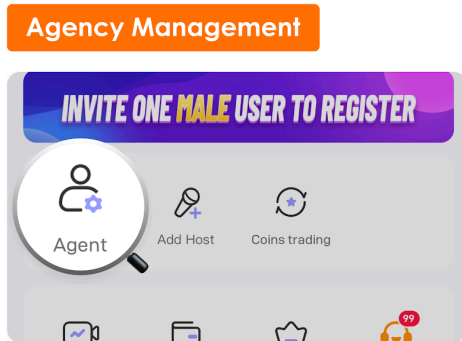


Agent Guide - English

1. Agency Management General Section

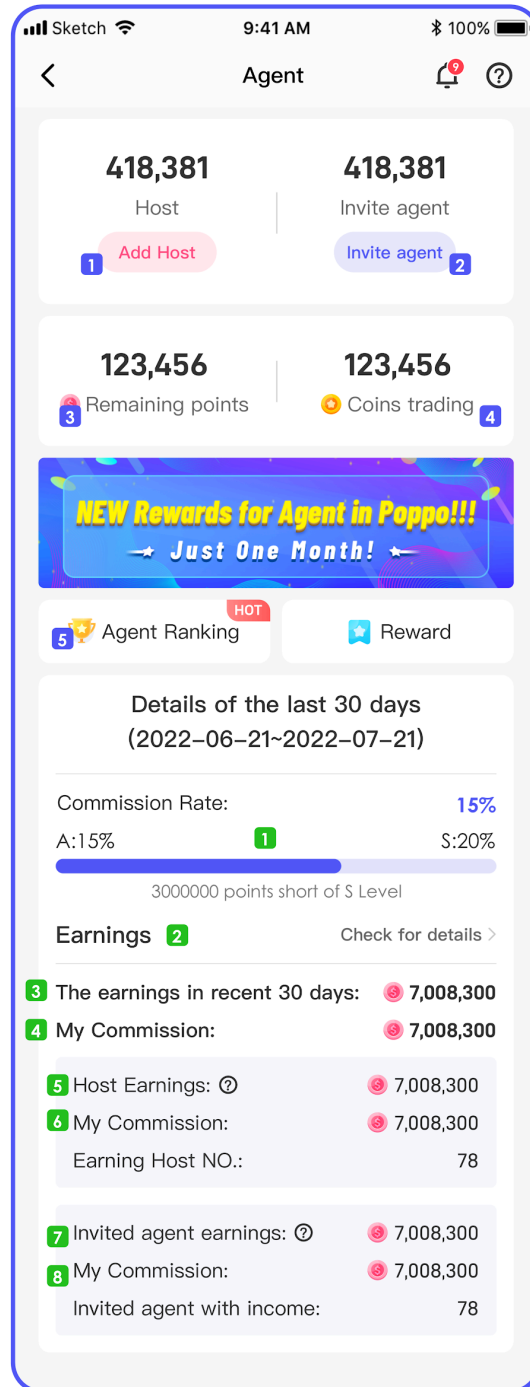


Part in blue

- 1 Add in host
- 2 Invite people to become an agent
- 3 Agent earning points
- 4 Agent coins account (points exchange coins will be store in here)
- 5 Claim agent daily ranking reward

Part in green

- 1 Agent commission rate, based on the agency total earnings
- 2 Check the total earnings of your hosts and your invite agency (not including any pallform rewards)
- 3 = 5 + 7
- 4 = 6 + 8



2. Host Recruiting Process

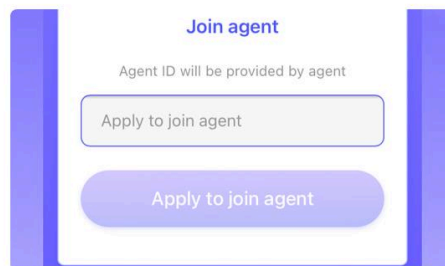
Method 1: A host joins an agency

Process:

1. Host needs to click "My agent" under "Home Page"
2. Key in the agent ID to join the agency



Detailed pictures are shown below:



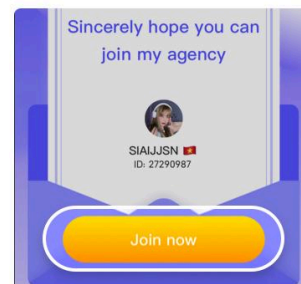
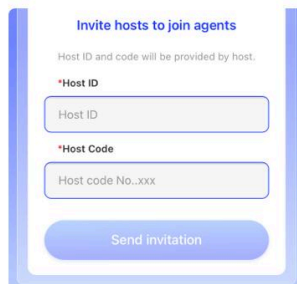
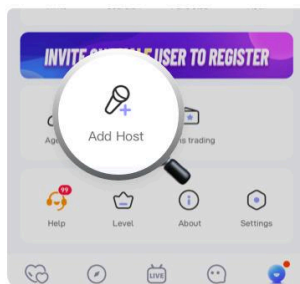
Method 2: Agent invites hosts to join agency

Process:

1. Agent needs to click "Add Host" under "Home Page"
2. Key in host ID and host code No.xxx (provided by host side), and then send an invitation
3. After the host confirms the invitation, the host will be added to agency.



Detailed pictures are shown below:



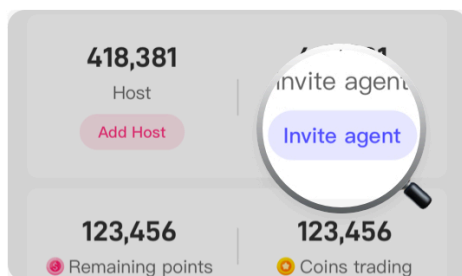
Caution: Do not send a "join agency" invitation to a host you do not know, a serious penalty applies once such spamming behavior is found.

3. Invite Agent

Process:

1. Click "Agent" from the "Home Page"
2. Click "invite" on the top right of the screen under "Invite-Agent"
3. Click "COPY" and send the link to your Invite-Agent
4. Invite-agent then can open the link and fill up the registration form to become an agent.

Detailed pictures are shown below:



Caution: After submitted, the verification will be performed by Poppo staff manually, if there is no issue found, the Invite-Agent request then can be approved.

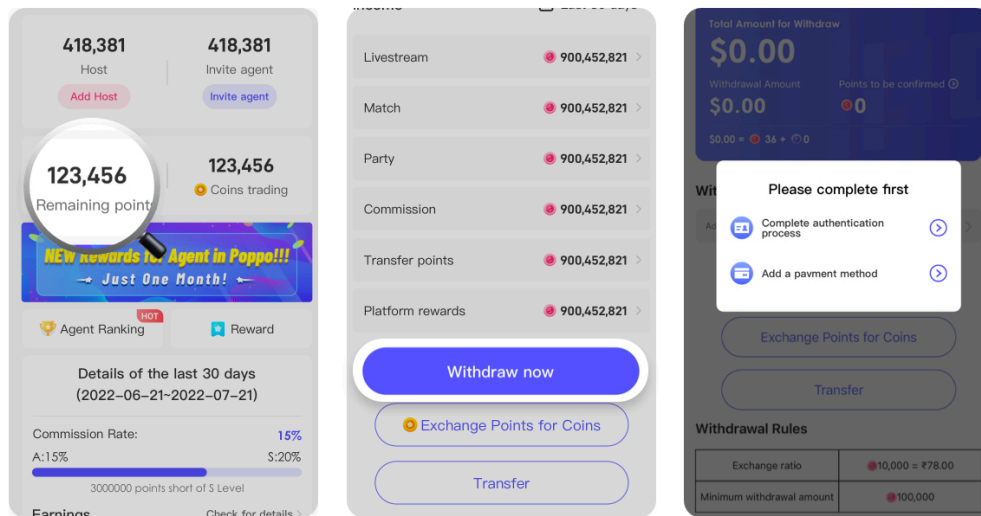
4. Withdraw Process

Process:

1. Click "Agent" from the "Home Page"
2. Click "Remaining points"
3. Click " Withdraw Now"
4. Choose your preferred payment method.



Detailed pictures are shown below:



Caution: For money withdrawal, you have to complete a face authentication successfully.

5. Coins exchange and purchase

Coins Exchange function    [CLICK HERE >>](#)

Agent recharge    [CLICK HERE >>](#)