



# Month End Check List

The last week of every month is the time to tally your team’s scoreboard: check your stats, celebrate your wins, and identify team members who need extra support to achieve their sales goals.

Visit your Dashboard > My Team > Team Reports in My Office or in the My Office App to find your stats for the following:

**PREFERRED REWARDS**  
Stay on top of any PC Rewards that are available to your Preferred Clients. Make sure you keep your direct Preferred Clients engaged and purchasing products to capture all of your PQV. Change the Group Volume dropdown to PC Renewals and Rewards to check which of your Preferred Clients has a reward to use.

**PROMOTION AND BONUS BOOSTERS**  
Know who on your team is on track to earn perks or bonuses by viewing My Team > Team Incentives.

**RENEWALS**  
Check that everyone on your team that is active and due to renew is aware and up to date.  
  
Change the Group Volume dropdown to Consultant Renewals, Change Next Renewal Date to Current Month.

**BONUSES**  
Help your team focus on achieving their bonuses by checking their Central Volume and New Sign-Ups with 150 PQV.  
  
**DM Bonus** = Central District 5,000 QV and 5 new Preferred Clients and/or Independent Consultants with at least 150 PQV in their Start Month  
  
**AM Bonus** = Central Area 20,000 QV and 10 new Preferred Clients and/or Independent Consultants with at least 150 PQV in their Start Month

**QUALIFICATIONS AND PROMOTIONS**  
Make sure the Independent Consultants on your team know what’s required to promote.  
  
Change the Group Volume dropdown to In-Qualification and view the current month period. Use the gray circle with the white arrow in the Business Details column to bring up each Independent Consultant’s history, so that you can view sales volume results for the past three months.

**150 PQV**  
Personal Qualifying Volume (PQV) is qualifying volume an Independent Consultant achieved through the sales to their Clients and Preferred Clients and sales and purchases under their own Arbonne ID.  
  
Have all the Independent Consultants on your team accumulated at least 150 PQV for the month? They need this volume in order to receive any overrides and incentives they earned, to participate in any of Arbonne’s bonus programs, and promote to a new level in the Compensation Plan.

**MONTHLY PROMOTIONS**  
Recognize your team’s success each month. Change the Group Volume dropdown to Promotions and view the prior month’s period to see the promotions as of the 1st of the current month. Example: If you want to view June 1, 2016, promotions, change the period to May 2016.

**PERFORMANCE ACCOUNTS**  
Performance accounts must have positive balances at the end of the month in order to maintain a pay title. Make sure none of your team has fallen into negative territory in their performance accounts by checking on their balances at My Office > My Team > Team Reports > Performance Account.

Arbonne makes no promises or guarantees that any Independent Consultant will be financially successful as each Independent Consultant’s results are dependent on his or her own skill and effort. You should not rely on the results of other Arbonne Independent Consultants as an indication of what you should expect to earn. Actual financial results of all Arbonne Independent Consultants for the preceding year are contained in Arbonne’s Independent Consultant Compensation Summary (ICCS). You may view the Independent Consultant Compensation Summary on Arbonne’s official website at [iccs.arbonne.com](http://iccs.arbonne.com).