

# COGNITEL

Global Home-Based Job Opportunity



## DEMO TRAINING MANUAL

Created & Published by CogniTel Jamaica

**COGNITEL**

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

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## DEMO TRAINING MANUAL

# PREFACE

Welcome to our 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\$40** 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, by reselling the materials.

The training material 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 Health, 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!

## DEMO TRAINING MANUAL

# 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 one you responded to.

### 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 one you responded to. 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, 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. I cannot stress this enough: DO a search in any major search engine like Google, Yahoo, or Windows Live. 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".

In [Reference Section C](#) we have provided you with a few classified websites you can post your ads on. This 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 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 your job offer or use any other creative ways you can come up with to get your ads noticed.

To attract more persons who do not speak your native language to the data entry 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 Sections B & C](#))

## DEMO TRAINING MANUAL

# Section 2 – First Response Letter

Now that you've placed your ads and your mailbox is overflowing with inquiring minds, use the following letter (once again as a guideline – use your own words) 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 stay at home moms, dads or anyone who wants to work in the comfort of their own home. You will be processing applications and orders from your computer according to instructions that will be given to you in our training manual. With this system anyone can do it. There is no calling of strangers, stuffing envelopes or anything like that, just a legit way to make money using your computer at home. With our home-based job you can earn from **US\$300.00 to \$600.00 per week.**

### Requirements:

We are seeking only honest, self-motivated people from around the world with a desire to work from the comfort of their own homes. You can choose to work full time or part time. You will be working with clients from all over the world and you can choose to work 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
- Use your own initiative
- Desire to learn and try new, innovative things

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 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.

# DEMO TRAINING MANUAL

## Compensation:

There are 5 main ways in which you can earn **US\$200 or more per week** from our job opportunity which include:

- Getting paid directly by signing up persons as members of our global home-based job opportunity.
- 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.
- Investing funds in a FREE High Yield Investment Savings Account to get very attractive interest rates on your principal deposits and earn profits on a daily or weekly basis.
- Conducting online trading on the Foreign Exchange and Stocks 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.

For getting persons to sign up for our job opportunity you can be paid from **US\$20 to \$40** for each order you process for membership and the training materials for the 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. The average person makes **US\$200 to \$400** per week. You will receive your pay primarily through PayPal, AlertPay, AlterGold, 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.

## Benefits and Advantages:

- Work in the comfort of your home or anywhere else.
- 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 5 different ways.
- Shop online at brand name American stores and earn cash back.
- Get access to global health, medical & travel insurance.
- 3 FREE Home-Based Internet Business Opportunities to earn extra income.
- FREE Online & Offshore Bank Accounts from the USA and other countries.
- FREE High Yield Investment Savings Account to earn high interest profits on your principal deposits.
- FREE Online Forex Trading Accounts to earn income on the foreign exchange and stocks markets.
- FREE Online Tertiary Education from Massachusetts Institute of Technology (M.I.T.)
- 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.

## Membership and Training:

There is a "One-Time Non-Refundable Membership Fee" of **US\$30.00**. (or whatever you decide to charge for your information, if you charge \$30.00/\$40.00/ or \$100.99 the following example works. If you decide to charge \$10.00 then adjust all occurrence of "\$30.00" in your letter. Be sure that when you send out this letter you remove all the RED text.) The cost will cover the training materials sent to you. Once you have processed your first two orders you will have made back this fee.

Please understand that as much as we would like not to charge this fee, we must protect ourselves from those who are not serious about this work at home opportunity. No business can afford to cover administrative costs, wasted time or provide costly materials to everyone who inquires about this position. This fee assures us that you are serious about working from home.

When you receive your training materials, you may begin working the very same day. The training materials give you the step-by-step instructions on how you get started. "YOU WILL BE RECEIVING YOUR TRAINING MATERIALS VIA YOUR EMAIL OR DOWNLOADING THEM FROM A WEB PAGE."

# DEMO TRAINING MANUAL

## Purpose Of The Job Opportunity:

The home-based job opportunity was implemented in February 2006 as a means of promoting CogniTel Jamaica through the distribution and sales of the training materials worldwide while you earn an income for yourself. By participating in our job opportunity you will be helping others worldwide find gainful employment by offering the job opportunity to them. With your help in distributing and reselling the training materials, our website will become well advertised worldwide. This will certainly help to improve our sales on the other products and services offered here at our website 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 just like yourself.

To view some frequently asked questions about our job offer and the answers to these questions please visit <http://www.cognitelja.com/job/faqs.html>. To review the benefits of becoming a member of our job opportunity visit <http://www.cognitelja.com/job/memberships.html> and our About Us page at [www.cognitelja.com/about.html](http://www.cognitelja.com/about.html) to read the Future Developments & Plans section.

(Some of the web pages referred to in this message are written in English. If you only speak a language other than English you can visit Google Language Tools at [www.google.com/language\\_tools?hl=en](http://www.google.com/language_tools?hl=en) to translate our web pages or texts from the web pages into your own language)

(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. Remember to change the links in red to your PayPal payment link and your e-mail address)

This work from home opportunity is 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.

Simply click on the link(s) below and follow instructions to pay the (the amount you decide to charge) by PayPal or DaoPay: Your PayPal or DaoPay link goes here. You can give your clients other methods of paying you 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

Your website

Your e-mail address

Your telephone number

## DEMO TRAINING MANUAL

### Section 3 – Follow-up Message

E-mail your clients the follow-up message below which explains the job opportunity in further details:

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

Hello again ([The applicant's name](#))

Thanks for being interested in our home-based job opportunity. Below is a synopsis of the job which includes the main tasks which are supposed to be carried out in order to do the job successfully:

#### HOW TO DO THE JOB

1. You create some ads from examples that we provide you with in our training manual or you can just use the examples themselves.
2. You post these ads on free classified websites by entering data using web forms. Persons who are interested in what you have posted at these websites, which is about our job opportunity, will apply to you 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 they will pay you to gain membership into our job opportunity and also for the same training materials you will get from us. They will be required to pay you using their credit card or an international prepaid debit card primarily through PayPal using a payment link that you will provide them with. You will also have to set up other payment options for them to pay you.
5. After they have paid you, you will then email your customers the training material documents or have them download the documents from our website.

(Some of the web pages referred to in this message are written in English. If you only speak a language other than English you can visit Google Language Tools at [www.google.com/language\\_tools?hl=en](http://www.google.com/language_tools?hl=en) to translate our web pages or texts from the web pages into your own language)

You will be reselling the very same training materials that you are required to purchase from us. You can charge any amount of money in US currency or any other acceptable international currency that PayPal or any other e-banks transact money in. You should set a charge for the materials preferable at a reasonable cost that is not too expensive, usually between US\$20-\$40, hence hardly anyone will pay you for it. You can set up other payment methods on your own such as bank wire transfer, Western Union and MoneyGram.

This whole work program is something that everyone will become very interested in when they come across your ads and will definitely want to pay you to receive more information on how to set it up. Everyone is always in search of a job that pays very well so they will definitely take a sharp interest in what you are offering them. Just like you were interested in the job offer when we sent you the initial message or view an ad that we posted others will become interested when they view your ads. Everybody pays just once to get in. You get paid more than once when you get in. That's how everyone involved in this data entry work program can make a lot of money from it. How successful you are with this job depends on how many persons you can reach with the ads you created and get interested enough so that they will pay you for our training materials.

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).

# DEMO TRAINING MANUAL

## MAIN BENEFITS

As a paid member you are entitled to many benefits. Some of these include:

1. Global Medical and Travel Insurance from our insurance provider International Medical Group (IMG).
2. Three FREE Home-Based Internet Business Opportunities to earn extra income.
3. FREE Online and Offshore Bank Accounts from the USA and other countries.
4. A FREE High Yield Investment Savings Account in which you can deposit money earned from the job opportunity to get attractive interest rates on your principal deposits and get your profits returned to you on a daily or weekly basis.
5. FREE Online Forex Trading Accounts to earn income on the foreign exchange and stocks markets.
6. FREE Online Tertiary Education from Massachusetts Institute of Technology (M.I.T).
7. A FREE Mail and Package Forwarding Courier Service Account with a FREE USA Address so that you can purchase products and 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 & an online account to send & receive fax online for FREE.

## PAYING FOR MEMBERSHIP

We assume you may not own a credit card to pay for the training materials 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. Please visit [www.cognitelja.com/job/payment.html](http://www.cognitelja.com/job/payment.html) for more information about these alternate payment options. To get an international prepaid debit card visit <http://www.cognitelja.com/financial-services.html> and check out a list of sites 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 the training materials.

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](#)

[Your website](#)

[Your e-mail address](#)

[Your telephone number](#)

If your clients ask you something about the job opportunity you can't answer contact us at [cognitelja@gmail.com](mailto:cognitelja@gmail.com) and we'll give you an answer to give to your clients. 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. 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. Also tell them to visit [www.orcjamaica.com](http://www.orcjamaica.com) and use the **Business Name Search** at the website to find "**COGNITEL JAMAICA**" so that they can check out the legitimacy of the company. They'll see that CogniTel is a legal, registered business company operating in Jamaica. Let all your clients know that all of their questions will be answered in the training material and that there is a guarantee that they will make back what they put into it the very first time they process an order (which is the truth) okay, let's move on.

# Section 4 – Frequently Asked Questions

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

### **Q) How exactly does this job opportunity work?**

A) Here's how the job works:

- You create some 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 networking, 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.
- If they are interested enough and convinced in your offer they will pay you for the training materials that they will need to carry out the job. You will get paid primarily through PayPal, any other e-banking website or any other payment method you choose to use to accept payments. Your customers will pay you mainly 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 been notified of their payment to you, you will send them the training materials as e-mail attachments or have them download the materials from our website.

And that's basically all you do. 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 materials which you will need to purchase.

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

A) 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.

### **Q) How can I earn US\$200 or more per week with this job opportunity?**

A) There are 5 main ways in which you can earn US\$200 or more per week from our job opportunity. They are as follows:

- Getting paid directly by signing up persons as members of our global home-based job opportunity.
- 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.
- Investing funds in a FREE High Yield Investment Savings Account to get very attractive interest rates on your principal deposits and earn profits on a daily or weekly basis.
- Conducting online trading on the Foreign Exchange and Stocks 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.

## DEMO TRAINING MANUAL

### **Q) How long is the training?**

A) Most applicants typically complete the training within 24 hours or less. However you can do this at your leisure; take as long or as little time as you would need.

### **Q) What kind of applications and orders am I processing?**

A) You will be processing applications for our job opportunity and orders for the training materials for the job. 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. So before you accept a task, be sure you will follow through as there are deadlines to meet.

### **Q) I would like to know where you get the applications to process?**

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

### **Q) Is there enough work for everyone to stay busy or is it one of those pay the fee and get one job every month type of things?**

A) 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.

### **Q) What will I need to do in order to process applications and orders?**

A) 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 the same training materials you purchased from us and you will be required to e-mail it to them or have them download the materials from our website.

### **Q) How many applications and orders can I expect to process daily?**

A) 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.

### **Q) Will I be supplied with the content to send out with my e-mails?**

A) 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 a simple 'cut and paste' and send the message.

### **Q) Do I have to spend any money in expensive advertising or purchase any leads?**

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

### **Q) I do not live in the US, can I still participate?**

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

### **Q) Will taxes be taken out of my pay?**

A) No, you are considered an independent contractor and no taxes are taken out of your pay.

### **Q) Why is there a fee?**

A) We charge a registration fee for the service we provide, allowing you to gain the required information about getting paid with our job opportunity. The fee pays for our marketing, web development, web hosting and maintenance of our company.

## DEMO TRAINING MANUAL

### Q) Is this job in any way a scam?

A) No, not at all. We have implemented the job as a means of promoting our own company. The training materials contain some very valuable links to our website. So with the participation of yourself and others in reselling to your clients the same materials you are required to purchase from us, while earning money for yourself, our company will benefit by being well advertised and promoted through the distribution of the materials. This will certainly help to boost our sales on the various products and services offered on our website. So do you see why this job can't be a scam? If it was we would be losing out on lots of potential revenues if we just take people's money and not provide them with the necessary materials for the job. Please visit [www.orcjamaica.com](http://www.orcjamaica.com) and use the **Business Name Search** at the website to find "**COGNITEL JAMAICA**" and you'll see that we are a legal, registered business company operating in Jamaica.

### Q) Can I pay the membership fee with my earnings?

A) Unfortunately, we cannot allow this as it breaches our policy. This will also be unfair on members who have paid their fee upfront.

### Q) What type of payment do you accept?

A) 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 **PayPal, AlertPay & AlterGold**, 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**.

### Q) What is contained in the training materials?

A) 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 marketing materials which are mostly in the PDF file format.

### Q) Is it safe to use my credit card online?

A) 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!

### Q) Does this job involve any spamming?

A) 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.

### Q) How do I get started?

A) [Click here](#) to purchase your membership now. Everything you need to get started will be available in the members' area, so you can begin making money right away.

### Q) Have any additional questions about how this works?

A) [Click here](#) to contact us and we'll be happy answer any inquiries that you may have.

**To view the rest of this training manual and get all the benefits of our job opportunity please visit <http://www.cognitelja.com/job/payment.html> to become a member for **US\$30, US\$35 or US\$40.****