

# Key Administration and Requirement Tips

These requirements have lead to longevity and compliance with several regulatory agencies.

Recommend Video “ma Difference” on <https://youtu.be/19KwSgCYpR4>  
It’s what makes us different than any other business model out there.

Basic 5 (B5) training:

- Teaches the Market America Business System
- 3-4 Hours in Length
- \$15 If Public

New UnFranchise Owner Training (NUOT):

- Ensures the system is done correctly.
- 3-4 Hours in Length
- \$15 If Public

Check your back office at [www.UnFranchise.com](http://www.UnFranchise.com) for local classroom meetings under ‘Help and Training’ then ‘GMTSS’ then ‘Meeting Search’ to see the various dates and locations for trainings around the country.

Both can also be completed through the UnFranchise back office online training by clicking on ‘Help & Training’ then ‘Online Training’ then ‘Course Catalog’ Online is \$5

Both are fantastic trainings with curriculum that’s designed to both create momentum in your business but also to make sure it’s going to be there to last.

ECCT or Executive Coordinator Certification Training:

Its primary objective is to teach more in depth of the policies and procedures Market America has put in place and how to use them to grow your business. Required for all Executive Coordinators or aspiring Executive Coordinators. (Failure could lead to a compensation commission being held or even forfeited).

Both B5 and NUOT are required before attending  
Ensures a basic understanding of the business practices and policies  
\$50 first time \$25 for retakes

# Requirements

## Form 1000:

- At least two receipts totaling a minimum of \$200 in sales  
**Due one time per quarter**
  - Be sure your sponsor (or Senior Business Partner) goes over this with you! Failure to do a Form 1000 not only affects your Business Volume but also your senior Business Partners Business Volume as well
  - Important when you register your business to enter some friends, family and preferred customers. Goal is to reach a base of 10 registered PC's
- \*Please don't wait until the last week of your quarter to submit your Form 1000  
\*Senior partners have access to reports notifying the completion of the Form 1000 via the "Purge BV Warning Report"

## UnFranchise Auto-Ship:

- Allows you to accrue BV month to month
  - Allows BVs to be placed in your original centers by your sponsor
  - Ensures the monthly and quarterly purchasing requirement is met.  
50BV - 100BV - 150BV based on pin level and 10IBV - 20IBV - 30IBV based on IBV Commission Level
- \*UnFranchise Auto-Ship on Tuesdays. Confirmation of shipping can be found on 'Order Tracking' in the back office.

## UFMS:

\$21.95 per month

Pays for our 'Back Office'

**Without it you will Red Flush (Required - Don't take it off UnFranchise Auto-Ship)**

## Annual Renewal:

Due once a year based on your start Date.