

# RF PAYDAY

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## WHAT IS RF PAYDAY?

RF Payday is an easy-to-use online virtual “portal” exclusively for Rodan + Fields. RF Payday allows Consultants to receive commission payments electronically from Rodan + Fields, and quickly and efficiently transfer funds to a bank account.

## WHEN WILL I GET MY RF PAYDAY ACCOUNT?

Consultants will have a portal set up within five business days of enrolment. All commissions will be paid exclusively via RF Payday.

## HOW DO I ACTIVATE MY RF PAYDAY ACCOUNT?

To activate your RF Payday account, log in to PULSE at <https://pulse.rodanandfields.com/>, and go to the Links menu in the header. Select **RF Payday**, which opens the RF Payday site in new browser window. You will be asked to authenticate using personally identifiable information, and you will be prompted to establish a password, as well as some security questions. This is for your protection and part of the security measures of the RF Payday site. After you activate your account, we recommend you set up your RF Payday account preferences.

## WHAT HAPPENS TO MY COMMISSIONS IF I DO NOT ACTIVATE MY RF PAYDAY ACCOUNT PRIOR TO THE DISBURSEMENT OF COMMISSIONS?

All commissions will be disbursed to your RF Payday account whether or not you have activated it. In order to access your funds, you will need to activate your RF Payday account.

## HOW CAN I ACCESS MY COMMISSION PAYMENTS?

Commission payments can be transferred from your RF Payday portal to your bank account.

Transfer your commission payment to your personal bank account by selecting Transfer, and then selecting Add New Transfer Method. From there you may select to add a bank account and add your bank account information. Once your bank account information has been added, you may initiate a transfer. (Please note: It will take between one and three business days for funds to be available, depending on your bank. There is a AUD \$1.35 fee which will be deducted from your portal each time you make a transfer to your personal bank account).

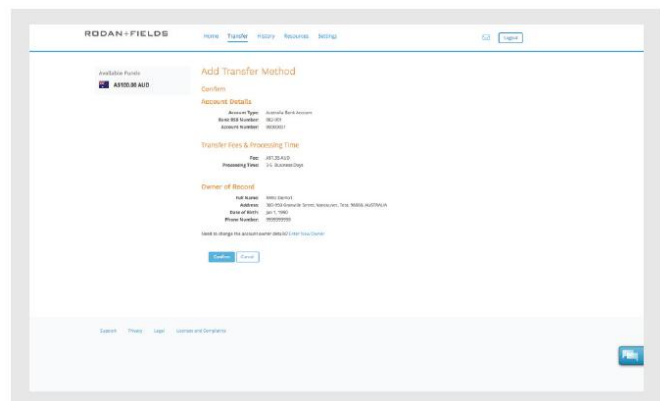
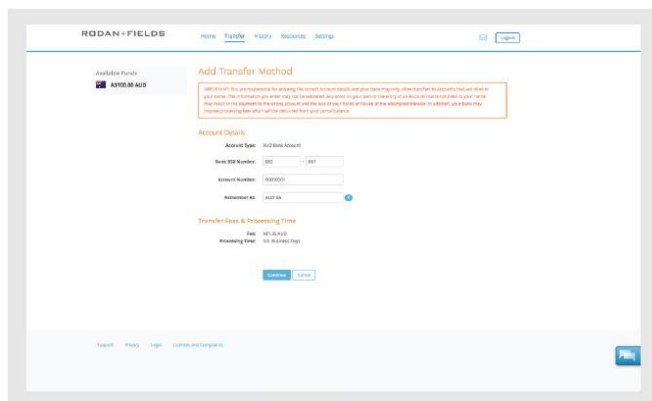
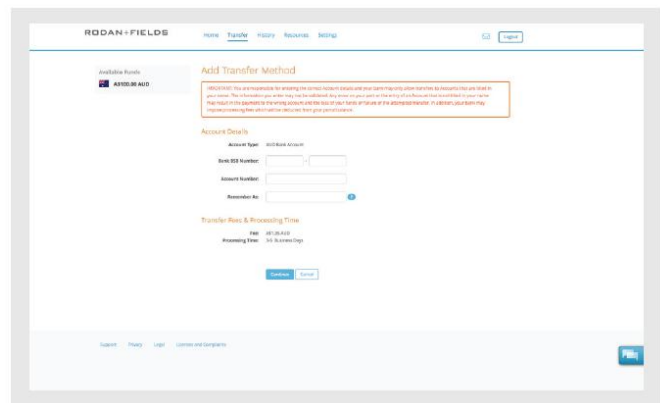
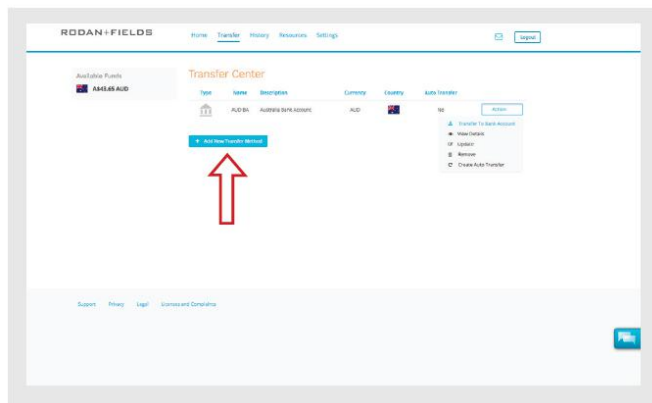
Once your bank account has been added to RF Payday, you can select to set up an auto transfer. This will ensure your commissions are automatically transferred to your bank account each time you get paid, without the need to log in to your RF Payday account. (Please note: Auto-transfers carry a AUD \$1.35 fee which will be deducted from your portal each time a transfer occurs. It will take between one and three business days for funds to be available after auto-transfer has been initiated).

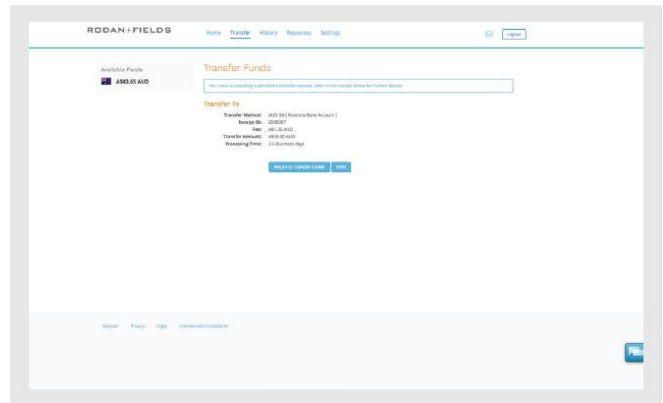
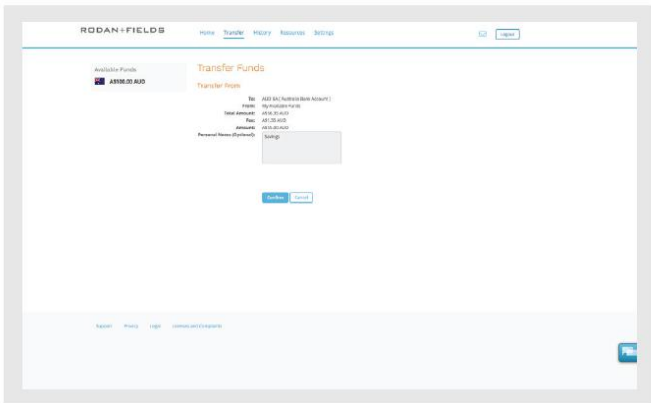
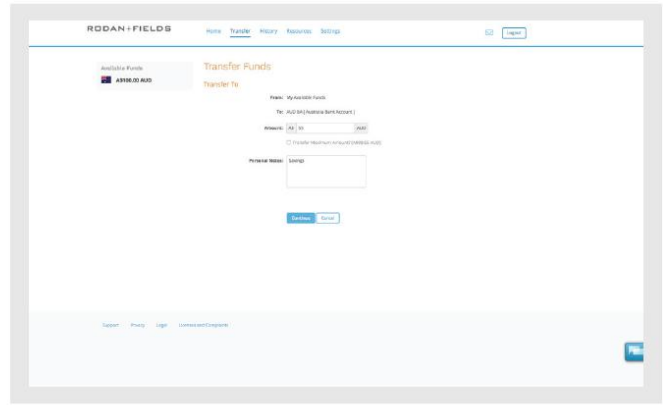
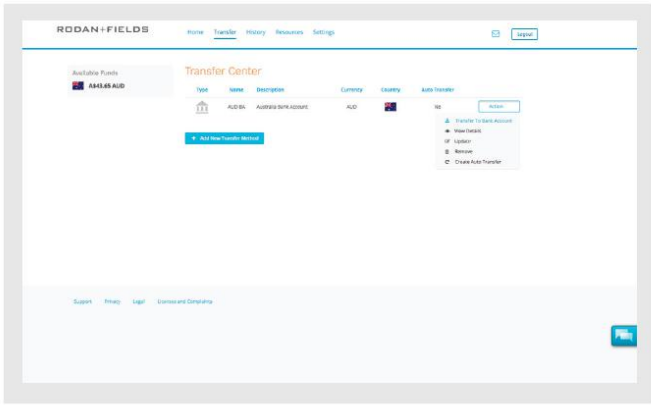
# HOW DO I TRANSFER FUNDS TO MY PERSONAL BANK ACCOUNT?

To transfer funds to your personal bank account, complete the following steps:

1. Log in to your RF Payday account through Pulse
2. Select Transfer
3. Select either Add New Transfer Method if you have not yet added a bank account, or select the Action button next to your existing bank account, then select Transfer To Bank Account.
4. If you are adding a bank account, you will need to provide the following information
  - Bank BSB Number
  - Account Number

Note: The transfer to your personal bank account will take between one and three business days for the funds to be available.

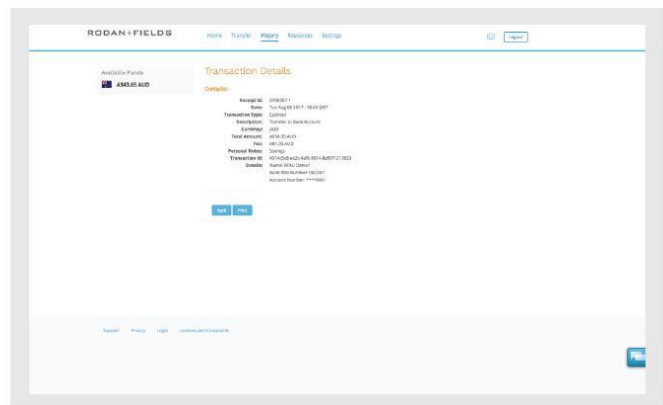
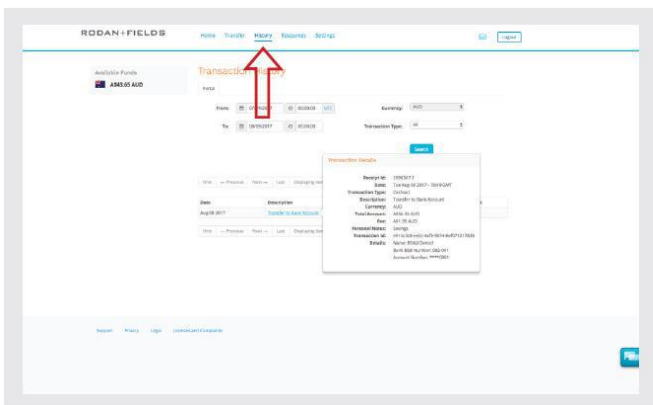




## HOW CAN I ACCESS MY ACCOUNT BALANCE AND TRANSACTION HISTORY IN MY RF PAYDAY ACCOUNT?

To review the account balance in your RF Payday portal, log in to Pulse, tap the **Links** menu, select **RF Payday**, then log into your RF Payday account. Any balance in your RF Payday account will be displayed on the left side of the RF Payday dashboard.

To review the activity on your RF Payday account, log in to Pulse, tap the **Links** menu, select **RF Payday**, and log into your RF Payday account.



## CAN I ACCESS MY RF PAYDAY ACCOUNT VIA MOBILE PHONE?

Yes, to securely access your RF Payday account from your smartphone visit <https://payday.myrandf.com>. iPhone and Android smartphones can download the RF Payday Mobile App. From your mobile smartphone, you can:

- View account balance
- Request transfers to any saved bank account
- Review transaction history

## HOW SECURE IS RF PAYDAY?

RF Payday uses 128-bit SSL encryption and multiple firewalls to protect the transmission and storage of your personal and banking information. This is the same standard of security employed by most financial institutions.

## WHERE CAN I GET MORE INFORMATION ON USING RF PAYDAY?

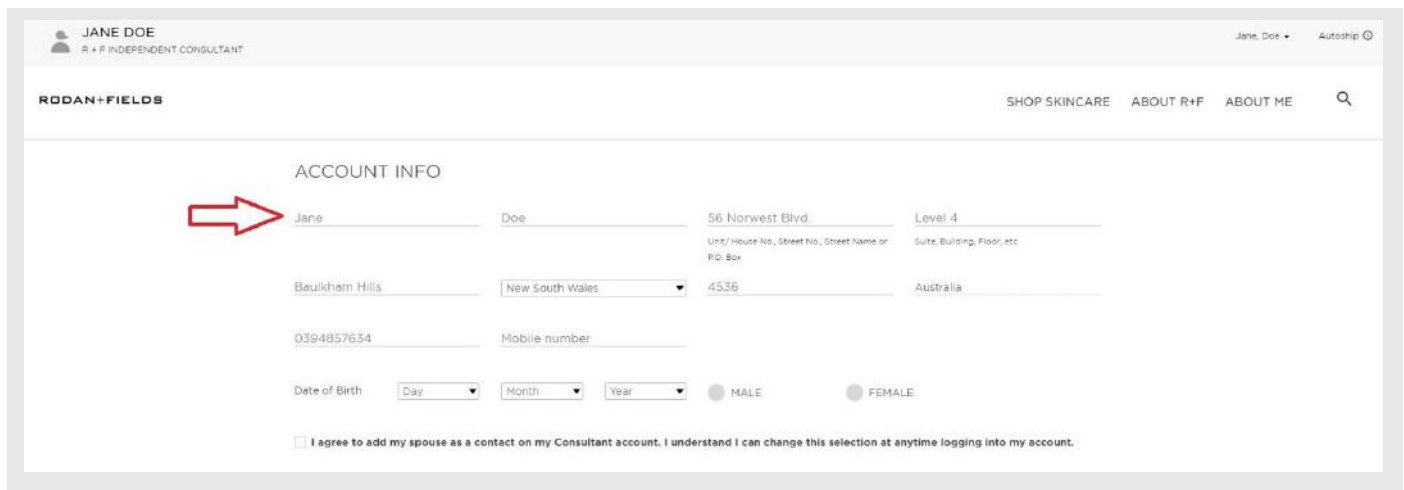
RF Payday Terms and Conditions can be found on the RF Payday website by selecting Legal at the bottom of any page, and then selecting Terms and Conditions

(<https://payday.myrandf.com/hw2web/consumer/page/show.xhtml?page=userAgreement>).

This information is also available in the Pulse Biz Dev Library.

## HOW DO I CHANGE MY NAME ON MY RF PAYDAY ACCOUNT?

To change your name on your RF Payday account, you will need to change your name on your Rodan + Fields Consultant Account. To do so, log in to the Rodan + Fields corporate website at <http://www.rodanandfields.com.au/>, select the drop-down menu next to your name in the upper right corner, and click Account Info.

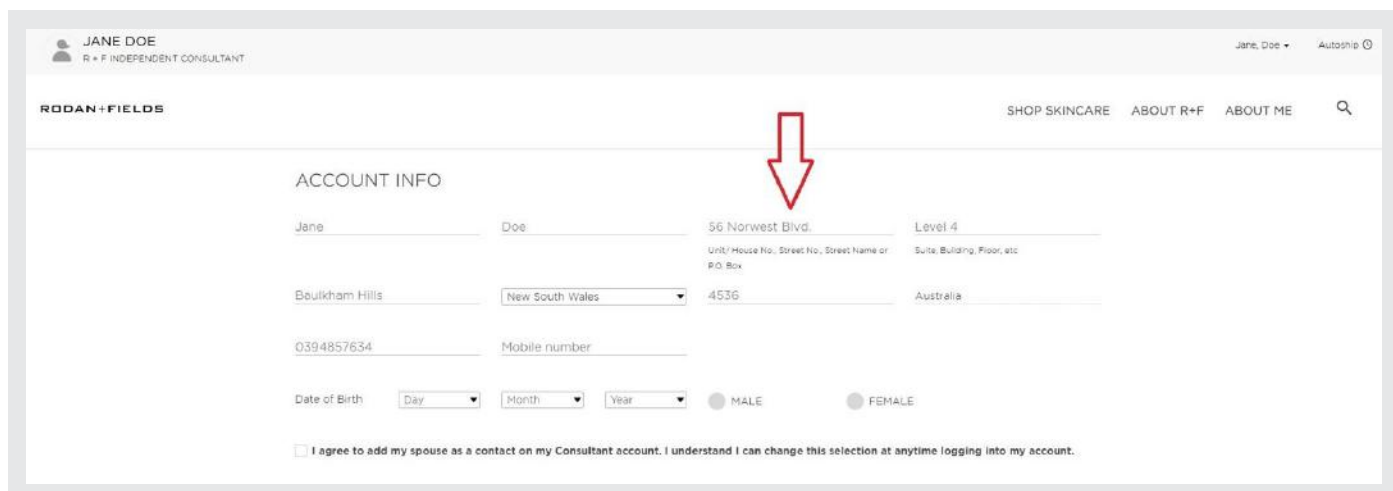


The screenshot shows the 'ACCOUNT INFO' page for a consultant named Jane Doe. A red arrow points to the first name field containing 'Jane'. The page includes fields for last name, address, city, state, postal code, country, mobile number, and date of birth. There are also radio buttons for gender selection and a checkbox for adding a spouse as a contact.

ACCOUNT INFO			
Jane	Doe	56 Norwest Blvd.	Level 4
Baulkham Hills		New South Wales	4536
Australia			
0394857634	Mobile number		
Date of Birth	Day	Month	Year
MALE		FEMALE	
<input type="checkbox"/> I agree to add my spouse as a contact on my Consultant account. I understand I can change this selection at anytime logging into my account.			

## HOW DO I CHANGE MY ADDRESS ON MY RF PAYDAY ACCOUNT?

To change your address on your RF Payday account, log in to the Rodan + Fields corporate website at <http://www.rodanandfields.com.au/>, select the drop-down menu next to your name in the upper right corner, and click Account Info.



The screenshot shows the 'ACCOUNT INFO' page for Jane Doe, an R + F Independent Consultant. The page includes a navigation bar with 'SHOP SKINCARE', 'ABOUT R+F', and 'ABOUT ME'. The account information is displayed in a form with the following fields: Name (Jane Doe), Address (56 Norwest Blvd., Level 4), City (Beukham Hills), State (New South Wales), Postcode (4536), Country (Australia), and Mobile number (0394857634). There are also dropdown menus for Date of Birth (Day, Month, Year) and radio buttons for Gender (MALE, FEMALE). A checkbox at the bottom indicates agreement to add a spouse as a contact.

## WHO DO I CONTACT WITH QUESTIONS REGARDING MY RF PAYDAY ACCOUNT?

For any questions regarding your RF Payday account, please contact RF Payday support via phone at 1800-875-298 or e-mail at [support@payday.myrandf.com](mailto:support@payday.myrandf.com).

## WHAT FEES ARE ASSOCIATED WITH MY RF PAYDAY ACCOUNT?

The only fee you will be assessed if you are actively transferring your commission payments to your bank account is a bank account transfer fee. Each time money is moved from your RF Payday account to your bank account, a fee of AUD \$1.35 will be assessed. If you do not move your money to your bank account in a timely manner, additional fees may be assessed, and will be described below.

## WHAT HAPPENS IF I DO NOT MOVE MONEY OUT OF MY PORTAL FOR EXTENDED PERIODS OF TIME?

After three consecutive months of having a positive balance in your RF Payday account without activity (example: no new deposits to the account via Commission Plan or no transfers out of the account), a monthly AUD \$5.00 maintenance fee will be applied for each month the account is not used. An additional monthly fee of AUD \$5.00 will also be applied after six (6) months of inactivity, for a total of AUD \$10.00 each month. Rodan + Fields will attempt to notify the Consultant of the fees being imposed by sending notice to her last known e-mail address. Fees imposed on inactive accounts will be deducted from the current balance until the sooner of (a) the balance on the account equals \$0.00, or (b) 12 months, at which point the positive balance in your RF Payday account will be withdrawn and the unclaimed Commissions, Performance Bonuses and Credits in the account will be paid to the relevant authority responsible for administering unclaimed moneys in the relevant jurisdiction if the monies remain unclaimed for the statutory period under applicable state law.

## WHAT HAPPENS IF I TERMINATE MY CONSULTANT ACCOUNT?

If there are no funds in your portal, R+F will close your portal on or around the 25th of the month following the termination of your Consultant account. However, if upon the termination of your Consultant account you have a positive balance in your RF Payday account, you will be charged a AUD \$5.00 maintenance fee for each month following your termination until the sooner of (a) the funds are withdrawn and the account is closed or (b) 12 months, at which point the positive balance in your RF Payday account will be withdrawn and the unclaimed Commissions, Performance Bonuses and Credits in the account will be paid to the relevant authority responsible for administering unclaimed moneys in the relevant jurisdiction if the monies remain unclaimed for the statutory period under applicable state law.

## HOW DO I INQUIRE ABOUT MY COMMISSION PAYOUTS?

If you have a question regarding the amount of your Rodan + Fields commission or bonus payout, please contact Rodan + Fields Sales Support at 1800 731 860.