



PRAELIQ

# Plus Member Step-by-Step Guide

Every Free-member function, plus evidence, analytics, exports, sharing, and billing

## START HERE

Reserve: [felicia.praeliq.com/join](https://felicia.praeliq.com/join)

Member login: [felicia.praeliq.com/member/login](https://felicia.praeliq.com/member/login)

*PRAELIQ Plus includes every Free-member function. Items marked “Plus Only” require an active Plus membership.*

## Quick Start Checklist

- Reserve and verify your profile
- Sign in with the temporary email code
- Activate Plus and confirm your billing address before payment
- Complete your profile and visibility settings
- Add past recognition or invite a new submission
- Attach private evidence when it materially supports a record
- Review analytics, export insights, and share your public profile

## Free vs. Plus at a Glance

| Function                                          | Free     | Plus      |
|---------------------------------------------------|----------|-----------|
| Public verified profile and member dashboard      | Included | Included  |
| Add, edit, moderate, and publish recognition text | Included | Included  |
| Edit/resubmit member feedback and basic exports   | Included | Included  |
| Private recognition evidence uploads              | —        | Plus only |
| Timeline and virtue/quality insights              | —        | Plus only |
| Insight CSV/JSON downloads and sharing            | —        | Plus only |
| Secure Stripe billing management                  | —        | Plus only |

## 1. Reserve Your PRAELIQ Profile

1. **Open the registration page.** Go to <https://felicia.praeliq.com/join> on a phone, tablet, or computer.
2. **Choose how to continue.** ChatGPT sign-in is optional. Use it to prefill your email, or continue as a guest.
3. **Enter profile details.** Add your display name, email, preferred PRAELIQ handle, and a short recognition headline.
4. **Review visibility.** Your name, handle, and headline are intended for the public profile. Your email stays private.
5. **Reserve and verify.** Select Reserve and verify my profile, then use the verification message sent to your email.
6. **Save your link.** Your public profile follows <https://felicia.praeliq.com/p/your-handle>.

## 2. Sign In and Upgrade to Plus

7. **Sign in.** Open <https://felicia.praeliq.com/member/login>, enter your verified email, request a temporary code, and submit it before it expires.

8. **Open the Plus option.** From pricing or the member dashboard, select the PRAELIQ Plus trial or upgrade option.
9. **Review the plan.** Confirm the displayed trial, monthly price, renewal, and cancellation terms before checkout.
10. **Double-check billing.** In Stripe Checkout, review the billing address reminder, verify the entered address, and select the confirmation checkbox before paying.
11. **Confirm activation.** Return to the member dashboard and check that membership status shows Plus or active.

### 3. Edit Your Profile and Visibility — Free + Plus

12. **Open Profile information.** Use the member dashboard to edit your display name, PRAELIQ handle, or recognition headline.
13. **Choose visibility.** Select Public to show the profile or Private to hide it from public viewing.
14. **Save and review.** Select Save profile changes, then View public profile to confirm the result.

### 4. Add Past Feedback, Recognition, or Accolades — Free + Plus

15. **Open Bring your history forward.** Select Add a past recognition in the member dashboard.
16. **Choose the record type.** Use Feedback, Recognition, Accolade, Award, Personal, Professional, or Scholarly as appropriate.
17. **Enter the original details.** Add the date, source person or organization, context, category, and public-facing text.
18. **Confirm permission.** Check that the entry is accurate, appropriate to share, and does not expose confidential information.
19. **Publish the text.** Select Add and publish to my profile. The written entry appears publicly.
20. **Add evidence if useful.** Plus members may attach private evidence. Evidence is not required for every record and should be used only when it materially supports the entry.

### 5. Receive and Moderate New Recognitions — Free + Plus

21. **Share your profile link.** Invite colleagues, educators, friends, mentors, or community partners to submit recognition.
22. **Open the recognition library.** New submissions remain private and show as Awaiting review; nothing publishes automatically.
23. **Review and decide.** Check the text, source, relationship, and category. Select Approve and publish or Decline privately.
24. **Find records quickly.** Use search plus status and category filters.

### 6. Edit and Republish Any Recognition — Free + Plus

25. **Find the entry.** Locate a pending, private, or published record in the recognition library.
26. **Select Edit recognition text.** Update the public text, category, relationship, or quality.

- 27.**Choose the outcome.** Select Resubmit and publish to update the public profile, or Save privately to remove it from public view.
- 28.**Confirm record integrity.** The same record is updated, its evidence link remains intact, and no duplicate is created.

## 7. Upload and Manage Private Evidence — Plus Only

- 29.**Open a recognition.** Choose an existing record or add a new historical entry.
- 30.**Select the evidence upload option.** Attach up to 3 files to that recognition.
- 31.**Use an accepted file.** Upload PDF, PNG, JPG/JPEG, or WEBP; each file must be 5 MB or smaller.
- 32.**Wait for validation.** PRAELIQ screens the file and uses a fingerprint to prevent the identical evidence from being stored twice.
- 33.**Review privately.** Open Review uploaded evidence to check the file. Evidence remains owner-only unless a separate public-evidence choice is clearly presented and approved.
- 34.**Add or remove evidence.** Attach another relevant file or decline/remove an incorrect attachment. The recognition record remains intact.

## 8. Use Plus Analytics and Insights — Plus Only

- 35.**Open analytics or insights.** From the Plus member dashboard, open recognition insights.
- 36.**Review the timeline.** Use recognition-over-time analytics to see how records are distributed across dates.
- 37.**Review virtues and quality.** Use the virtue and recognition-quality summaries to identify recurring themes.
- 38.**Adjust filters.** Filter the recognition library when you need to focus on a category, status, or period.
- 39.**Interpret carefully.** Insights summarize recorded recognition; they are not a clinical, employment, or scientific assessment.

## 9. Export and Share Plus Insights — Plus Only

- 40.**Choose an export.** Download the available insight data as CSV for spreadsheets or JSON for a portable structured copy.
- 41.**Share a summary.** Use the Share control. On supported phones, select an app from the device share sheet; otherwise copy the text or link.
- 42.**Check privacy first.** Review the summary and remove private or confidential details before sending it.

## 10. Submit, Edit, and Resubmit PRAELIQ Feedback — Free + Plus

- 43.**Submit feedback.** Use Share feedback or open <https://felicia.praeliq.com/feedback>. Use your verified member email to connect it to the dashboard.
- 44.**Open My submitted feedback.** View feedback associated with your verified email.

45.**Edit and resubmit.** Change the type, rating, message, or contact permission, then save. The same receipt remains and the item is marked edited and resubmitted.

46.**Export.** Download visible feedback as CSV or JSON, or use Print / Save PDF.

## 11. Share and Navigate Your Public Profile — Free + Plus

47.**Open the public profile.** Select View public profile from the dashboard.

48.**Share the link.** Use the profile in a résumé, portfolio, LinkedIn profile, application, email signature, or presentation.

49.**Browse the recognition loop.** Approved public-facing text rotates automatically, while visitors can browse the full collection.

50.**Use the phone menu.** Select Menu to reach every landing-page option without switching the phone to desktop view.

51.**Move around long pages.** Use Top and Bottom controls plus section Hide/View/Options actions.

## 12. Manage Plus Billing

52.**Open membership or billing.** From the member dashboard, select the secure billing-management option.

53.**Use the Stripe portal.** Review the active plan, payment method, invoices, and renewal information.

54.**Update or cancel.** Make the needed change inside Stripe and follow the confirmation prompts.

55.**Return to PRAELIQ.** Refresh the dashboard to see the updated membership status. Contact [info@praeliq.com](mailto:info@praeliq.com) if the status does not update.

## 13. Back Up, Sign Out, or Delete the Account — Free + Plus

56.**Download a backup.** Use Account and access to download a portable JSON copy of profile and recognition history.

57.**Sign out securely.** Use Secure logout, especially on shared devices.

58.**Delete only when certain.** Account deletion permanently removes the profile, recognition records, sessions, and stored evidence. Follow the on-screen confirmation carefully.

## Privacy and Accuracy Reminders

- Publish only feedback, recognition, or evidence you are authorized to share.
- Do not upload passwords, payment-card numbers, medical records, Social Security numbers, or confidential employer information.
- Public-facing text and private evidence are separate; review both before changing visibility.
- Analytics summarize recorded recognition and should not be presented as a clinical, employment, or scientific assessment.
- Contact [info@praeliq.com](mailto:info@praeliq.com) for account, privacy, billing, or technical assistance.

## Need Help?

**Website:** <https://felicia.praeliq.com>

**Support:** <https://felicia.praeliq.com/contact>

**Email:** [info@praeliq.com](mailto:info@praeliq.com)

**Feedback:** <https://felicia.praeliq.com/feedback>

**PRAELIQ — Recognition, Refined.**