

“My Park Lane” Web Account Setup

Important Note: Prior to account setup, please confirm the name of your “immediate manager” with your sponsor. Your immediate manager is the Branch Director or above who is closest to you in your upline. Examples: If your sponsor is a Branch Director, she/he is your immediate manager. If your sponsor is a Fashion Director, but her/his sponsor is a Branch Director (or above), that Branch Director is your immediate manager.

1. Go to www.myparklane.com
2. Click on green “Sign Up!” arrow
3. Fill in Director information
4. Fill in name of Immediate Manager (see note above)
5. Fill in “Desired Login”. Note: As stated next to the blank, your login should be all lower case and should consist of your first initial and last name as this facilitates working with your upline and Park Lane. If the program returns a “login already exists” message, try adding your middle initial.
6. Select “Account Type”.
7. Click “Submit” button.
8. Fill in your credit card information which will be charged \$50 or \$150, depending on the account type chosen.
9. Click the Submit button.

Congratulations! You now have a web account with Park Lane and can begin using it immediately! Click on the “Return” button to go back to the myparklane.com home page.

To log in, enter the login you chose in Step 5 above and enter the last six digits of your Social Security number as your password. Press the “Return/Enter” key on your keyboard or click the blue “Login” button.

You should now see the “FSIB 4.0 Online Entry System” screen. Please feel free to explore, especially the Field Interface section!

In the middle of the page on the right side is a line that says, “**FSIB HELP- FSIB Tutorial & Help.**” Clicking on this link will bring up a tutorial that will help you understand entering a show but unfortunately will not cover all issues that may arise when entering a show. **WE HIGHLY RECOMMEND THAT AN UPLINE MANAGER ASSIST YOU WITH ENTERING YOUR FIRST SHOW AND THAT YOU CONTACT THEM FOR HELP IF QUESTIONS ARISE WHEN ENTERING SUBSEQUENT SHOWS.**