



Procedures & Guidelines

(Terms & Conditions)

Procedures & Guidelines

Only1 Brands Inc. believes that Independent Envoy's should understand the values that guide the Company.

These values are reflected in these Procedures & Guidelines.



Only1



Clean Beauty



Vegan



Cruelty-Free

Procedures & Guidelines

Only1 Brands Inc. emphasizes the importance of an Independent Only1 Envoy understanding the company's core values outlined in these Procedures & Guidelines effective - March 1, 2025. An Only1 Envoy must read these policies, which defines their relationship with Only1 Brands Inc. Violations of these policies may lead to dissolving the relationship with Only1 Brands Inc. Policies can be modified at any time to better serve our Only1 Envoy. To ensure smooth communication, we will promptly forward the relevant notification to our Envoy Partner. Consequently, it is crucial that an Only1 Envoy checks the Dashboard for any updates.



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Starting Your Business Relationship with Only1 Brands Inc. & Becoming an Only1 Envoy.

As Only1 Envoy candidate you will undergo a vetting process conducted by the Senior Management team at Only1 Brands Inc. This involves a recruitment interview, which can be conducted either in person or through a video conference. Once approved you will have the opportunity to enroll online, guided by your Envoy Only1 Team Leader.



Envoy



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Cruelty-Free

Only1 Envoy must:

- ❑ Live in the United States or Canada and have an address to which products, correspondence and other items may be delivered.
- ❑ To establish their Envoy account, it is essential that it is set up in their legal name. Additionally, complete banking information is required to ensure that Only1 Brands Inc. can electronically deliver commission funds in U.S. dollars.
- ❑ An Only1 Envoy is required to submit comprehensive contact details when creating their account. The Envoy will input this information on a Secured Platform known as the Only1 Envoy Dashboard.



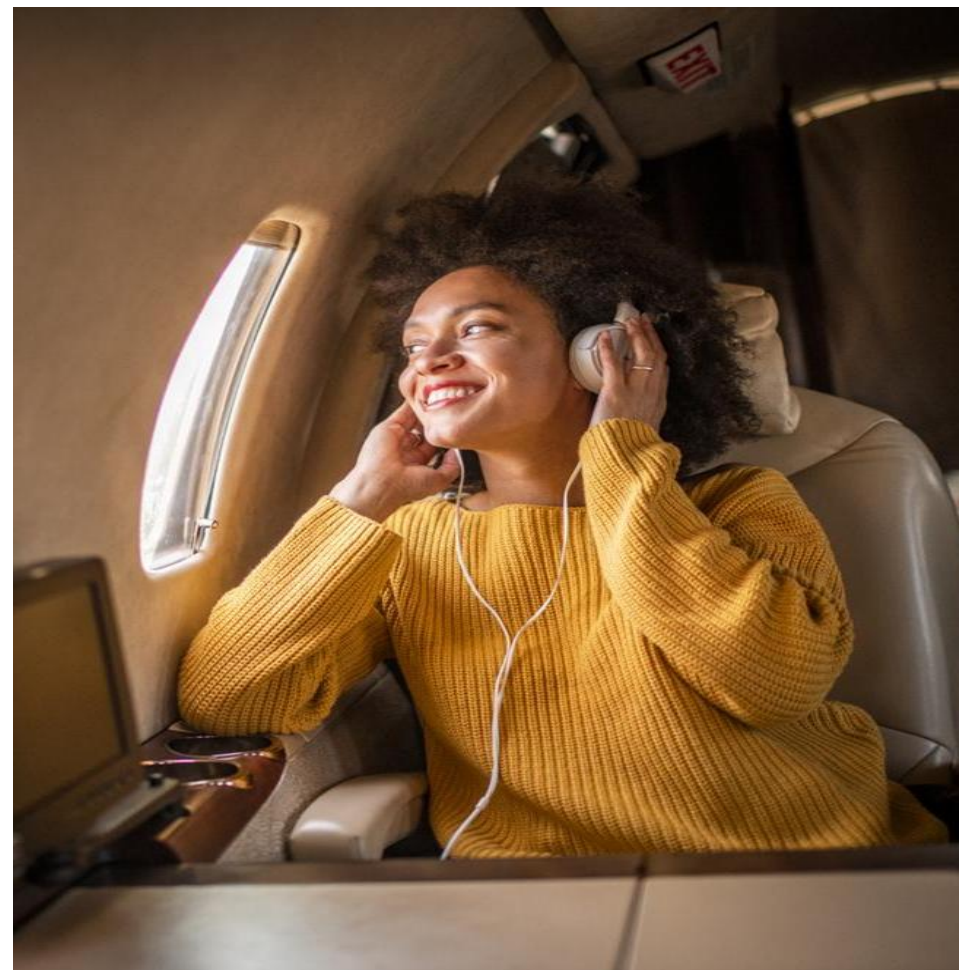
Only1 Envoy must continued:

- ❑ The Only1 Envoy is responsible to maintain current account information on the Dashboard at all times. For example: If banking information has changed, Only1 will not be responsible if this information has not been updated by the Envoy. Fees to reverse the charges will be deducted from the Envoy's commission payment.
- ❑ An Only1 Envoy is an independent contractor. They are not agents, joint-ventures, employees, distributors, partners or franchisees of Only1 Brands Inc.



Ethical Conduct

- ❑ You must avoid all deceptive, misleading, unethical or immoral conduct or practices, and you must exhibit high moral character in your personal and professional conduct.
- ❑ An Only1 Envoy shall not engage in any conduct that may damage the goodwill or reputation of Only1 Brands Inc.





Envoy Responsibilities

Follow the step-by-step onboarding actions to join the Envoy Program.

1. Complete Your Envoy Application

Please fill out the Envoy Program form. In case of missing information or wrong format, the form will let you know. If you have problems filling out this form, immediately email your administrative team leader. joanne@only1.co. Important to maintain your email and password for this application. It will be required later in the Onboarding Process.

2. Envoy Agrees to Terms & Conditions

Once you have reviewed the Procedures & Guidelines, please check off the Verification “Submit” Button.

I agree to the terms and conditions.



Are You Who We've Been Searching For?

Only1's highly selective Envoy program is our empowering alternative to a traditional retail presence.

Our Envoys work hand-in-hand with Only1 clientele to help realize their health and beauty ambitions, and keep them up-to-date on our latest products and promotions.

Only1's Envoys enjoy 25% commissions from beauty referrals for the lifetime of their Only1 partnership, as well as access to entrepreneurial tools, expert mentorship, extensive marketing support, and exclusive perks.

Since our products aren't available on any retail shelves, our Envoys – that's you! – have the exclusive offline privilege to help sell our luxurious European and American made, vegan beauty goods.

Our goal is to empower our Envoys and that includes financial freedom. That means weekly commission payments and, with all purchases conducted exclusively through the Only1 platform, no need for Envoys to invest in stocking inventory.

Does this sound like you? Fill out our form to be considered for this selective program!



Envoy Program Interest Form

First name

Last name

Email

Location

Country

How do you connect with your audience?

Online Presence

Describe Your Audience



3. Request Received & Under Review

Immediately a message will appear on your screen confirming that your registration was received. If you do not receive this message please immediately email your administrative team leader. joanne@only1.co. Followed by an email message, in the email account you provided the registration form submitted.



Hi,

Thank you for signing up for our envoy program.

Your details are currently being reviewed by our team.

Once approved, you will receive an email with further steps and guidelines.

For any queries, kindly [contact us](#) and we will help you out.



4. Welcome to the Envoy Project

Once the review is completed and approved, you will receive a new email notification and a personal phone call welcoming you to the Envoy Project. Your administrative Team Leader will help guide you through the Onboarding Process. On this email you will receive your secure ENVOY ID, your Personal Link and additional information on how to access your account. It is important that you are guided through this process by your Admin. Team Leader.

During this meeting you will be asked to supply your banking information for our finance department to place you in our Electronic Funds Transfer template. Accounting will supply you with more information once you engage with your Admin. Team Leader.



Congratulations & Welcome to Your Envoy Experience.

Only1 Brands Inc. and the team are very excited to have you onboard.

Here are the details you need to get started.

Your envoy ID:

Your personal envoy link:

Log in to your [Envoy Dashboard](#). Discover your ongoing deals tailored, suggested scripts to enhance your presentations. Explore detailed fact sheets to thoroughly familiarize yourself with Only1 products. You will find marketing assets such as images, logos and much more. And what is most important, is your detailed accumulated commissions, and commissions paid out.

Our Envoy Partnership is important to us.

Never hesitate to contact us by email, video team meetings or by phone. Toll Free anywhere in North America 1.800.517.1310. It is important we stay connected to help each other meet our sales goals and commissions. Keep in touch with your Envoy Team Leader.

A Message from our team to you.

We brought you on board because of your creative skills. Selling involves crafting a story and building a connection with your followers. We want to provide you with all the tools you need to help refine your presentation and to bring you the financial success you deserve.



Envoy

5. Access to Your Account & Reset Password, if needed.

In the email you receive you will find this text: “Log into your “Envoy Dashboard” click there to access your account and enter the Log in section, **with the email and password you provided in your original Registration Submission.** If you do not recall the password, no worries, you can click on “Lost your password?” to request a new one. A new email will be sent to your email account to reset your password.

Password Reset Request

Hi,

Someone has requested a new password for the following account on ONLY1 Cosmetics:

Username:

If you didn't make this request, just ignore this email. If you'd like to proceed:

[Click here to reset your password](#)

Thanks for reading.



Inside My Envoy Dashboard Account

Once you are logged in, you will be inside your Envoy page called “My account”. On the left side of the page, a Menu Bar will be displayed with different options to navigate: IMPORTANT – Please contact your administrative Team Leader for more Onboard Training & Guidance.

Home » My account

Joanne Stacey
Since: February 19, 2025
Referral Link: <https://only1cosmetics.wpengine.com/envoy/joanne/>

Reports Profit

7 Visitors 4 Customers 57.14% Conversion \$6,802.75 Revenue
This cost includes freight.

\$1,700.69 Net Commission
Commissions do not include freight. \$0.00 Paid Commissions \$1,700.69 Unpaid Commissions

Recent Referrals [View all](#)

Date	Order ID	Total Order	Commission	Payout status	Customer
February 24, 2025	6484	\$28.00	\$7.00	Rejected	Thiago Test
February 24, 2025	6483	\$544.00	\$136.00	Unpaid	Maru Cakle TEST
February 24, 2025	6482	\$217.00	\$54.25	Unpaid	Customer Envoy
February 24, 2025	6481	\$1,350.00	\$340.00	Unpaid	Envoy Purchase
February 24, 2025	6480	\$712.00	\$178.00	Unpaid	Envoy Customer

Top Products [View all](#)

Product	Quantity	Sales
Flawless Brush Set with Fine Smudging Brush	14	\$1,246.00
Only1 Clean Mascara	27	\$783.00
Gorgeous Gems High Performance Eyeliner - Emerald	19	\$399.00
Gorgeous Gems High Performance Eyeliner - Onyx	16	\$330.75
Swipe & Go Eyeshadow Stick Collection	3	\$297.00

Chat



Your Most Important Task as An Envoy Partner.

When promoting on platforms like Instagram, Facebook, YouTube, or others, it's crucial to ensure your followers have access to your Unique Envoy Link. This link is essential for placing orders on the Only1.co website. Make sure to include it prominently in your content to guide your audience & now your customer effectively.

Earn the \$\$ Commissions You Deserve.



Envoy



Your Commissions

Just like your followers who paid us promptly, you too deserve a seamless and fast payment experience. Enjoy the efficiency and simplicity of quick transactions.

You Get What You Earned Without Delays.

Commissions

- ❑ Commissions are paid on net sales. The definition of a net sale is the total amount of goods purchased by the consumer less the shipping fee. The shipping fee in the United States is \$7.95. Shipping fee in Canada is \$12.95.
- ❑ When an Envoy follower places an order on Only1.co website, the Envoy will receive an immediate confirmation of that order. The details displayed will show the amount of the order and the **25% commission due to the Envoy**.
- ❑ Commission are paid electronically to the Envoy's bank account. A test transaction by Only1 Brands Inc. will be executed, once approved by the Envoy in the amount of \$20.00. The Envoy will be responsible for notifying the accounts payable Department of Only1.co by sending a confirmation email to [**admin@only1.co**](mailto:admin@only1.co).
- ❑ The Envoy can view 24/7, commissions due and commissions paid and have access to view previous monthly transactions reports. Any discrepancies can be forwarded to [**claire@only1.co**](mailto:claire@only1.co).



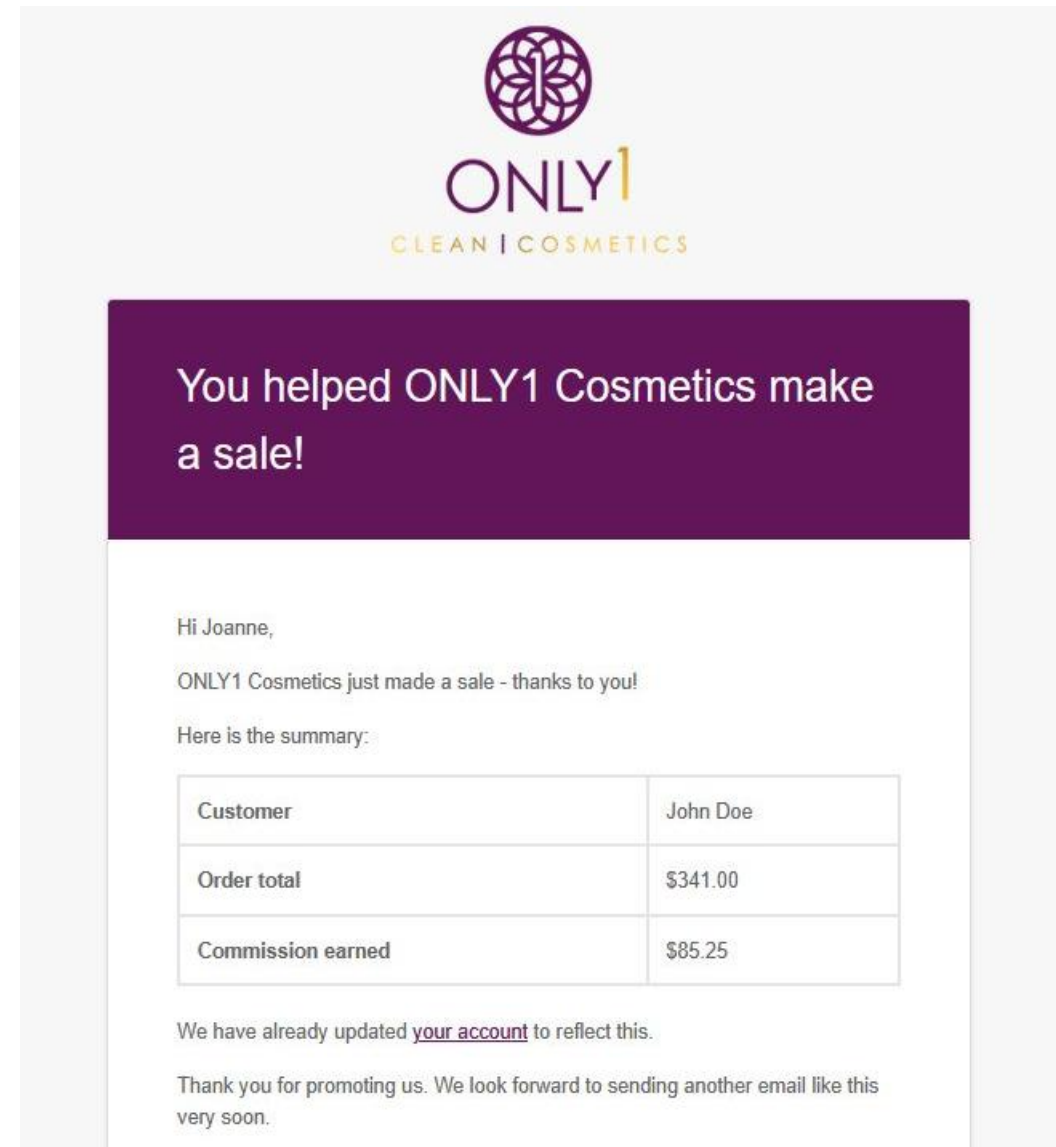
Commissions continued

- ❑ Electronic transfer fees incurred by Only1, by its financial institution will be paid for by Only1 Brands Inc. If the Envoy has Banking fees due to Only1 transfer of funds, these fees will need to be incurred by the Envoy.
- ❑ Commissions are paid out every Monday. Holidays and any internet banking or internet disruptions - notifications and or delays will be provided immediately. You can call toll free 1.800.517.1310 press 3 for Administration.
- ❑ Commissions are paid on shipped and credit card approved orders. Orders are processed Monday to Friday. Commissions due and commissions paid are updated immediately and available to the Envoy, on the Envoy Dashboard.
- ❑ Any discrepancies on an Envoy commissions report needs to be directed to an Only1 Envoy Team leader and the issue will be reviewed and resolved immediately.



As a Result of your ENVOY LINK, 2 things will happen:

1. You will receive a confirmation **that a follower, now your customer placed an order, with these details and you will love it.**
2. You can also link to your Envoy summary page on your Dashboard to view: Total orders Year to Date, Commissions owned and Commissions paid.



ONLY1
CLEAN | COSMETICS

You helped ONLY1 Cosmetics make a sale!

Hi Joanne,

ONLY1 Cosmetics just made a sale - thanks to you!

Here is the summary:

Customer	John Doe
Order total	\$341.00
Commission earned	\$85.25

We have already updated [your account](#) to reflect this.

Thank you for promoting us. We look forward to sending another email like this very soon.





Envy

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WE'VE GOT YOU