

Dear Health Professional (customized with their name),

Thank you for attending the nutraMetrix Health Professional Product and Implementation Course. In our commitment to your success, we will summarize some key action items to help support implementation. Please contact your nutraMetrix Consultant to schedule a discussion to review and evaluate these resources to customize solutions to meet your practice needs.

X	Task	Description
	Set up account	NC sets up the account using information from the Account Setup Form
	Set up staff login	Logging in under the Health Professional's account ID, set up IDs that front desk or checkout staff can use to create accounts and place orders using the Staff login area.
	Set up Annual Renewal or auto renew	Logging in under the Health Professional's account, go and set up auto renewal.
	Set up nutraMetrix website	Use the name as indicated on the account setup form.
	Set up SHOP.COM website	This can be the same as the main practice ID or it can be different, depending on the business development plan.
	Set up Transfer Buying orders	We recommend setting up a 50 BV Transfer Buying order for all Health Professionals so they are eligible to receive BV from their Consultant in support of their commissions.
	Set up auto-BV placement	Make sure BV placement is set in a manner to maximize commissions. Update as needed.
	Order website ID cards	Go to your SHOP.COM website, then to Print Center. Create nutraMetrix cards to help patients use the nutraMetrix website.
	Order appropriate posters	At the SHOP.COM Print Center, order posters as needed. Recommendations include exam room posters for each room, at least one wellness goals poster, and a TLS [®] poster for each facility restroom.
	Order wellness goals brochures	In your UnFranchise Business Account, you can order code 13770 to obtain a kit of wellness education brochures to support your Health Professional's initial launch. Show them how to reorder.
	Download/print protocols	On UnFranchise.com > Downloads > nutraMetrix, please download the protocols that are relevant to the practice and provide them to the Health Professionals.
	Print patient product handouts	On UnFranchise.com > Downloads > nutraMetrix, look for the patient product guide and print out handouts to support the products implemented for Phase 1.

Print copies of wellness intake form	Print out copies of the wellness intake form to train the staff and to have an initial supply for Day 1 of the launch. Staff members can identify re-print protocols.
Print stickers for brochures/products	By creating simple address label stickers for brochures and products, patients can easily know how to reorder online.
Print staff Education Packets	By creating a folder of materials for each staff member, they have a solid action plan of materials to read after the staff orientation. Include all relevant materials in the folder.
Print Initial Launch Resources	It is helpful to have a supply of key patient handouts, such as the wellness intake form, the “how to take” handout, and the initial products launched in phase 1.
Download and prepare for Staff 123	On UnFranchise.com > Downloads, you can find Staff 123.
Download and prepare product presentations	On UnFranchise.com > Downloads, you can download relevant product presentations to support staff education.

If you have additional needs, you can contact nutraMetrix@nutraMetrix.com to reach our corporate staff. For your convenience, we also offer ongoing webinar support. For a list of upcoming nutraMetrix webinars and access information, please email webinars@nutraMetrix.com. You may also join the official nutraMetrix NC Support group on Facebook by searching for the group by name and requesting to be added. This group provides a source of ongoing implementation support. We look forward to supporting your success!

Thank you!

The nutraMetrix Corporate Team