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## **Welcome Pack – Item 2 – Top 5 things to do to stay happy**

We want you to enjoy ALL the services of the new XchangeIT LINK while paying the LOWEST FEE. To do that we have listed the top things you need to do to accomplish this.

1. Scan all your sales, every day. Then submit your accurate sales data on time every day.
2. Use the Return Claims forms on the XchangeIT LINK portal as supplied by each distributor.
3. Use a POS system from a listed XchangeIT supplier that is properly maintained.
4. Read your Headlines, File notes, and Status in your XchangeIT LINK regularly every day, and act on the information you receive.
5. Follow your compliance progress on ITC & V daily, weekly, and monthly. Act on any guidance provided.

**XchangeIT LINK is really simple, it takes very little time, it saves heaps of time & money.**