How to Work with Your Customer List

To see your registered customer list:

1) Login into your MyNikken.com Nikken back office.
2) Put your cursor over "My Business" in the menu bar.
3) Put your cursor over "Customer Reports" in the drop-down menu.
4) Select "Customer List" in the slide out menu.
5) A list of all your registered customers will appear.

Notice that some have an email address, (the envelope symbol will be under the e-mail address column) The customers without the envelope symbol do not have an email address registered with Nikken, so they will not appear when you send an email to your customer list.

You can also type a name in the search bar, (Last name, First name) to find individual customers you are looking for.

Once you see the list, you can click on any of the customer ID numbers and all their information will appear ie., address, phone number, etc.

To send an email to the customers with an email address:

1) Click on "E-mail My Organization" on the right side of the box with your Focus ID number in it.
2) Your Focus ID will be your Nikken ID number
3) The Levels: should be set from "0" to "1"
4) The Display by: should be set to "Entire Organization"
5) Click on "Refresh Recipients" on the right side of the page.

Down below you will see "Total Recipients", which will be the number of your registered customers that have an email address registered with Nikken.

Write the subject in the "Subject" line provided.

Then in the text area of the email, write your message like you would with any word processor.

If you have an document to attach to your message, below your text box, select "Browse" to find the document you want to attach, select it and it will show up in the box next to the word "Browse".

When you are ready to send your message, select "Send E-mail" at the bottom of the page and it will go out to the "Total Recipients" who have an email address registered with Nikken.

Note: You can substitute any of your downline's Consultant ID number in place of your number in the "Focus ID" area, and see all their registered customers as well.