PA4Life Email & Commission Calculator

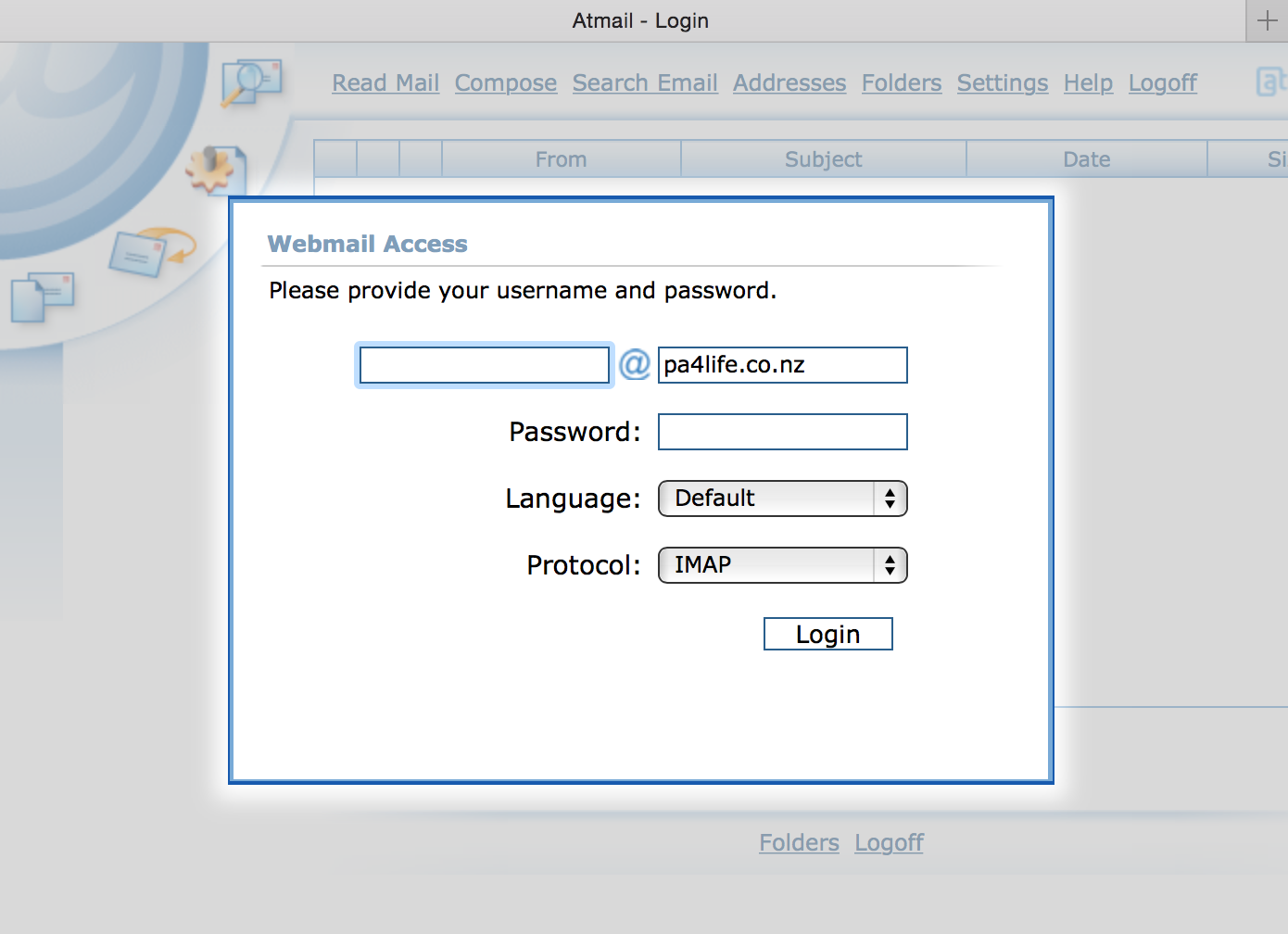
User Guide

Congratulations, as part of your 2015 e-Agent Verified CE enrolment, you have qualified to receive a free year of PA4Life email service and our 2015 PA4Life Commission Calculator. This very brief guide will provide you with all you need to know, in order to gain maximum benefit from these services.

First off, let me begin by outlining how you might use this email account.

* To store copies of incoming emails that you might need to find later at firstname.lastname@pa4life.co.nz.
* To store copies of outgoing emails that you might need to find later at firstname.lastname@pa4life.co.nz.
* To store email attachments (contracts and such).
* To provide you with worldwide access to important emails, sent or received, while traveling.

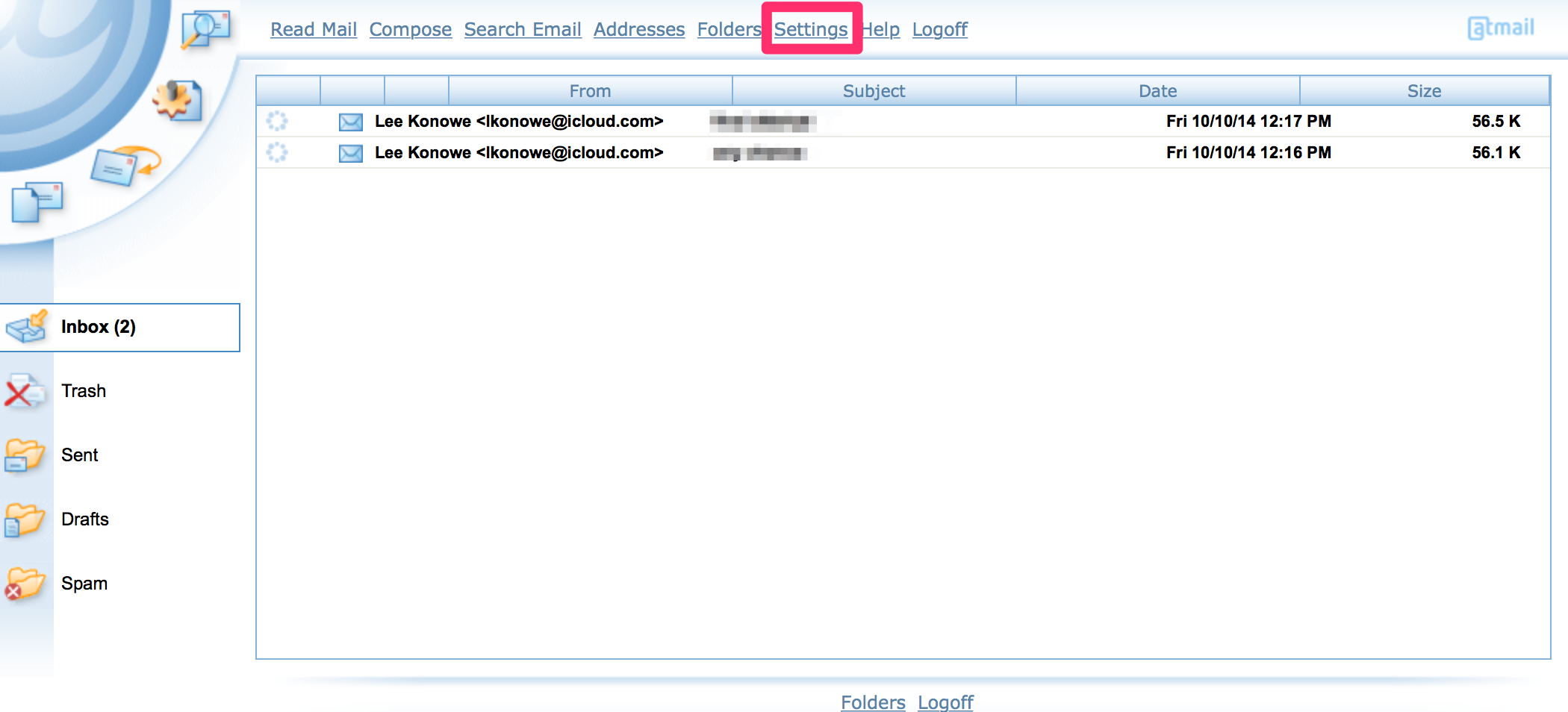
In order to use your PA4Life email account you need only your favourite web browser (Safari, Firefox, Chrome are all good choices, Internet Explorer may work if it is a current version). As this email system is entirely “Web Based”, there is no need to install it within your computer’s email program.

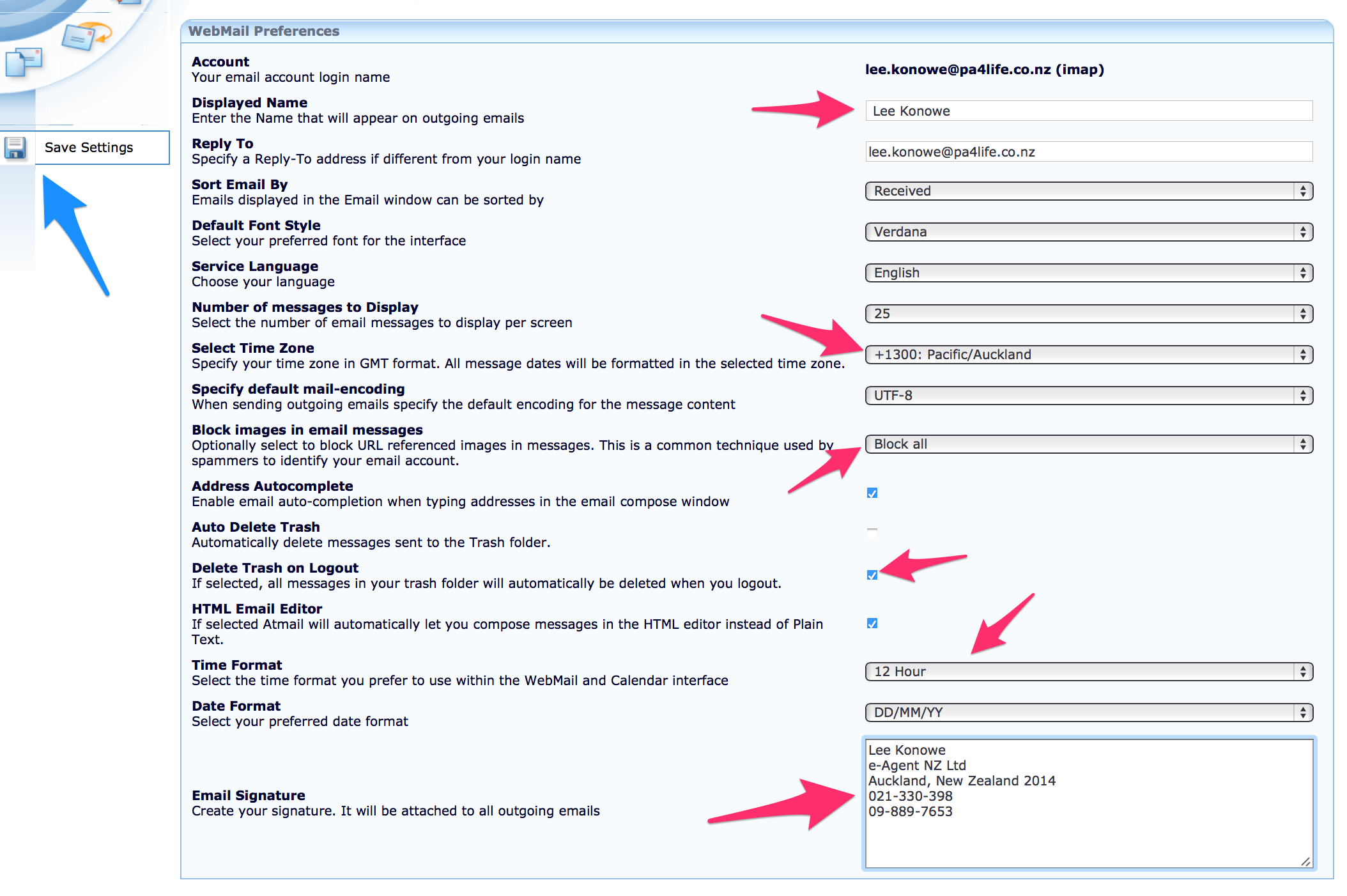
**PA4Life webmail Login Address:** [**http://webmail.pa4life.co.nz**](http://webmail.pa4life.co.nz)****

**PA4Life webmail User Name: firstname.lastname**

**PA4Life webmail Password: 77lakeview**

**Note: When you receive this User Guide, we will have preset your password, which should be changed immediately. To accomplish this, just select a password of 8 or more characters (numbers& letters only) and email that Password to** [**lee@e-agent.co.nz**](mailto:lee@e-agent.co.nz) **: It may take several business hours for us to reset this password, but the account is active under the initial preset password.**

After logging in, click on “Settings” on top menu:

You will now have the following screen.

The red arrows indicate those settings that seem most significant. Once these changes have been made, simply click the blue arrow location to save these changes.

That’s about it, for setting up your PA4Life email. Once logged in you will see the usual menu commands that permit you to READ, REPLY, SEARCH and COMPOSE your emails.

Now, when you are in your regular email account, you FOWARD or REDIRECT any specific email you wish to save to firstname.lastname@PA4Life (insert your username).

In addition, you should get in the habit of BCCing: any email of importance to this same account. If you do not see the “BCC” option, your email program will provide this as an option, under either “settings” or “preferences”.

As there are physical limits to the amount of email we can retain, it is important that you frequently delete any email, that you do not deem as important.

Lastly, a few words about customer service, specific to PA4Life email. If you have an issue, please email us, rather than calling as we cannot provide telephone support for this “free” service. Trust, however, that we will as usual, respond to your support requests in a timely manner.

**PA4Life Commission Calculator WebAddress:**

**http://goo.gl/mebZxZ**

Simply stated, this Commission Calculator is designed to track your commissions and to keep you informed as to your Year-To-Date and Outstanding commissions. It allows you to make adjustments to the formula used. The individual data collected is only visible to you!

Please advise us, via email, if you have any questions or suggestions for improvements.

Terms and Conditions of use: Here come the all important legal stuff!

By using logging into this service you agree that:

**Credit**

This Terms & Conditions document was created using a Contractology template available at [http://www.freenetlaw.com](http://www.freenetlaw.com/).

**Introduction**

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In these terms and conditions, “your user content” means material (including without limitation text, images, audio material, video material and audio-visual material) that you submit to this website, for whatever purpose.

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Without prejudice to the generality of the foregoing paragraph, e-Agent NZ Ltd does not warrant that:

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* the information on this website is complete, true, accurate or non-misleading.

Nothing on this website constitutes, or is meant to constitute, advice of any kind.

**Limitations of liability**

e-Agent NZ Ltd will not be liable to you (whether under the law of contact, the law of torts or otherwise) in relation to the contents of, or use of, or otherwise in connection with, this website:

* to the extent that the website is provided free-of-charge, for any direct loss;
* for any indirect, special or consequential loss; or
* for any business losses, loss of revenue, income, profits or anticipated savings, loss of contracts or business relationships, loss of reputation or goodwill, or loss or corruption of information or data.

These limitations of liability apply even if e-Agent NZ Ltd has been expressly advised of the potential loss.

**Exceptions**

Nothing in this website disclaimer will exclude or limit any warranty implied by law that it would be unlawful to exclude or limit; and nothing in this website disclaimer will exclude or limit e-Agent NZ Ltd's liability in respect of any:

* death or personal injury caused by e-Agent NZ Ltd's negligence;
* fraud or fraudulent misrepresentation on the part of e-Agent NZ Ltd; or
* matter which it would be illegal or unlawful for e-Agent NZ Ltd to exclude or limit, or to attempt or purport to exclude or limit, its liability.

**Reasonableness**

By using this website, you agree that the exclusions and limitations of liability set out in this website disclaimer are reasonable.

If you do not think they are reasonable, you must not use this website.

**Other parties**

You accept that, as a limited liability entity, e-Agent NZ Ltd has an interest in limiting the personal liability of its officers and employees. You agree that you will not bring any claim personally against e-Agent NZ Ltd's officers or employees in respect of any losses you suffer in connection with the website.

Without prejudice to the foregoing paragraph, you agree that the limitations of warranties and liability set out in this website disclaimer will protect e-Agent NZ Ltd's officers, employees, agents, subsidiaries, successors, assigns and sub-contractors as well as e-Agent NZ Ltd.

**Unenforceable provisions**

If any provision of this website disclaimer is, or is found to be, unenforceable under applicable law, that will not affect the enforceability of the other provisions of this website disclaimer.

**Indemnity**

You hereby indemnify e-Agent NZ Ltd and undertake to keep e-Agent NZ Ltd indemnified against any losses, damages, costs, liabilities and expenses (including without limitation legal expenses and any amounts paid by e-Agent NZ Ltd to a third party in settlement of a claim or dispute on the advice of e-Agent NZ Ltd's legal advisers) incurred or suffered by e-Agent NZ Ltd arising out of any breach by you of any provision of these terms and conditions[, or arising out of any claim that you have breached any provision of these terms and conditions].

**Breaches of these terms and conditions**

Without prejudice to e-Agent NZ Ltd's other rights under these terms and conditions, if you breach these terms and conditions in any way, e-Agent NZ Ltd may take such action as e-Agent NZ Ltd deems appropriate to deal with the breach, including suspending your access to the website, prohibiting you from accessing the website, blocking computers using your IP address from accessing the website, contacting your internet service provider to request that they block your access to the website and/or bringing court proceedings against you.

**Variation**

e-Agent NZ Ltd may revise these terms and conditions from time-to-time. Revised terms and conditions will apply to the use of this website from the date of the publication of the revised terms and conditions on this website. Please check this page regularly to ensure you are familiar with the current version.

**Assignment**

e-Agent NZ Ltd may transfer, sub-contract or otherwise deal with e-Agent NZ Ltd's rights and/or obligations under these terms and conditions without notifying you or obtaining your consent.

You may not transfer, sub-contract or otherwise deal with your rights and/or obligations under these terms and conditions.

**Severability**

If a provision of these terms and conditions is determined by any court or other competent authority to be unlawful and/or unenforceable, the other provisions will continue in effect. If any unlawful and/or unenforceable provision would be lawful or enforceable if part of it were deleted, that part will be deemed to be deleted, and the rest of the provision will continue in effect.

**Entire agreement**

These terms and conditions constitute the entire agreement between you and e-Agent NZ Ltd in relation to your use of this website, and supersede all previous agreements in respect of your use of this website.

**Law and jurisdiction**

These terms and conditions will be governed by and construed in accordance with New Zealand GOVERNING LAW, and any disputes relating to these terms and conditions will be subject to the exclusive jurisdiction of the courts of New Zealand.

**e-Agent NZ Ltd's details**

The full name of e-Agent NZ Ltd is e-Agent NZ Ltd.

e-Agent NZ Ltd is registered in New Zealand .

e-Agent NZ Ltd's registered address is 54244 Half Moon Bay, Bucklands Beach, Auckland.

You can contact e-Agent NZ Ltd by email to info@e-agent.co.nz