Getting paid has a few steps and takes a few days to set up. Do not wait until the last minute to get paid! The first step is to set up your PayQuicker account to receive your commissions.

Step 1

From your APLGO Back Office

* Go to Back Office, Commissions, Bank Account Details. You will be prompted to a PayQuicker link.
* Fill in your information and submit. Immediately, check for an email to verify your account. It does not prompt you to go to your email, so add this step in.
* Click the email, then verify, and then "set up your PayQuicker account."

Step 2

Once you have set up your PayQuicker account, you have the option of getting paid on a credit card that is automatically sent to you OR you can set up for a transfer to a bank account of your choice.

To set up a checking or savings account transfer:

* Go to the PayQuicker Back Office. This is done by going into your APLGO Back Office, Commissions, Bank Account Details. Sign into PayQuicker.
* Go to Account Settings, Transfer Money, Add a bank account.
* Fill in and save your account information.

Step 3

To Transfer Money to PayQuicker

* From your APLGO Back Office go to Commissions, History. You will see how much money you have earned and how much is available to you now. All credit card transactions must be cleared, and the product must be shipped before the money becomes available. This is to protect the company if someone cancels an order.
* Enter the amount you want to get paid and transfer the money to PayQuicker.
* Once done, go to Contact Us and send a message to corporate APLGO that you have just transferred money and want to confirm the transfer of funds. This is a double verifier to protect against fraud. It allows the company to know that money is being transferred to the proper person and country.
* If in Canada and you cannot access the PayQuicker system, please email Susan Johnson at [Susan@MyHealthyReboot.com](mailto:Susan@MyHealthyReboot.com).
* It may take up to 24 hours for the transfer and you will receive confirmation of the transaction.

Step 4

To Get Paid by PayQuicker after you have transferred money from your APLGO Back Office

IMPORTANT NOTE: When you process your first transfer it will prompt you to fill out a 1099 form in PayQuicker. It will take one or two business days for this to be verified. Do not wait until the last minute to transfer money.

* Go to your APLGO Back Office, Commissions, Bank Account details, PayQuicker or bookmark your PayQuicker account on your internet tool bar.
* Go to Account, then select what type of transfer you want – to a bank account or credit card.
* Submit.
* On your first transaction, you will be required to fill in a 1099 to be paid. Fill in your information. It will take a day or two to verify who you are.
* You will need to submit your transfer again on this first transaction.

You can transfer as much money as you want. There is a one-dollar fee for each transfer.

Contact Susan Johnson if you have any questions or concerns about this process. There are several set up steps but once up, the process is easy.