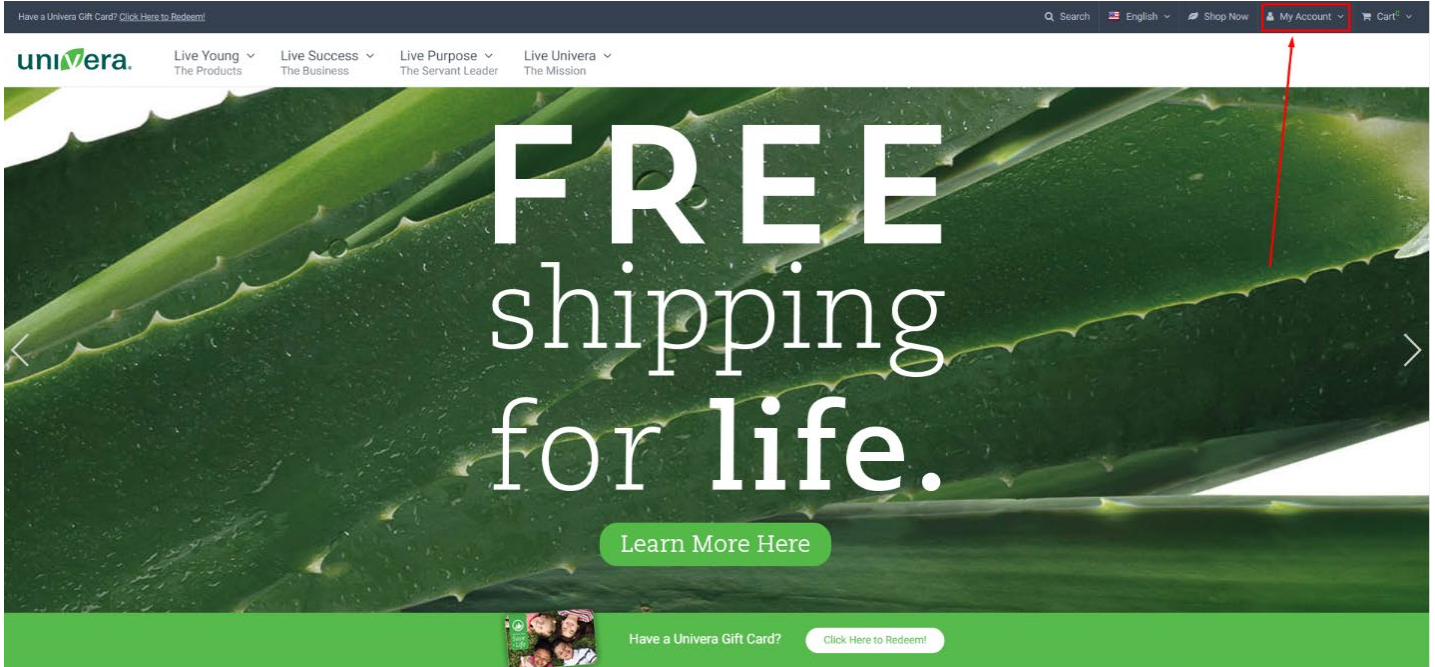
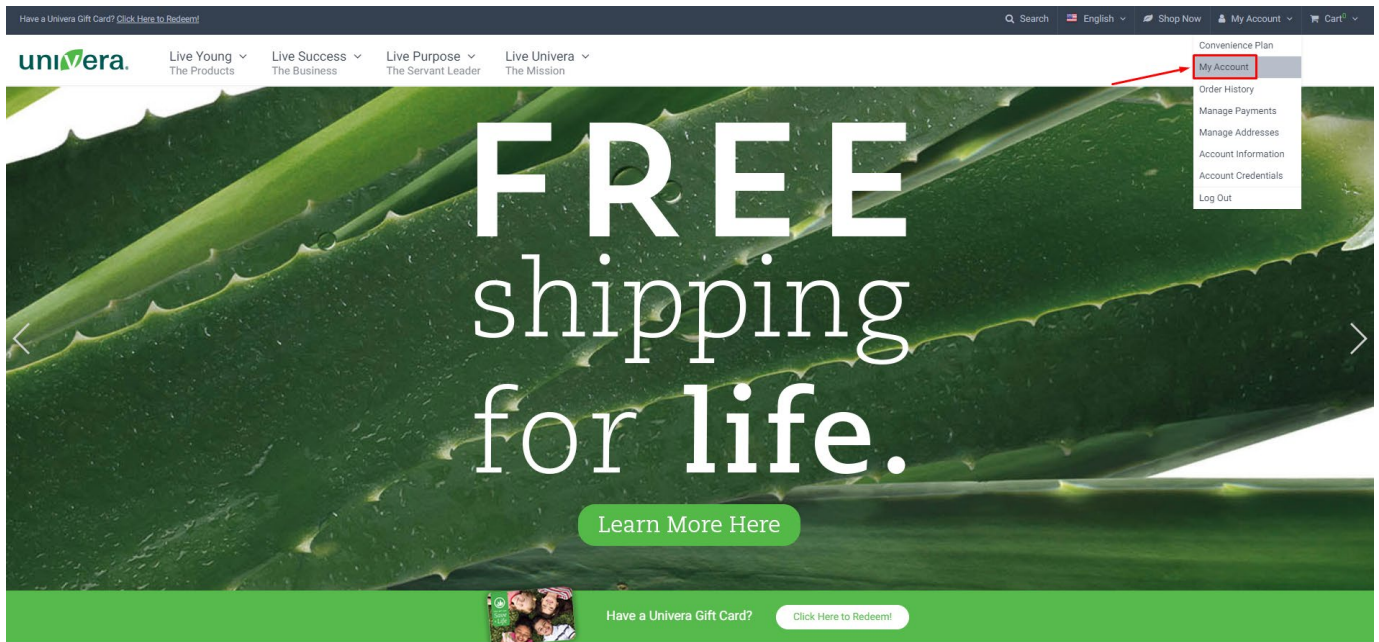


How to Access and Customize Your Customer UConnect!

1. First, log in to your account at univera.com
2. Click “My Account” in the top right corner once logged in.



3. Click “My Account” in the dropdown menu that appears.



4. Scroll down and you will see a section entitled, “Referrals”. This is where you can quickly access your UConnect link, customize your page, and see the those who you’ve referred.

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View Order Information

View previous orders and track packages.

- View Order History and Track Orders

Account Management

Update your payment methods, address book, account information, e-mail address and password on file.

- Upgrade to Associate
- Add, edit or delete a payment method
- Manage your addresses on file
- Update your account information
- Change your e-mail and password

Referrals

Your UConnect link is: <http://www.univera.com/20028658>

Customize your UConnect!

Your Referral Credits:

Customer	Date	Redeemed	Exp Date	Credit
Paige Harrison	3/7/2017	<input type="checkbox"/>	Expired: 6/5/2017	\$0.00
Mike Farrell	6/12/2017	<input type="checkbox"/>	Expired: 9/10/2017	\$10.00

5. Under “Referrals”, click “Customize your UConnect!” Once there you will be able to add a new profile where you can change your UConnect profile name, which will replace your ID in your unique link. In this tab, you can also change the language the page appears in and add contact information. In the next tab, you can add a picture of yourself. This is all optional. Your UConnect is functional without this additional information or a photo.

UConnect! Profile

Edit Photo Send

Page Address

First, you get to choose the URL for your UConnect! profile (for example: <http://univera.com/BobSmith>). You may choose a different URL for each of your profiles. Click the green edit pencil below to type your desired URL (without spaces), and then click the green check when finished.

[univera.com/Click Here to Name Your Profile](#)

Page Language

Select your preferred language.

Language
English (US)

Contact Information

Below, enter the contact details that will be displayed on your UConnect! profile. When you add an email address or a phone

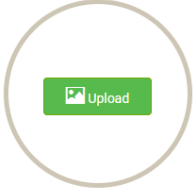
Close Save →

UConnect! Profile

Edit Photo Send

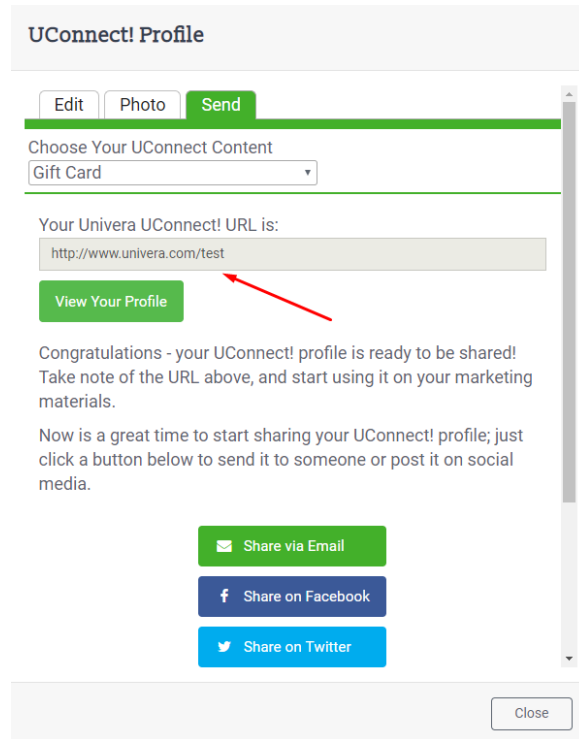
With UConnect, you can upload a personal picture that will appear at the top of your customized page. This helps your Prospects and Customers put a face to your name!

Click the "upload" button to choose your picture, then zoom in or out and move it as you like within the circle. To replace a picture, click the "replace" button and follow the same process. Picture files must be no larger than 2 MB.



Close Save →

- The last tab, "Send", is where you can see the URL for your UConnect. You can copy and paste the link and share your link through your preferred medium. You can also use any of the share buttons to share via email, Twitter, or Facebook.



The screenshot shows the 'UConnect! Profile' interface with the 'Send' tab selected. At the top, there are three tabs: 'Edit', 'Photo', and 'Send'. Below the tabs, there is a dropdown menu labeled 'Choose Your UConnect Content' with 'Gift Card' selected. The main content area displays 'Your Univera UConnect! URL is:' followed by a text box containing the URL 'http://www.univera.com/test'. A red arrow points to this URL. Below the URL is a green button labeled 'View Your Profile'. Further down, there is a congratulatory message: 'Congratulations - your UConnect! profile is ready to be shared! Take note of the URL above, and start using it on your marketing materials. Now is a great time to start sharing your UConnect! profile; just click a button below to send it to someone or post it on social media.' At the bottom of the main content area, there are three share buttons: 'Share via Email' (green), 'Share on Facebook' (dark blue), and 'Share on Twitter' (light blue). At the very bottom of the interface, there is a 'Close' button.