

Effective July 2020, self-restructuring function will only be available between **3rd to 7th of every month**.

## “Self-Restructuring” Feature

Please note that network structure changes will only be reflected in your Online Office reports one day after changes are made.

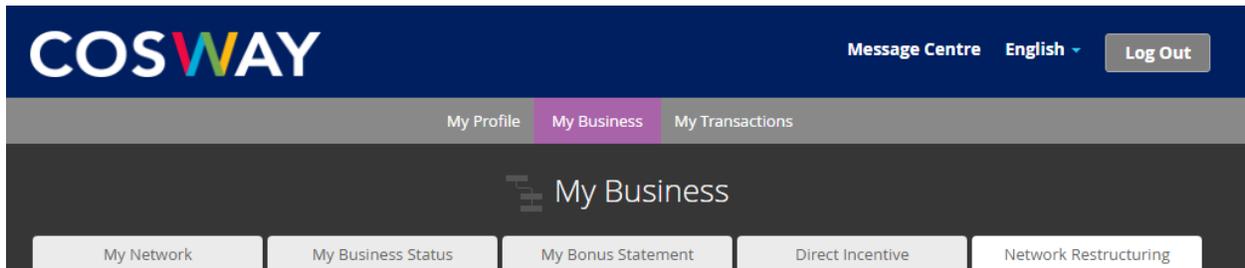
### How It Works:

**Between 3rd to 7th of every month** – You may move any direct branch member who had joined in the previous month to a position directly under any existing member within your own network as long as the new “placement position” or upline member had joined in the same month as, or earlier than, the member being moved underneath him or her.

Profit calculation will be based on the new structure for the **previous** month onwards.

### Step-by-step Guide:

1. At “Network Restructure” page, you will see all your direct branch member which within the eligible restructuring period displaying here.



## Network Restructuring

Please click [here](#) to get user guide.

<b>B88888</b> ⓘ	<b>Join Date</b>
--- <a href="#">B777778</a> ⓘ	10/08/2017
--- <a href="#">G888999</a> ⓘ	14/08/2017
--- <a href="#">B666667</a> ⓘ	15/08/2017
--- <a href="#">B555577</a> ⓘ	25/08/2017

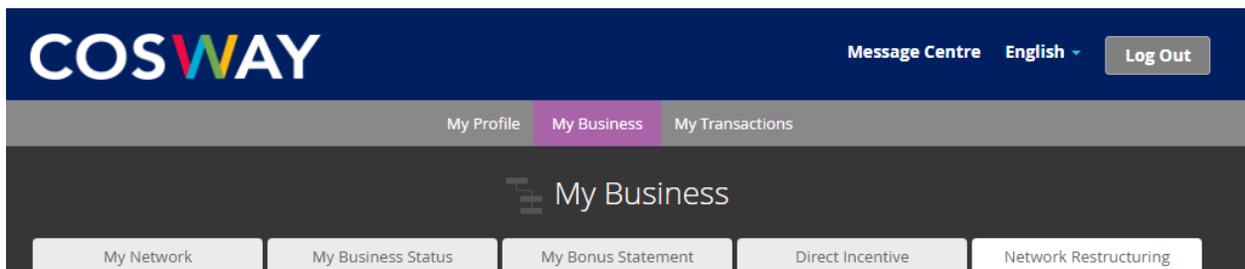
2. You can then **View & Restructure** your direct branch members.

Example:

You (ID: B88888) have direct branch members:

- B777778 joined on 10/08/2017
- G888999 joined on 14/08/2017
- B666667 joined on 15/08/2017
- B555577 joined on 25/08/2017

**a) VIEW** - When you are logged in and click the restructuring feature any time between 1st to 7th September, you will see:



### Network Restructuring

Please click [here](#) to get user guide.

<b>These are the direct branch members you can move within the current "period for restructuring"</b>	B88888	Join Date
	B777778	10/08/2017
	G888999	14/08/2017
	B666667	15/08/2017
	B555577	25/08/2017

b) **DECIDE & RESTRUCTURE** – Click on the link for the direct branch member you would like to restructure.

You will see a screen like this:

**Example**

The screenshot shows the COSWAY user interface. At the top, there is a dark blue header with the COSWAY logo on the left, and 'Message Centre', 'English', and a 'Log Out' button on the right. Below the header is a navigation bar with 'My Profile', 'My Business' (highlighted in purple), and 'My Transactions'. Underneath is a dark grey bar with 'My Business' and a tree icon. A row of five menu items follows: 'My Network', 'My Business Status', 'My Bonus Statement', 'Direct Incentive', and 'Network Restructuring' (which is highlighted). The main content area is titled 'Network Restructuring' and contains a yellow-bordered form. The form has the following text: 'I would like to shift Member ID' followed by a text box containing 'B888999' and 'registered on 10/05/2017'. Below this, it says 'Under CURRENT Placement ID' followed by 'B88888'. Then, 'To under NEW Placement ID' followed by an empty text box. An 'Important Note' section follows, containing two bullet points: 'Please ensure that you understand your network structure and how your changes will affect your network performance before making any adjustments. Once an adjustment is done, you will NOT be allowed to cancel it or request another adjustment.' and 'Please note that profit calculations starting with last month's profits will be based on this new structure.' At the bottom of the form are two blue buttons: 'Submit' and 'Back'.

3. Type in the ID where you would like your direct branch moved to, and click **Submit**.

4. The system will then check to see if the move is allowed.

5. If you enter an invalid ID or an ID that does not meet the system's criteria, you will see an error message, and be brought back to the page to enter another ID.

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