

HOW TO ACCESS YOUR NLFN ACCOUNT

Welcome to the Next Level Functional Nutrition! Below you will find instructions on how to get logged in and how to navigate your user homepage, as well as how to set up your profile picture.

To sign into your account:

To get to your personal account page, just click this link - <https://www.nextlevelfunctionalnutrition.com/account-login/> - and you'll be taken to your login screen, where you'll enter your username and password to get access to your account. Your username is the email you used when registering.

If you don't know or have lost your password:

If this is your first visit, a password has already been assigned to create your account. You'll need to change that password to access your account.

1. Click this link - <https://www.nextlevelfunctionalnutrition.com/account-login/lost-password/>
2. You'll be taken to a password-reset screen where you will enter your username (account email address) and then click the "reset password" button.
3. When you do this, you'll receive an email with instructions on how to reset your password.
4. In that email, clicking the "Click here to reset your password" link will take you to a password-reset screen on our site.
5. From there, just enter your new password twice and click save. You'll be taken back to the login screen, where you can enter your username/account email address and password and log in.
6. Your account will now be accessible!

Welcome to your account dashboard!

Getting around your account page is easy, as most of your navigation is done through the menu tabs on the left.

The **Dashboard** is your home screen. From here you can access all your account features by clicking on the menu tabs, or any text links you may see. Clicking **Dashboard** also makes it easy to get back to the main menu. This is also where you'll access any course portals you are registered for.

When you click tabs along the left side of your account page you should find all content related to your account, and for NLFN members, your membership specific information.

- **Orders** brings up a list of all the orders you've placed. You can click the **View** buttons next to each order if you wish to see details about that order. The rest of the menu tabs should be self-explanatory. Please inquire if you can't find what you are searching for.
- **(NLFN Members Only) My Membership** shows you your membership level, start and end dates, as well as your membership "perks". Access the perks area and scroll down for a listing of content applicable to your membership – this includes the following
 - Instructions on how to access our private NLFN member Facebook page – a valuable asset you'll want to be included in!
 - Listing of your member benefits

- Listing of exclusive special offers from our member partners

NOTE: You must be logged in when placing an order to be sure you get your member discount! Membership discounts are automatically applied to purchases, but ONLY when you are logged into your account.)

- **Payment Plans** will have detail about any subscription orders, if applicable
- **Downloads (Members only)** will include a listing of webinars you've ordered through our archives (for Gold and Platinum members only)
- **Billing Address** is where you can update your billing address
- **Payment method** is where you can see/change your payment method (for those on a payment plan)
- **Account Details** is where you can change your password.
- **Archived Webinars (members only)** will show a listing of all archived hot-topic webinars available for order (only available for Gold and Platinum level members). **If you'd like to upgrade your membership to access these webinars and higher-level additional benefits, please do so through the "My Membership" tab.**

Finally, up at the top-left you'll see the **Logout** button - when you click this, you'll see a message that asks if you are sure you want to log out. If you click the "Confirm and logout" link you will be logged out and taken back to the login screen.

How to add your profile picture in your NLFN account dashboard

1. From your Account Dashboard, click Account Details on the left side menu
2. On the next screen, scroll down to the color patterned profile picture box under the heading Avatar
3. Click the pencil icon at the upper right of the profile picture box, which will open a dialog box
4. Click inside the dialog box where it says, "Drop image here or click to upload."
5. On your computer, navigate to the image you'd like to use as your profile picture
6. Double click your image to load it into the profile picture editor
7. To crop your image, move your cursor to the upper left corner of where you want to crop, then hold down left mouse button and drag down to outline your image with the crop box (which is represented by the dashed outline)
8. To move the crop box, move cursor inside the crop box, hold down left mouse button and drag
9. To resize the crop box, move cursor to one of the black dots at the crop box edge, hold down left mouse button and drag
10. When you're done setting up your profile picture, click the green checkmark at bottom right of the editor to save it and return to your account details screen
11. To start over, click the 'x' at the bottom right of the editor. This will also return you to your account details screen
12. If you'd like to delete your profile picture, click the trashcan icon at the lower right of the profile box
13. When you're done, click the 'Save Changes' button at the bottom of your Account Details screen

NLFN Members - be sure to check all your member benefits listed in your account dashboard. Likewise, be sure to request access to our private member Facebook forum!

Not a member yet? Become one now! <https://www.nextlevelfunctionalnutrition.com/memberships/>

We hope the above information helps make your online Next Level experience more enjoyable and useful. Please email us with any questions: mail@ifmntpro.com

Thank you again for joining Next Level Functional Nutrition!