

# COGNITEL

**Global Home-Based Job Opportunity**



## DEMO TRAINING MANUAL

Created & Published by CogniTel Jamaica



[www.cognitelja.com](http://www.cognitelja.com)

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# DEMO TRAINING MANUAL

## PREFACE

Welcome to our Global Home Based Job Opportunity! Thank you for your purchase!

This information is being provided to help you earn money and show you how to do this online. This is only a roadmap and you must apply it to actually earn money.

You may decide after reading this system that you don't want to do it. We don't know why you would make that decision, but perhaps you decided that a couple hours a day for an unlimited potential of income is not for you. That is entirely up to you.

However, we are going to keep our promise to show you how this system works. This is what you paid for and this manual will perform its responsibility.

# DEMO TRAINING MANUAL

## INTRODUCTION

You have taken the next step in attaining your goal of working from home. Your purchase of the training materials for **US\$20 to US\$50** will soon seem like nothing as you will be generating this 100 times over and will soon be on your way to financial freedom. With the information provided in this training material you will be able to get started working from home today.

## CONTENTS

The training manual is broken down into 10 easy to read sections:

- Section 1 – Getting Started
- Section 2 – First Response Letter
- Section 3 – Follow-up Message
- Section 4 – Frequently Asked Questions
- Section 5 – Getting Paid
- Section 6 – Getting Medical & Travel Insurance
- Section 7 – Useful Tips
- Reference Section A – Employment Ads
- Reference Section B – Free Stuffs
- Reference Section C – Online Ad Placement

Please read each section carefully. Your success depends on how hard you want to work at it. If you put forth the time and effort, you **WILL** make money and gain valuable time with your family.

Best of luck to you!

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## Section 1 – Getting Started

To get you started making money, we have some simple steps for you to follow. Your first steps are to place ads similar to the ones in the Reference section of this manual.

### First Step: How to place ads

In order for anyone to respond to you about this opportunity, you must place an ad on the Internet, again, similar to the ones in the Reference section. Use one of your own or one from the [Reference Section A](#). You may need to retype it and put it into your own words.

There are literally hundreds of places online to place your ads for free! You can post them on blogs, RSS feeds, bulletin boards, your personal or business websites, your profile page on social networks, in online forums, e-mailing and telling people who know you. Please note e-mailing people who do not know you with information they did not ask for is regarded as **SPAM**.

The more ads you place the more exposure you will have and the more people that will e-mail you. We cannot stress this enough: **DO** a search in any major search engine like Google, Yahoo or Bing. You can use our Google powered search engine or a human interface search engine called Ms. Dewey at [www.cognitelja.com/sitemap.html](http://www.cognitelja.com/sitemap.html) to search for "free job postings" or "free job classifieds". That should give you more than enough places online to get started. When you're on those sites always look at their "links" and this will give you opportunity for more sites.

Each site will walk you through the process of placing your own ad. Some places will require you to register with them; you will need to do this to post your ads. The information that you provide them with will not be in your ad unless you want it to be. You will definitely get responses, and you will definitely be processing orders for Full Membership right away!

You can post your ads offline as well by placing them in local newspapers, creating, putting up and handing out flyers, telling your friends and relatives about our job opportunity or use any other creative, legal way in which you can come up with to get your ads noticed.

To attract more persons who do not speak your native language to the job opportunity you can visit the online language translation websites listed in [Reference Section B](#) to translate your ads and future messages that you'll send your clients into many different languages.

Use the examples in [Reference Section A](#) as a guideline for the ad you will place. **PUT IT INTO YOUR OWN WORDS!** Good luck and start placing the ads as soon as possible and at as many places you can find. (See [Reference Section B](#))

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## Section 2 – First Response Letter

Now that you've placed your ads and your mailbox is overflowing with inquiring minds, use the following letter to respond, and be prompt about it. Remember, people are waiting to make money, just like you:

**SUBJECT: GLOBAL HOME-BASED JOB OPPORTUNITY (Part 1)**

Hello **(The applicant's name)**

Thank you for requesting more information about the Global Home-Based Job Opportunity.

Our home-based job is a great opportunity for just about anyone who is unemployed or already employed and would like to work in the comfort of their own home and earn extra income. You will be processing applications and orders from your computer according to instructions that will be given to you in our training manual. There is no calling of strangers, stuffing envelopes, sending unsolicited emails or anything like that, just a legitimate way to make money using your computer and Internet connection at home. With our home-based job you can earn on average from **US\$300.00** to **\$600.00** per week depending on whether you choose to work full time or part time.

### Job Requirements

We are seeking honest, self-motivated people from around the world with a desire to work from home full time or part time. You will be working with clients from all over the world and you will be able to choose the hours you would like to work.

To become a home-based worker in our job opportunity only requires that you have:

- A reliable computer
- A good Internet connection
- A valid e-mail address
- Basic computer and Internet knowledge

The preferred applicants should be at least 18 years old. You will not need to submit a resume or do an interview and there is no contract to sign. No experience or special qualifications are needed however the following skills are desirable:

- Must be computer literate
- Have minimal typing skills
- Be able to follow instructions properly
- Desire to learn about and try new innovations

You will be processing applications and orders from your own computer via your e-mail which will be further explained to you in our training manual. You will need a new e-mail account just for the job as that is where all your applications and orders will be sent and you will need this to keep in touch with clients. You do not have to initiate contact with anyone; all contacts will be made to you via your e-mail. You will need minimal typing skills for creating ads and entering data via web forms at certain websites.

The amount of applications and orders you choose to process on a daily basis is entirely up to you. As with any job you must be willing to work hard and try to respond to the applicants in a timely manner. You can begin working full time or part time, the choice is up to you. To work full time simply put more hours into your work and you will have a greater income.

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## Job Benefits & Advantages

Below are some of the benefits and advantages you get when you sign up for the job opportunity:

- Work in the comfort of your home or anywhere else where there is an Internet connection.
- Choose hours most convenient for you to work.
- Work part-time or full-time.
- Save money, time and fuel commuting to work.
- Spend more time with family and friends.
- No government tax deduction from pay.
- No limits to the amount of money that can be earned.
- Can't be made redundant or fired from job.
- Lifetime membership and training support.
- Have the choice of being paid in a variety of ways.
- Earn money in 4 different ways.
- Shop online at brand name American stores and earn cash back.
- Get access to global health, medical & travel insurance.
- FREE Home-Based Internet Business Opportunities to earn extra income.
- FREE Online & Offshore Bank Accounts from the USA and other countries.
- FREE Online Foreign Exchange Trading Accounts.
- FREE Online Tertiary Education from Massachusetts Institute of Technology.
- FREE Mail & Package Forwarding Courier Service Account.
- FREE USA Address to do online shopping from outside the USA.
- FREE USA Phone Number to receive voicemail in your email.
- FREE Fax Number & an online account to send & receive fax online for FREE.

## Earning Money From The Job Opportunity

There are 4 main ways in which you can earn **US\$300** or more per week from our job opportunity. These include:

- Getting paid directly by signing up persons for **Full Membership** of our Global Home-Based Job Opportunity.
- Offering products and services to your clients from the **FREE Home-Based Internet Businesses** we provide you with and earn commissions from the sales when your clients make purchases from you.
- Conducting online trading on the **Global Foreign Exchange & Stock Markets** with the **FREE Forex Trading Accounts** that we provide you with and earn an income from doing so 24/7s.
- Shopping online, taking surveys, reading emails and clicking links to earn cash rewards.

You can be paid from **US\$20 to \$40** for each order you process for **Full Membership** into our job opportunity. For example: if you process 15 orders in a week you will make **US\$300.00 to \$600.00** weekly.

The amount of money that you earn from our job opportunity is virtually endless and it's entirely up to you. It only depends on the amount of time and effort you choose to put fourth. You will receive your pay primarily through **PayPal, AlertPay, Western Union, MoneyGram** and **bank wire transfer**. You can be paid more than once each day and be able to access your funds the same day or up to 4 business days.

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## Membership and Training:

There is a "One-Time Membership Fee" of (the amount you decide to charge for membership. Be sure that when you send out this letter you remove all the RED text.) When you pay for membership you will get some training materials and access to all the benefits of the job opportunity mentioned above.

## How The Job Opportunity Works

Here is a brief outline of how our job opportunity works:

- You create some job ads in your own words from the examples that we provide you with.
- You post these ads on websites that offer free online classifieds, forums, blogs, social networks, or bulletin boards.
- People who view your ads and are interested in our job opportunity will respond to you via email and ask for more information or they'll visit a website you can create which has all the information they seek.
- You give them the information that they requested and answer any questions that they might have to reassure them that this is a legitimate job opportunity.
- Once they are interested enough and convinced in our job opportunity they will pay you to become a Full Member of the job opportunity.
- You will get paid primarily through PayPal, AlertPay, any other e-banking website or any other payment method you choose to use to accept payments.
- Your customers may pay you with their credit card or an international prepaid debit card unless you specify another method of payment for them to pay you.
- After you have received their payment you will then be required to give them access to Full Membership by sending them the training materials as e-mail attachments or have them download the materials from our website.

And that's basically all that happens. You simply just repeat these steps each day you work. How the above procedure is set up is explained in more details in our training manual.

## History & Purpose Of The Job Opportunity

The **Global Home-Based Job Opportunity** was implemented in **February 2006** as a means of promoting **CogniTel Jamaica** and its products and services worldwide while persons participating in the opportunity earn an income for themselves. Over the past 3 years we have had thousands of interested persons worldwide inquiring about the job opportunity. We now have over **8,000** active Full Members working from over **100** countries and we expect to have over **10,000** active Full Members by the end of 2009.

By working in our job opportunity you will be helping others worldwide find gainful employment by offering the job opportunity to them. The job opportunity serves to help us in advertising our company, improving sales of our products and services and hence increasing our profits. With your continued help we shall be able to grow as a very reputable company and provide more jobs of different types to people around the world in the future.

(If your prospect responds to your letter and need more information about the job opportunity you can send them the **Frequently Asked Questions** in Section 4 of this document)

This job opportunity is very much legitimate and how successful you are only depends on the time and effort you put in. We are here to help you get started and answer any questions that you may have. If you are serious, and are willing to put forth some time and effort, then we look very forward to hearing from you.

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Simply click on the link(s) below and follow instructions to pay the (the amount you decide to charge for Full Membership) by PayPal or DaoPay: (Your PayPal or DaoPay link goes here. You can give your clients other payment methods right here. For Western Union or MoneyGram please put your full name, address and a contact number. If the customer is going to pay you through Western Union or MoneyGram please remind them to provide you with their full name, address, contact number and the Money Transfer Control Number or Reference Number so that you may pick up payment and process their order. For bank wire transfer please give your customers your full banking coordinates such as Bank name, bank address, your bank account number and your bank's Swift code or ABA number. If you don't know these information ask your bank for them)

PayPal link:

(PAYPAL LINK REMOVED)

--you can copy and paste the above link and change the e-mail address within the link to yours as well as the "30.00" in the link to whatever you will be charging and you will have the correct link.

DaoPay link:

(DAOPAY LINK REMOVED)

Visit [www.daopay.com](http://www.daopay.com) to sign up for a DaoPay account so that you may accept phone call and SMS text message payment from anyone in any country. How to create the DaoPay link to accept payment is explain in Section 7 of this manual.

If you have any questions or need more information about the job offer please feel free to contact us at [Put your preferred contact details here.](#)

Thank you,

Your full name and/or business name

Company Representative

CogniTel Jamaica

Your website

Your e-mail address

Your telephone number

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## Section 3 – Follow-up Message

If your client still wants more information you can e-mail your clients the follow-up message below which explains the job opportunity in a little more details:

**SUBJECT: GLOBAL HOME-BASED JOB OPPORTUNITY (Part 2)**

Hello again (**The applicant's name**)

Thanks for requesting more information about our Global Home-Based Job Opportunity. Below is a synopsis of what the job opportunity entails.

### JOB TASKS

The following are the main tasks of the job opportunity which are to be carried out in order for you to be successful at the job.

1. You will create some ads from examples that we provide you with in our training manual.
2. You will post these ads on free classified websites, blogs, forums, social networks etc. Persons who are interested in what you have posted, which is about our job opportunity, will apply through you for a job at CogniTel Jamaica and ask you for more information.
3. You then respond to the applicants by e-mailing them two pre-written messages that we provide you with in our training manual and answer any questions that they may have.
4. Based on the information contained in the pre-written messages the applicant who is now known as your client will pay you directly to gain Full Membership into our job opportunity. They will be required to pay you using their credit card or an international prepaid debit card primarily through PayPal, AlertPay or Google Checkout.
5. You should set your own charge for Full Membership preferably at a reasonable cost that is not too expensive, usually between US\$20-\$40.
6. You will have to set up and give your clients other payment options for them to pay you if they don't have a credit card. You can accept payment via Western Union, MoneyGram, bank wire transfer, phone call and SMS text messaging payments via DaoPay, Liberty Reserve among others.
7. After you have been paid by your clients you then will have to email them the link at our website where they will be able to download the training materials and access all the job benefits for Full Membership.
8. You may need an offshore bank account from the USA or EU so that you may access funds made from the job opportunity via online payments and bank wire transfers within 1 to 4 business days. If you would like to apply for an offshore bank account using one or more of the following documents: passport, driver's license, national ID, tax identification number or tax registration number, and a recent copy of your bank statement or utility bill visit [www.cognitelja.com/us-bank-account-for-non-us-residents.html](http://www.cognitelja.com/us-bank-account-for-non-us-residents.html).

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## MEMBERSHIP & JOB BENEFITS

Membership is permanent and requires a **One-Time** membership fee of **(the amount you decide to charge)** to get all the benefits of the job opportunity mentioned below. The membership fee varies because of the different payment methods we use to accept payment.

As a member of the job opportunity you are entitled to all of the following benefits:

1. Global Medical and Travel Insurance from our insurance provider International Medical Group (IMG).
2. FREE Home-Based Internet Business Opportunities to earn more income.
3. FREE Online and Offshore Bank Accounts from the USA and other countries.
4. FREE Online Forex Trading Accounts to earn income on the global foreign exchange and stock markets.
6. FREE Online Tertiary Education from Massachusetts Institute of Technology (M.I.T).
7. A FREE Mail & Package Forwarding Courier Service Account.
8. A FREE USA Address so that you can purchase products & services from our American online merchants and receive your purchases and your mail wherever you reside in the world.
8. FREE online account to shop online at brand name American stores and earn cash back.
9. FREE USA Phone Number to receive voicemail in your email.
10. FREE Fax Number and an online account to send and receive fax online for FREE.

## GETTING PAID AND EARNING MONEY

As a member you can earn US\$300 or more per week from the job opportunity in the following 4 different ways:

1. Getting paid directly by signing up persons as Full Members of our global home-based job opportunity.
2. Offering products and services to your clients from the 3 FREE Home-Based Internet Businesses we provide you with and earn commissions from the sales when your clients make purchases from you.
3. Conducting online trading on the Global Foreign Exchange and Stock Markets with the FREE Forex Trading Accounts that we provide you with and earn an income from doing so 24/7s.
4. Shopping online, taking surveys, reading emails and clicking links to earn cash rewards.

## PAYING FOR MEMBERSHIP

We assume you may not own a credit card to pay for Full Membership but not to worry because there are other non-credit card payment options available which include the use of international prepaid debit cards, e-currency payment, phone call payment and SMS text message payment. To get an international prepaid debit card visit [www.cognitelja.com/onlinepayment.html](http://www.cognitelja.com/onlinepayment.html) and check out a list of websites that offer these cards.

Please visit [Your PayPal and/or DaoPay payment link goes here. You can give your clients other methods of paying you right here](#) right now to pay for Full Membership.

If you have any questions or need more information about the job offer please feel free to contact us at [Put your preferred contact details here](#) with any questions you may have.

Thank you,

[Your full name and/or business name](#)

[Company Representative](#)

[CogniTel Jamaica](#)

[Your website](#)

[Your e-mail address](#)

[Your telephone number](#)

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Okay, you've posted your jobs, you've responded to people with an initial letter and the follow up message telling them more about the job opportunity. If your clients ask you something about the job opportunity and you can't answer contact us at [jobs@cognitelja.com](mailto:jobs@cognitelja.com) and we will give you an answer to give to your clients.

Remember if a client doesn't speak your native language, you can translate the initial and follow-up messages in the appropriate language of the client by visiting the websites in [Reference Section B](#). You should also translate the all the text in this manual and the other training materials where possible before making available the materials to your foreign language speaking clients.

If your client asks you if this job is legitimate tell them you're contracted to CogniTel Jamaica located [www.cognitelja.com](http://www.cognitelja.com) which gave you this job opportunity. Okay, let's move on.

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## Section 4 – Frequently Asked Questions

Below are some frequently asked questions from clients. If your clients should ask you any questions about the job opportunity please use the answers to questions to reply to them.

### 1. Is this true, can I really get paid \$20-\$40 for each order I process?

Absolutely! You will be paid directly into your PayPal account or any other e-bank account you choose. You can also be paid via bank wire transfer, Western Union, MoneyGram or phone call and SMS text messaging using DaoPay.

### 2. How long is the training?

Most applicants typically complete the training within 2 days or less. However you can do this at your leisure; take as long or as little time as you would need.

### 3. What kind of applications and orders am I processing?

You will be processing applications for our job opportunity and orders for **Full Membership** into the job opportunity. How to process these applications and orders is covered in the training materials and does NOT involve anything illegal. To process just one application or one order usually takes about 15-20 minutes with the help of Internet technology. Once you have accepted the applications you would want to process them promptly via an auto-responder or the auto-reply feature in e-mail accounts.

### 4. I would like to know where you get the applications to process?

These applications will come from clients worldwide who have responded to the ads you posted online. These are real clients with phone numbers, e-mail addresses and physical addresses.

### 5. Is there enough work for everyone to stay busy?

There is as much work as you are willing to do. It's not a get rich quick scheme; you do have to do some work to make money.

### 6. What will I need to do in order to process applications and orders?

You will be required to place simple advertisements at the websites of free classifieds. You can use search engines to find these free classifieds sites to place ads. Interested prospects will purchase **Full Membership** into the job opportunity through you and then you will be required to e-mail the training materials to them or have them down the materials from our website.

### 7. How many applications and orders can I expect to process daily?

There is no limit to how many applications and orders you can process daily as this entirely depends on your time and effort you put into the job program.

### 8. Will I be supplied with the content to send out with my e-mails?

Yes, we will supply you with the information to send out with your e-mails. There will be no inappropriate content that you will be required to send out. It is as simple as 'cut and paste', edit to your liking, and then you send the message.

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## 9. Do I have to spend any money in expensive advertising campaigns?

You will never need to spend any money on advertising or purchase any leads.

## 10. I do not live in the US, can I still participate?

Yes, anyone over 18-years old anywhere can do it. It doesn't matter where you live.

## 11. Will taxes be taken out of my pay?

No, you are considered as a self-employed person contracted to work for our company therefore no taxes are taken out of your pay.

## 12. Can I pay the membership fee with my earnings?

No, this is not possible.

## 13. What type of payment do you accept?

We currently accept payment via credit cards or international prepaid debit cards using **PayPal**, **AlertPay** and **Google Checkout**. **MasterCard**, **Visa**, **Discover** and **American Express** cards are only accepted. We also accept payment via electronic funds transfer using **AlertPay & PayPal**, phone call and SMS text message payments using **DaoPay**, e-currency payments via **Pecunix**, **V-Money**, **c-gold** and **Liberty Reserve** and cash payments via from **Western Union**, **MoneyGram** and **International Bank Wire Transfers**.

## 14. What is contained in the training materials?

The training materials consist of 2 Word files. There is the training manual for our job opportunity and a demo of that training manual. We also supply you with some marketing materials which are mostly in the PDF file format.

## 15. Is it safe to use my credit card online?

All orders are processed through the secure servers of **PayPal**, **AlertPay** and **Google Checkout**. Any data submitted is first encrypted, using **SSL**. Your information is safe and secure!

## 16. Does this job involve any spamming?

Absolutely not! Our company does not in any way support spam. People who receive e-mails have requested for the information, therefore there is no spamming involved.

## 17. How do I get started?

**Click here** to purchase your membership now. Everything you need to get started in the job opportunity will be available in our members' area. When you get access to our training materials you can begin making money right away!

To view the rest of this training manual and get all the benefits of our job opportunity visit [www.cognitelja.com/job/full-membership-payment.html](http://www.cognitelja.com/job/full-membership-payment.html) to pay to become a Full Member for **US\$35**, **US\$40** or **US\$45**.