ACTIVATING YOUR SCENTSY FAMILY PAY PORTAL

Welcome to the Scensty Family Pay Portal. You will need to activate your account in order to receive your first commission payment. You can activate your account in one of two ways:

- Clicking on the link provided in your Scensty Family Pay Portal activation email.
- From the Scensty Family Pay Portal Login Page, click on **Activate Account**.
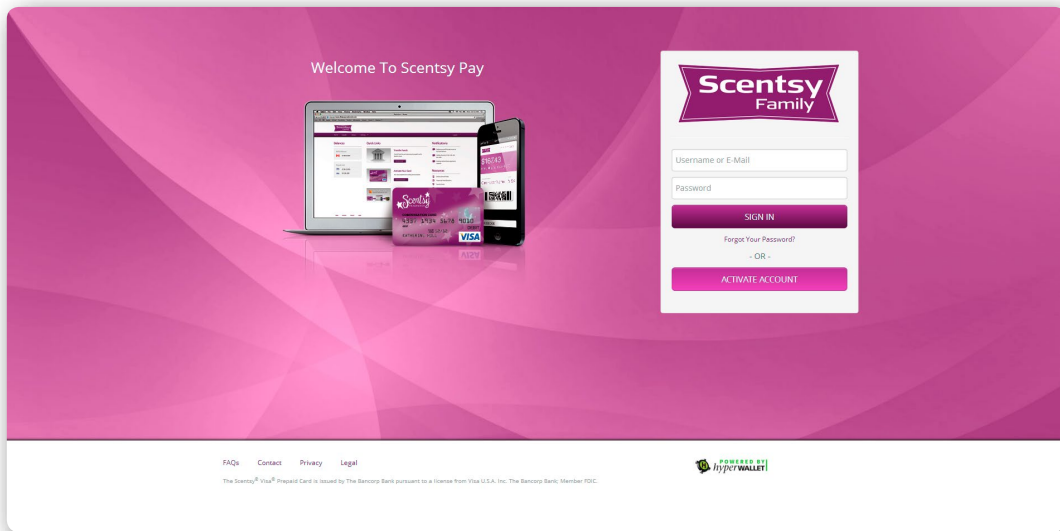
- To activate your account, please enter one of two identification options:
    1. Your Email
    2. Your Consultant ID
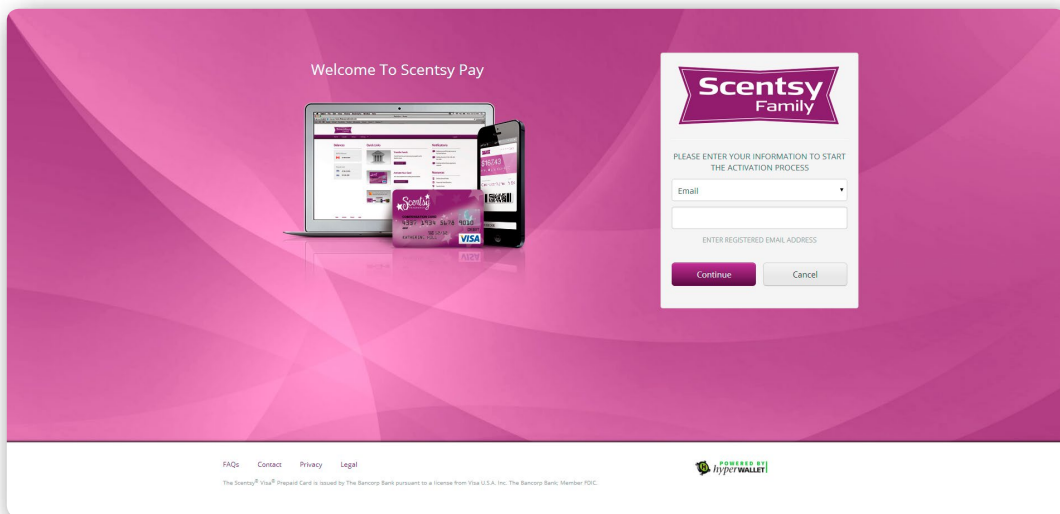
- Once complete, click on **Continue**.
- To verify your identity you will be asked to provide your Consultant ID. Click on **Continue** to process your account verification.

- Establish your profile by confirming the personal information and address details. Click on **Continue** once verified. If any information is incorrect, please contact Scentsy Consultant Support (1-877-855-0617).

- Now it's time to establish your security information. It is important to fill in all the information on this screen as it is required to access your account or recover your password. For best security:
  - Choose a password that is easy for you to remember, but difficult for a stranger to guess. We recommend choosing a password that is at least 8 characters long and contains a mix of:
    - lower-case letters: abcd...
    - upper-case letters: ABCD...
    - numeric characters: 1234...
    - non-alphanumeric characters: !@#$<,"...
  - Choose security questions that you will remember. You will be required to answer these whenever you wish to make changes to your account.
- You must check the box at the end of the screen to verify that you have read and agreed to the Scensty Family legal agreement. Clicking on the link will enable you to download a copy to your computer.
- Click **Confirm** to continue with your registration.

- Congratulations! Your account is successfully activated. Click the **Return to Login Page** to access your account.
- On the Login Page, you can now use your Consultant ID to access your account. Input your login credentials and click **Sign In**.