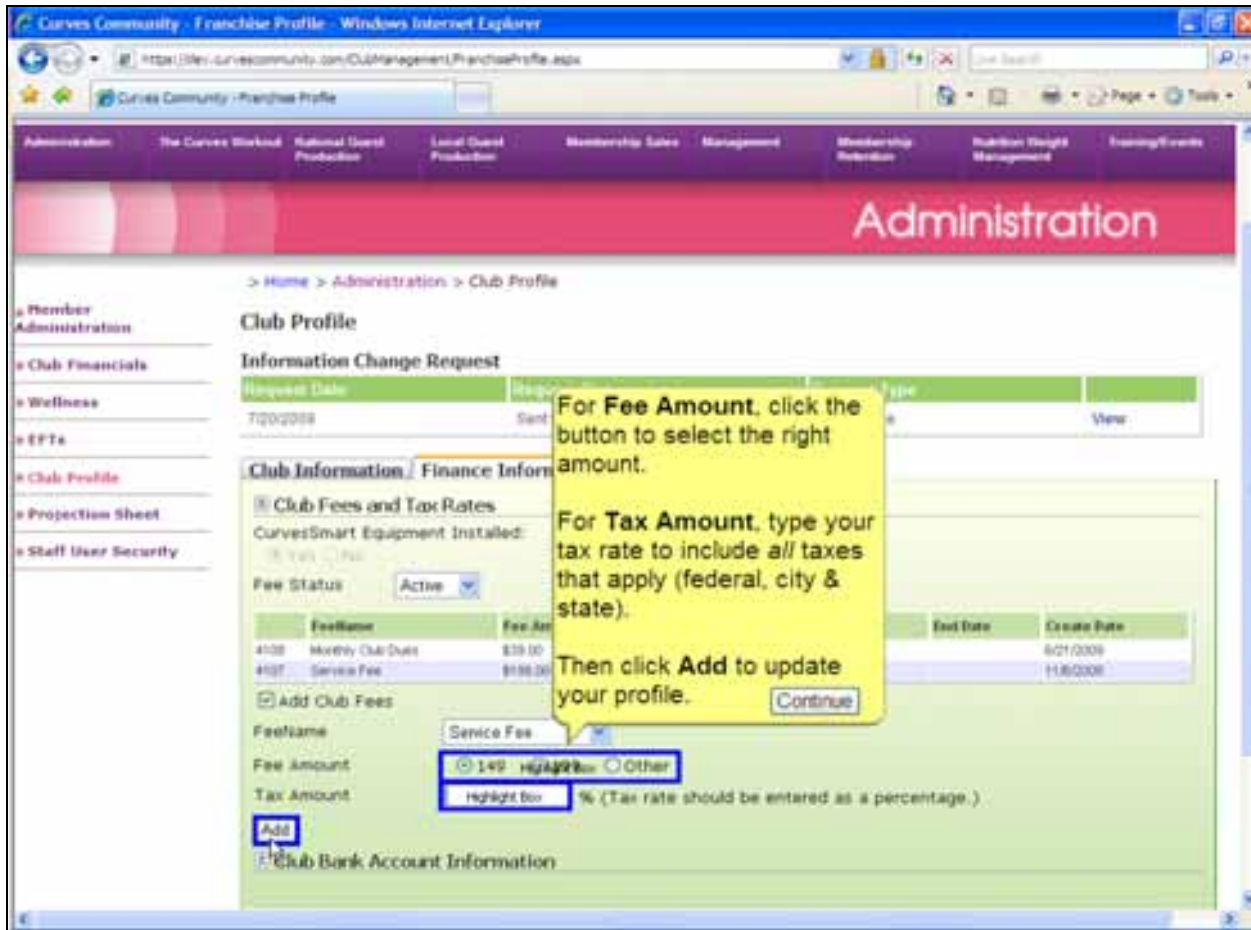


Current information for your club displays in this area.
Click the check box beside **Add Club Fees** to make edits.



Make sure you confirm or edit both fees:

- Monthly Club Dues
- Service Fee



For **Fee Amount**, click the button to select the right amount.

For **Tax Amount**, type your tax rate to include *all* taxes that apply (federal, city & state).

Then click **Add** to update your profile.

Curves Community - Franchise Profile - Windows Internet Explorer

Administration The Curves Workout National Guest Production Local Guest Production Membership Sales Management Membership Retention Nutrition Weight Management Training Events

Administration

> Home > Administration > Club Profile

Club Profile

Information Change Request

Request Date	Request Status	Request Type	
8/14/2008	Sent to Accounting	Bank Account	View

Club Information | Finance Information

Club Fees and Tax Rates

CurvesSmart Equipment Installed:

Fee Status: Active

Fee Name	Fee Amount	End Date	Create Date
6902 Monthly Club Dues	\$44.00		6/21/2008
6795 Service Fee	\$130.00		6/20/08

Add Club Fees

Club Bank Account Information

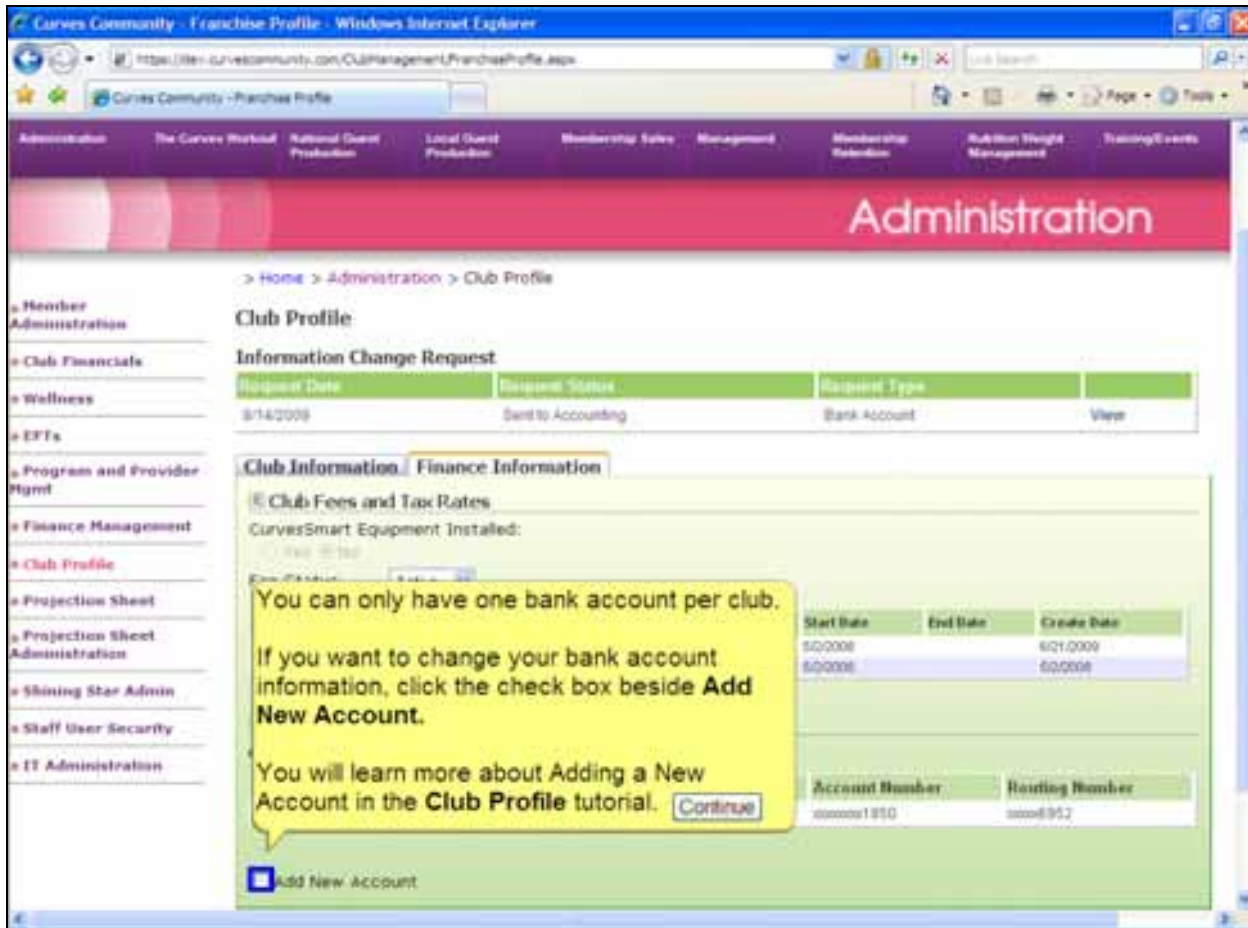
Active Bank Account Information

Active Date	Bank Name	Account Type	Account Number	Routing Number
8/14/2009 4:57:05 PM	First Trust	Checking	000001850	00000952

Add New Account

Now is also a good time to confirm your Club Bank Account Information. [Continue](#)

Now is also a good time to confirm your Club Bank Account Information.



You can only have one bank account per club.

If you want to change your bank account information, click the check box beside **Add New Account**.

You will learn more about Adding a New Account in the **Club Profile** tutorial.

The screenshot shows the Curves website administration interface. At the top, there is a navigation bar with the Curves logo, a search bar, and a 'Logout' link. Below the navigation bar is a purple header with various menu items. A yellow callout box contains the text: "After you edit and confirm your fees, tax rate and bank account information, click **Home** to return to the Home Page." Below this, there is an "Information Change Request" table with columns for Request Date, Request Status, Request Type, and View. The table shows a request for a Bank Account on 8/14/2009, with a status of "Sent to accounting". Below the table, there are sections for "Club Information" and "Finance Information", including "Club Fees and Tax Rates" and "Active Bank Account Information".

Request Date	Request Status	Request Type	View
8/14/2009	Sent to accounting	Bank Account	View

Fee Name	Fee Amount	Tax Amount	Start Date	End Date	Create Date
0000 Monthly Club Dues	\$44.00	0.0000 %	8/2/2008		8/21/2008
0789 Service Fee	\$189.00	0.0000 %	8/2/2008		8/2/2008

Active Date	Bank Name	Account Type	Account Number	Routing Number
11: 8/14/2009 4:57:05 PM	First Trust	CheckingAccount	xxxxxxx1230	xxxxx982

After you edit and confirm your fees, tax rate and bank account information, click **Home** to return to the Home Page.



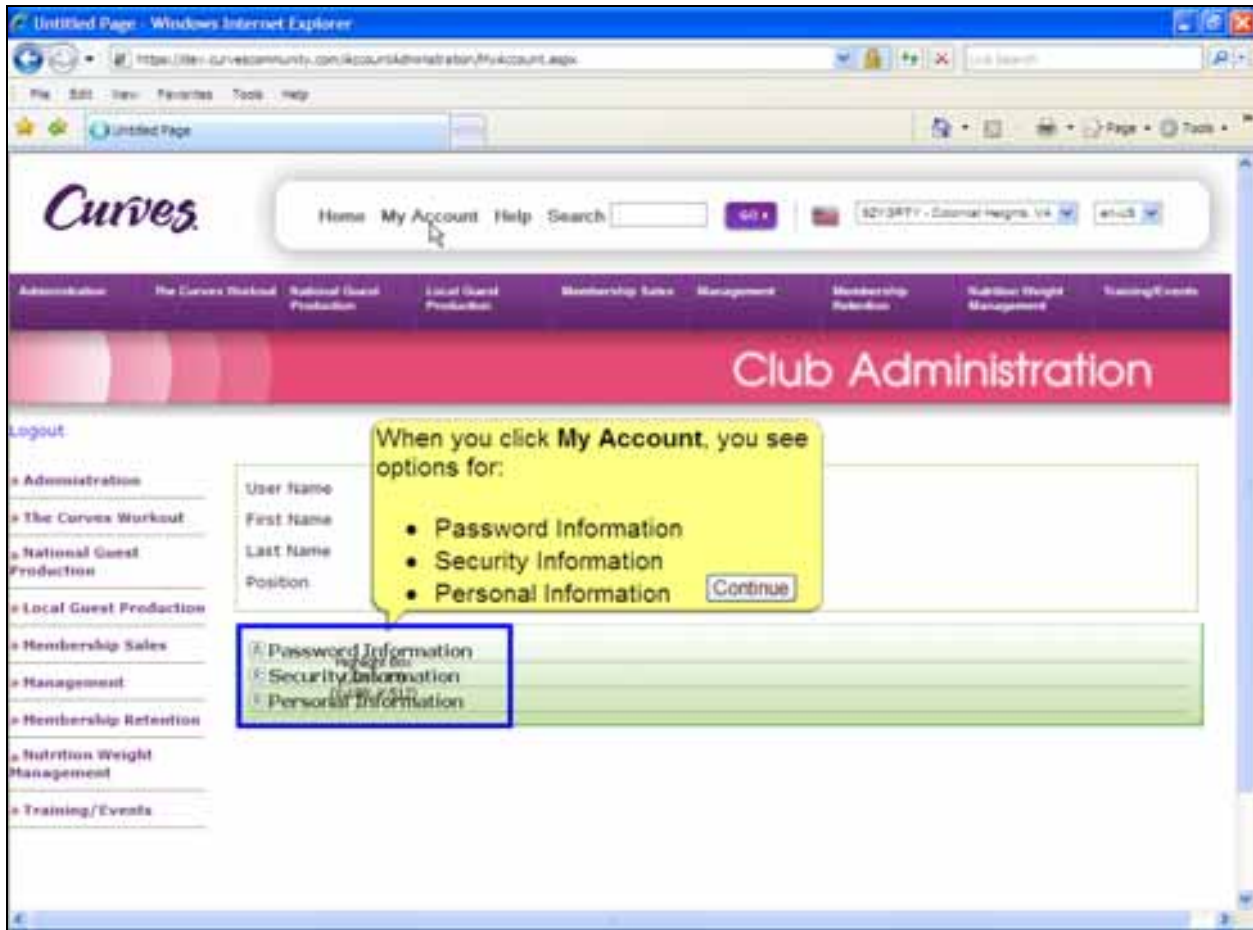
This is the CurvesCommunity.com **Home** page.

The login information and security question you initially set is stored in **My Account** along with your profile information.

Use **My Account** to:

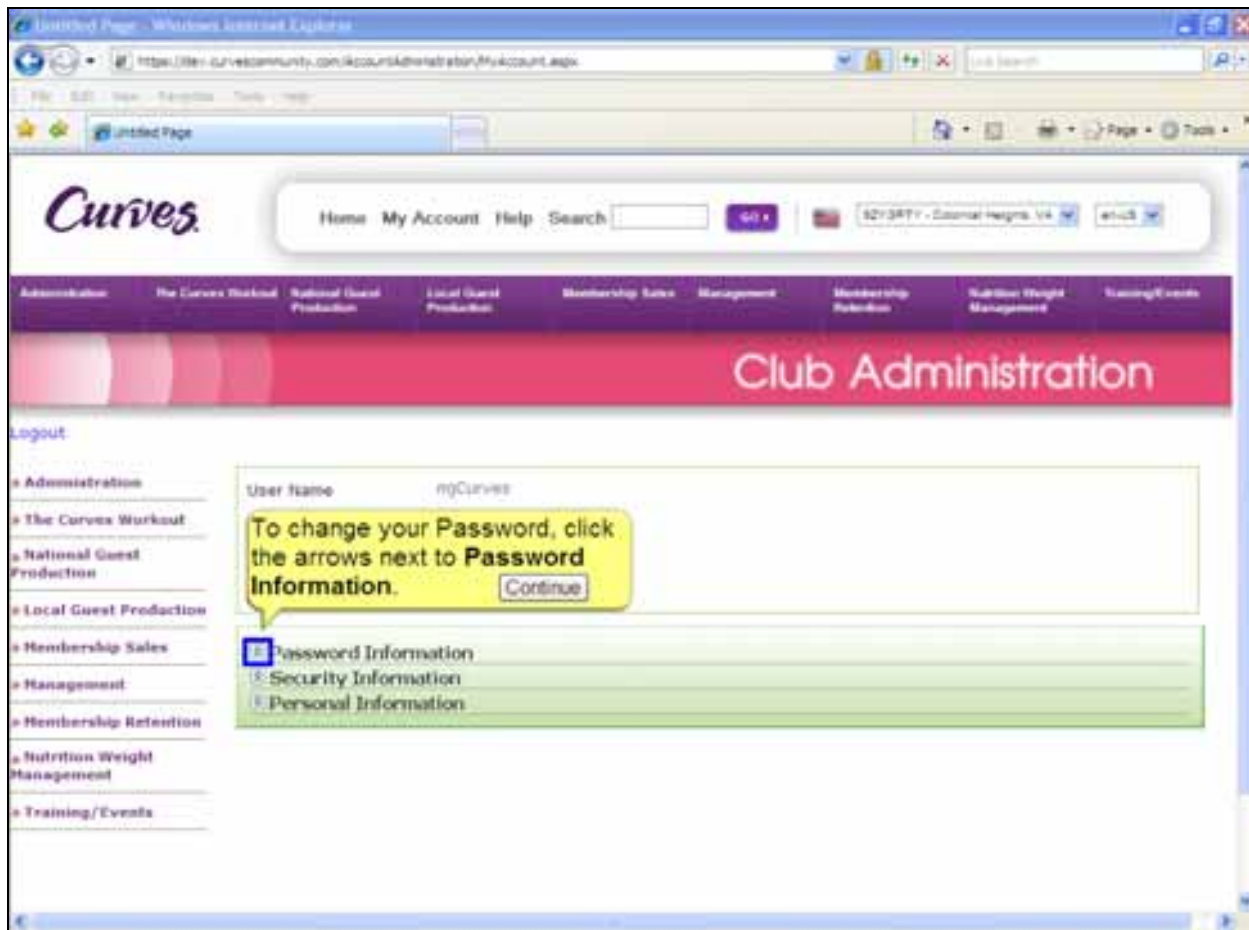
- Change your Password
- Change your Security Question
- Update your Profile

The next 15 slides demonstrate how to make these updates.

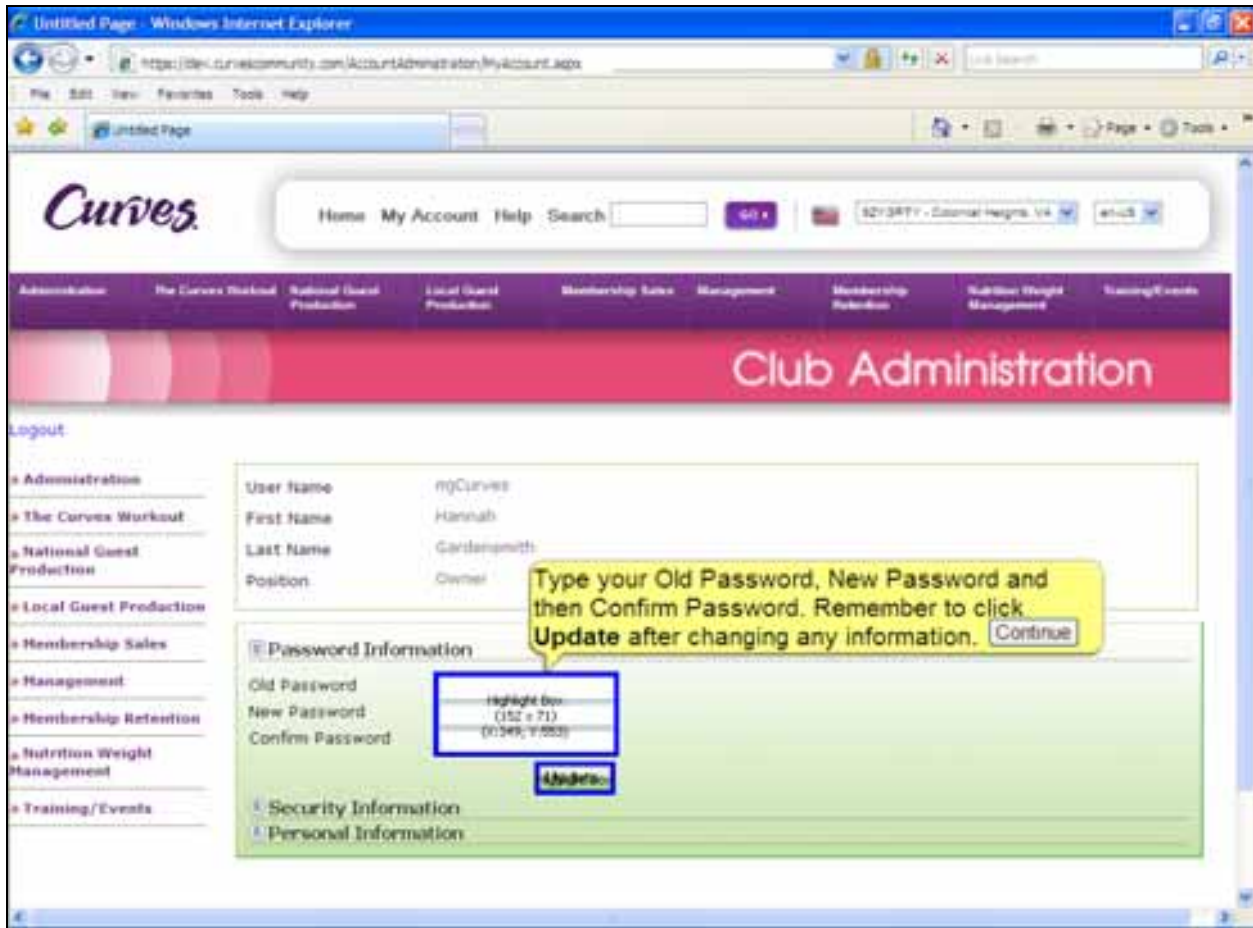


When you click **My Account**, you see options for:

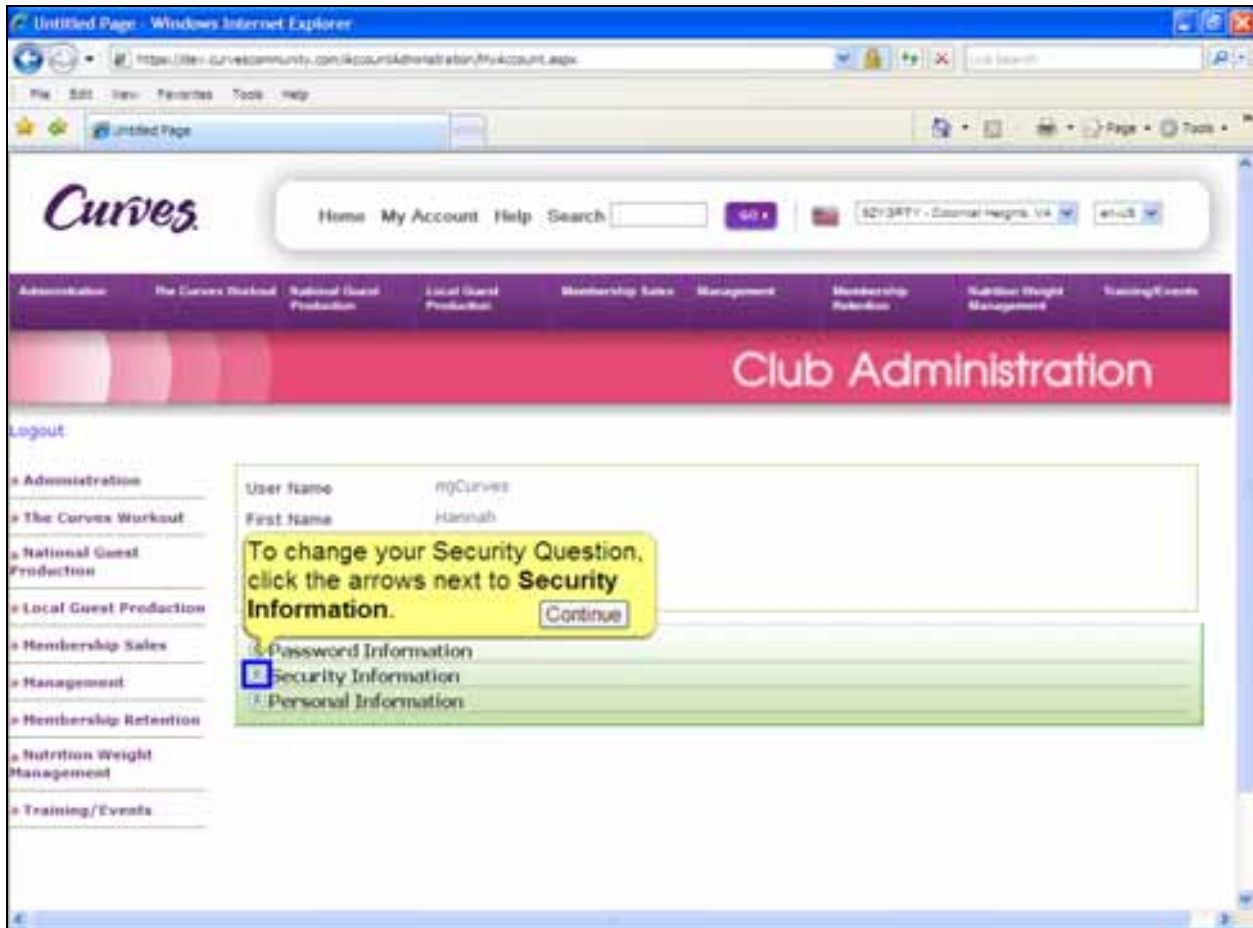
- Password Information
- Security Information
- Personal Information



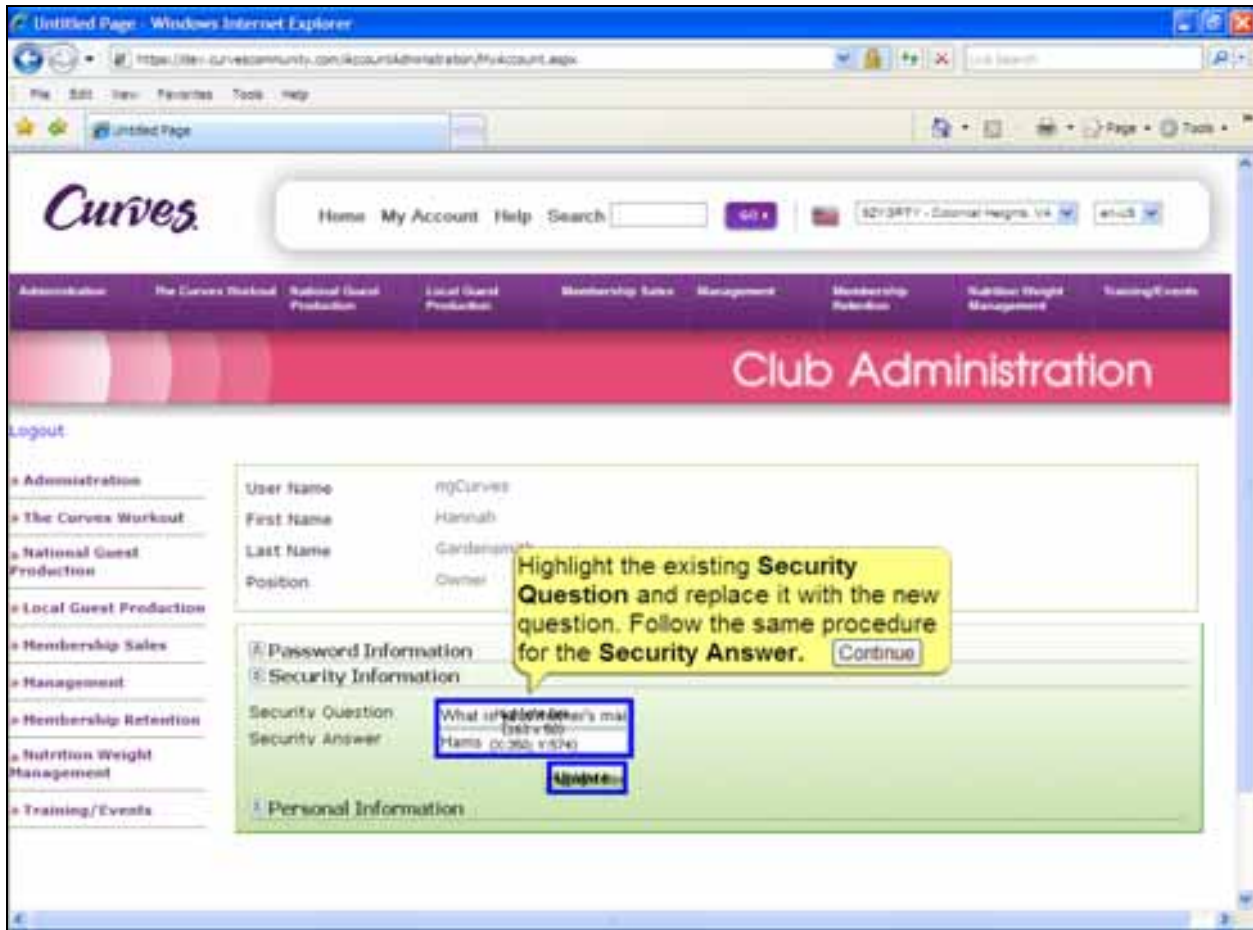
To change your Password, click the arrows next to **Password Information**.



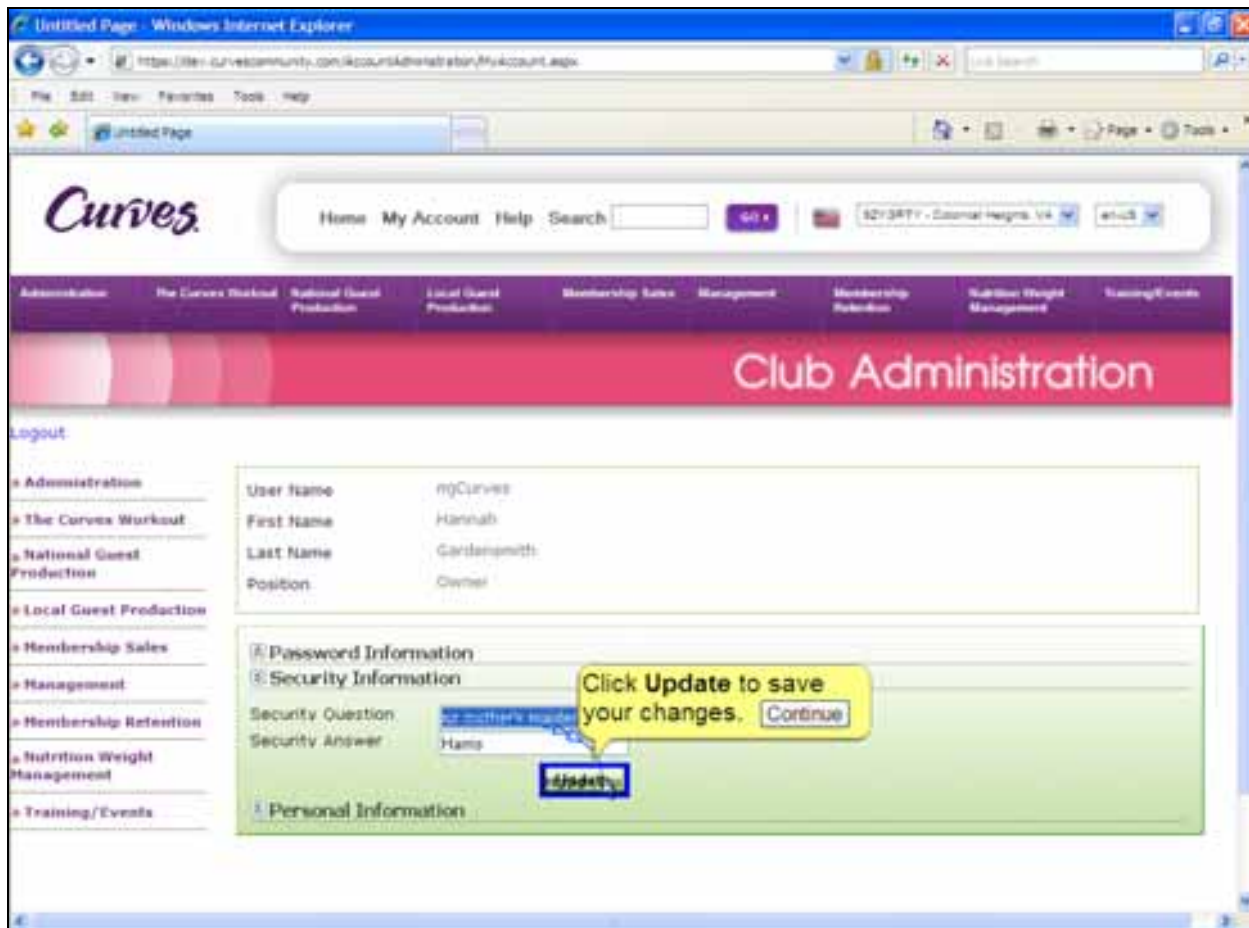
Type your Old Password, New Password and then Confirm Password. Remember to click **Update** after changing any information.



To change your Security Question, click the arrows next to **Security Information**.

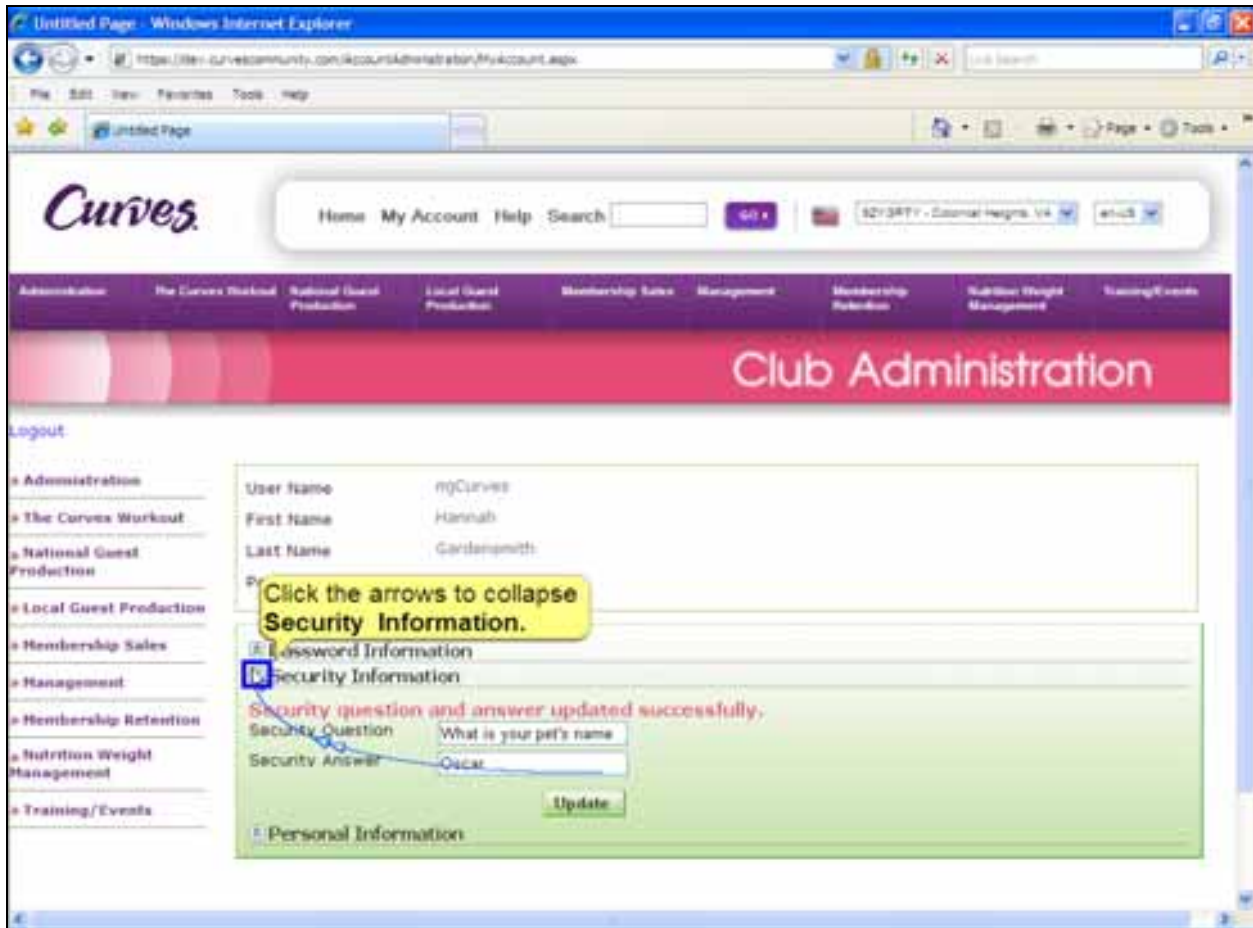


Highlight the existing **Security Question** and replace it with the new question. Follow the same procedure for the **Security Answer**.

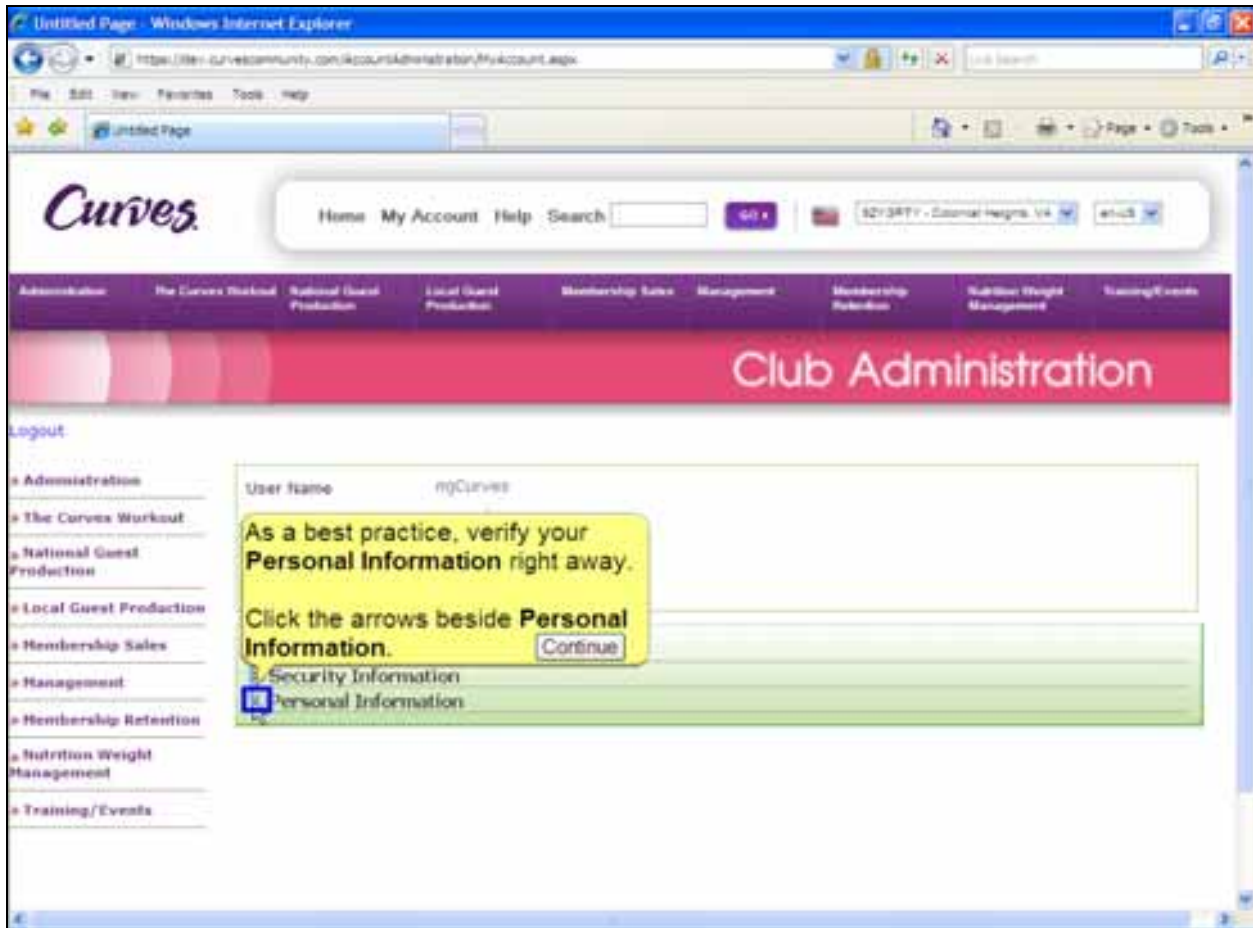


Text Captions

Click **Update** to save your changes.

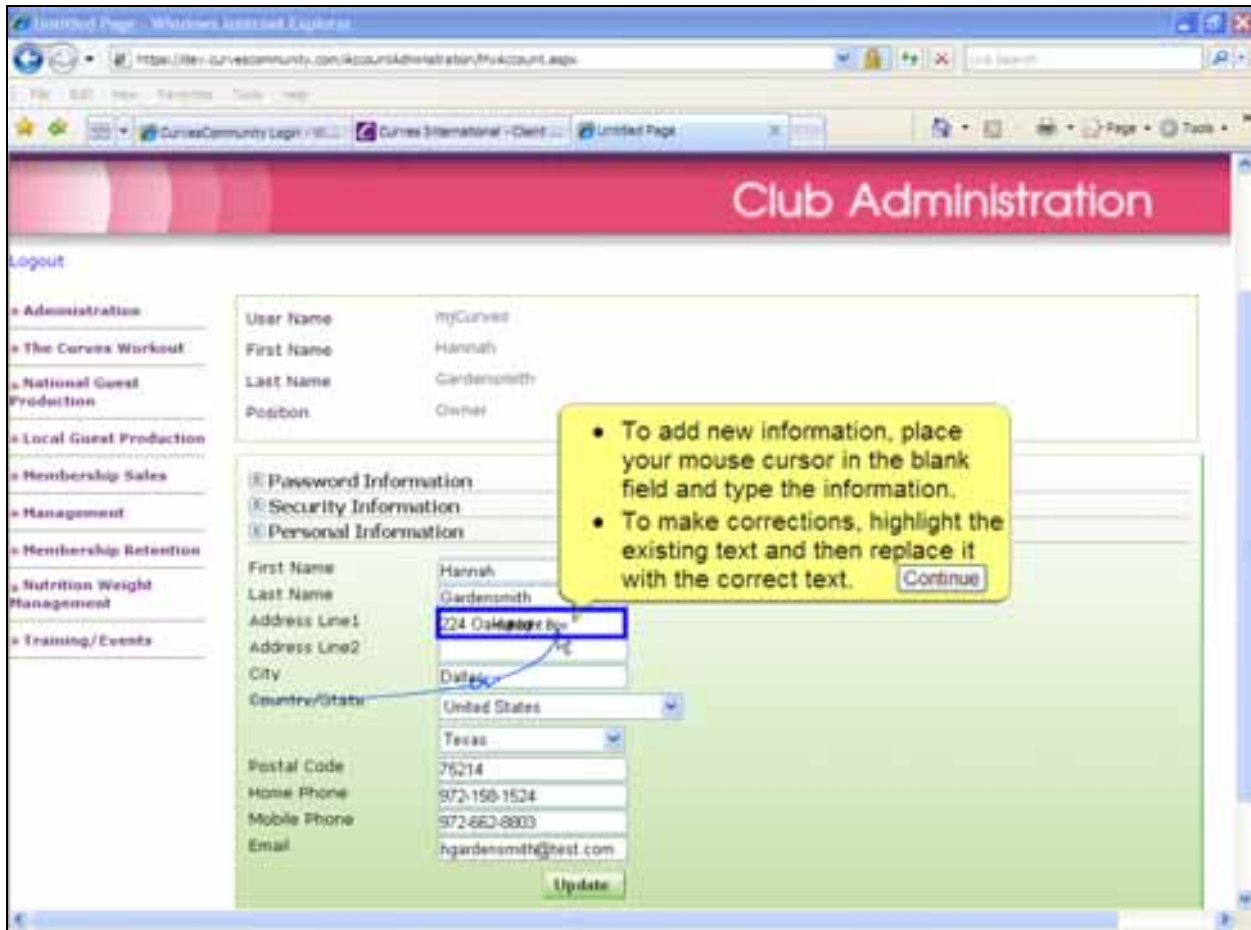


Click the arrows to collapse **Security Information**.

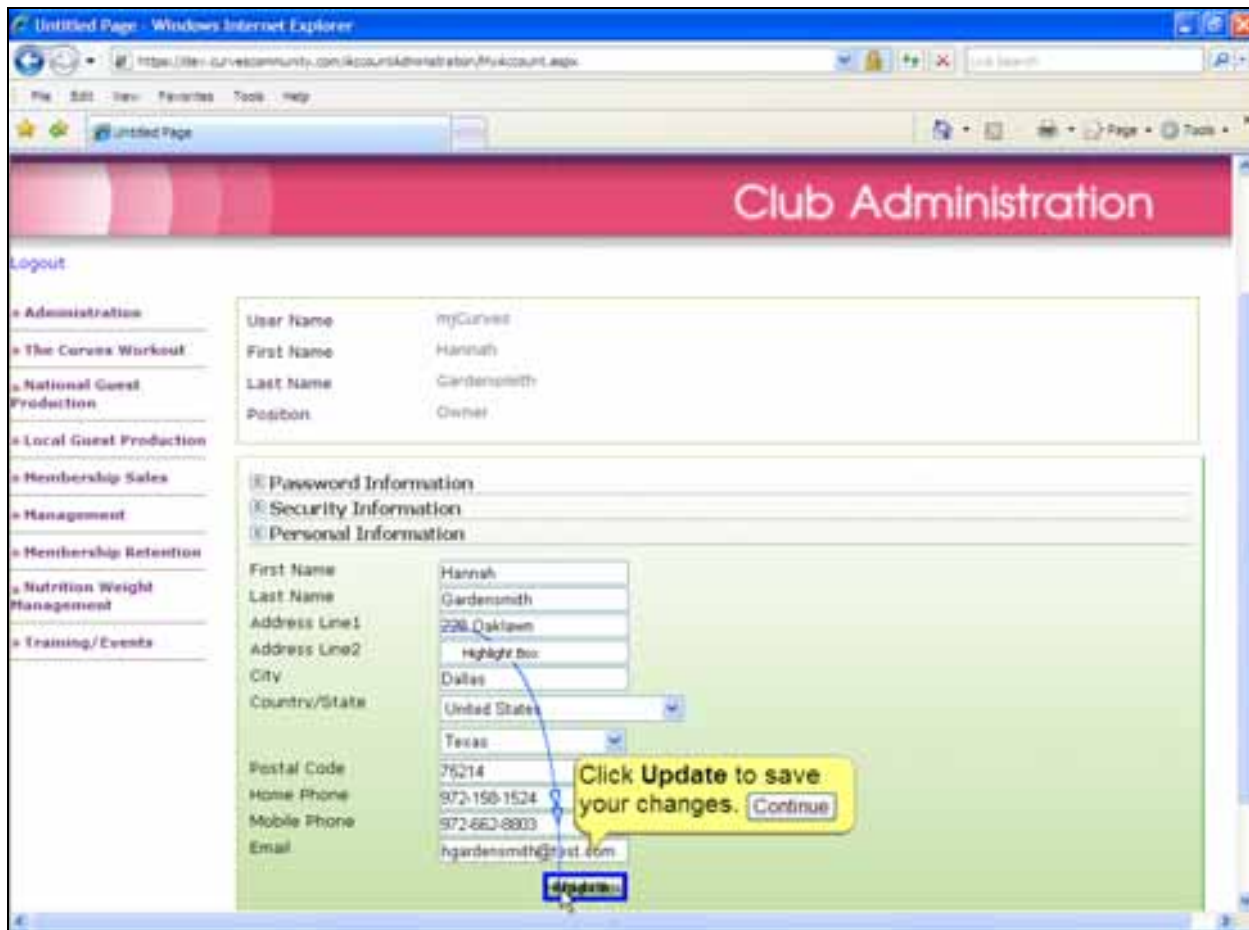


As a best practice, verify your **Personal Information** right away.

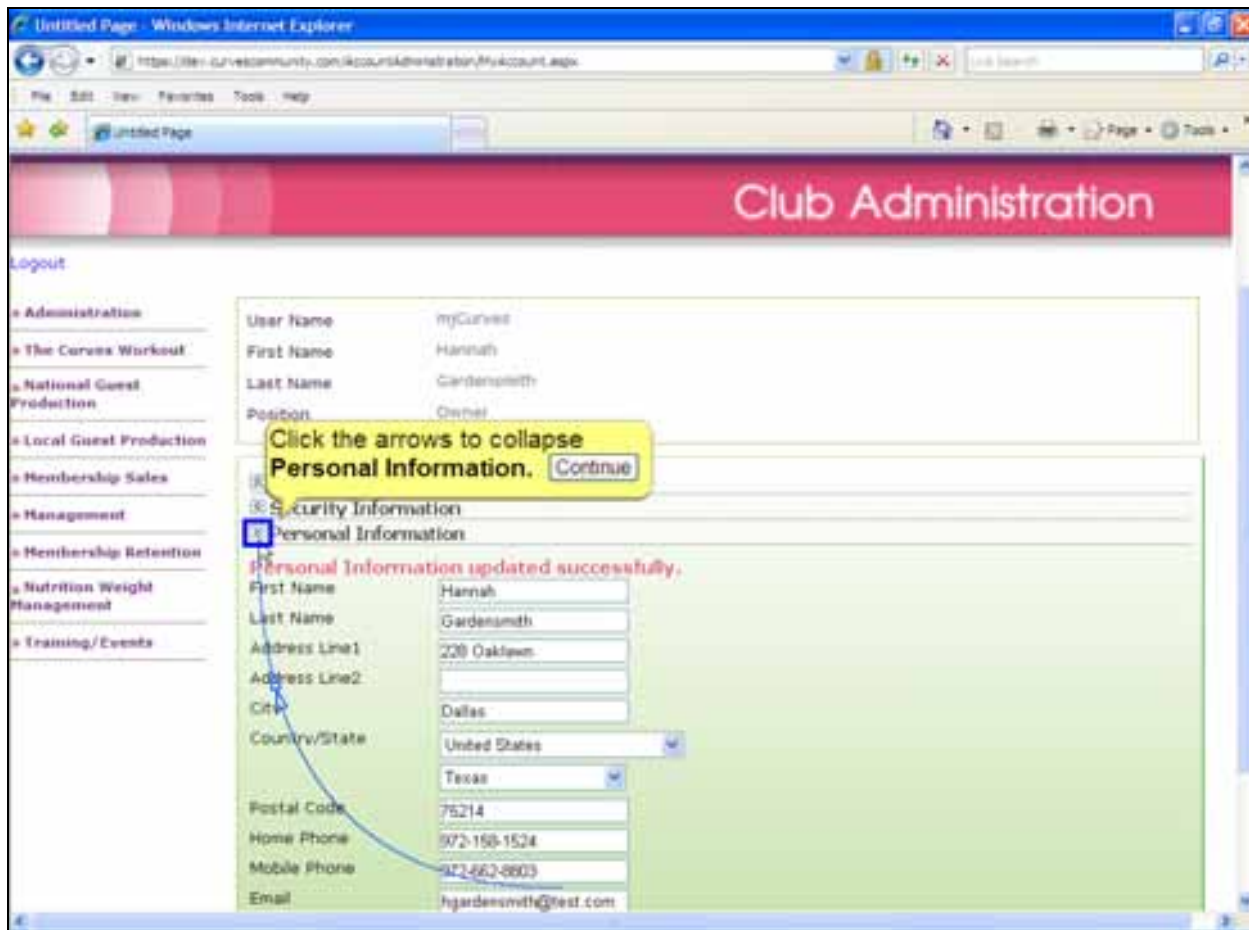
Click the arrows beside **Personal Information**.



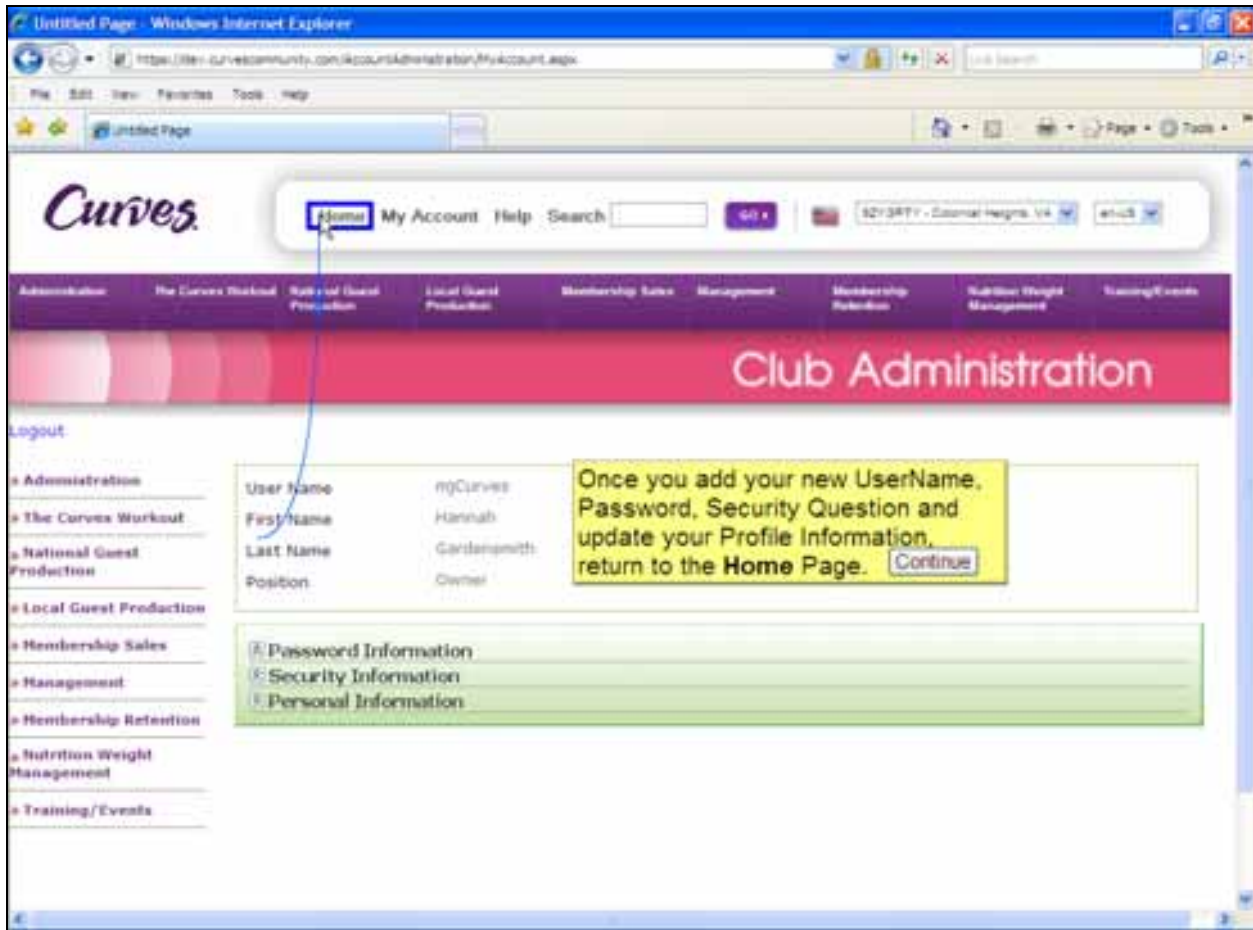
- ❑ To add new information, place your mouse cursor in the blank field and type the information.
- ❑ To make corrections, highlight the existing text and then replace it with the correct text.



Click **Update** to save your changes.



Click the arrows to collapse **Personal Information**.



Once you add your new UserName, Password, Security Question and update your Profile Information, return to the **Home** Page.



NEXT STEPS

Add your staff

In order for your staff to use the new CurvesCommunity.com, you need to assign them a User Name using **Staff User Security**.

Train your staff

After you assign the staff a User Name, take them to **Training/Events --> Online Tutorials**. Have them watch the **Login for Staff** tutorial.

Explore!

Select Topics and Subtopics from the top-level navigation menu to locate the information you need. Check the Home page frequently to stay up-to-date with Focus Features, News, Notices and your Curves Mail account.