Operator Onboarding — First 30 Days

Set up, prove it on your own money, then share it honestly

A guided first month for new LeakReceipts operators. Week 1 is your own receipts. Week 2 is your basic setup: records, accounts and the free tools. Week 3 is learning the checks well enough to explain them. Week 4 is sharing the honest way, with the federal disclosure rules in plain words and no quotas and no income promises.

Free. Built for new LeakReceipts operators and members who want to use it deeply before they ever share it.
First edition, November 2026. Free. Educational only. Not legal, tax or financial advice. No income promised, projected or implied.

READ THIS FIRST

How to use this guide

> Do it a week at a time. Each week has a goal, a short checklist for each working day, a worksheet, and the end-of-week check that tells you you're ready for the next. If you already did Your First 7 Days, skip Week 1 and carry your numbers over. You need your statements, a records folder, and about 30 minutes a day. The month ends with a review you keep, not a test you pass.

FROM THE HONEST TRUCKER

I set up my own business from a truck cab, mostly at night. What I wish someone had handed me was a month in order: my own numbers first, the boring setup second, and only then anything about telling other people. This guide is that month. If you skip ahead to sharing, you'll have nothing true to say.

Every number in this guide is tagged VERIFIED (a published source, named on the page and listed in the Sources appendix with the date it was read), CALCULATED (worked from numbers shown) or ESTIMATE (with its basis). Example numbers are labeled as examples. Where a rule changes from state to state, the page tells you where to look yours up instead of printing one state's rule as if it were everyone's.

WHAT'S INSIDE

1. Week 1: your own receipts
2. Week 2: the basic setup
3. Week 3: learn the checks well enough to explain them
4. Week 4: share it the honest way
5. The honesty check, before anything goes out
6. The 30-day review
7. The 30-day tracker
8. The 30-day tracker, days 16-30 (log)
9. Sharing log (only if you share) (log)

WEEK 1

Week 1: your own receipts

Goal: one month of your own money checked, one leak closed, one honest sentence written. This is Your First 7 Days in short; if you've done it, copy your numbers here.

Day	Do this
1	Run the free LeakReceipts check on one month of statements at leakreceipts.com (no account, no card). Write the top three findings.
2	List every charge that repeats.
3	Run the free TrueNET check at leakreceipts.com/truenet/check/ and write what you really keep.
4	Set up a records folder by month.
5	Close one leak in writing and save the confirmation.

WORKSHEET

Week 1 numbers

Line	Mine
Top finding and $ a month	
Repeating charges total $ a month	
What I really keep $ a month	
Leak closed and $ a month	
My one honest sentence	

> **Ready for Week 2 when:** you have a finding, a closed leak and a confirmation in your folder. Not before.

WEEK 2

Week 2: the basic setup

Goal: your own money and records set up the way the IRS describes, so that what you do next is on solid ground.

- ☐ Keep supporting documents for income and expenses in your monthly folder. The IRS says expense documents should show the amount paid and that it was for a business expense (VERIFIED: IRS Publication 583).
- ☐ If you work for yourself, open or confirm a separate business account. The IRS says to keep your business account separate from your personal checking account (VERIFIED: IRS Publication 583).
- ☐ If you need an EIN, get it free from the IRS. The IRS says you never have to pay a fee for one (VERIFIED: IRS EIN page).
- ☐ If you work for yourself, put the four estimated-tax periods on your calendar; the first (January 1 to March 31) is due April 15 (VERIFIED: IRS estimated tax FAQ). Ask a tax preparer what applies to you.
- ☐ Bookmark the free tools you'll use most: the LeakReceipts check, the TrueNET check, and the calculator for your line of work at leakreceipts.com/all-products#tools.
- ☐ SBA's Business guide is organized into plan, launch, manage and grow stages if you're starting a business from scratch (VERIFIED: SBA Business guide).

WORKSHEET

My setup

Item	Done / date
Monthly records folder	
Separate account (if self-employed)	
EIN (if needed)	
Estimated-tax dates on calendar (if self-employed)	
Free tools bookmarked	
My trade or lane page found at leakreceipts.com/lanes/	

Sources:
IRS Publication 583 (12/2024), Starting a Business and Keeping Records, read 25 Nov 2026 · https://irs.gov/publications/p583
IRS, "Get an employer identification number", read 25 Nov 2026 · https://www.irs.gov/businesses/small-businesses-self-employed/get-an-employer-identification-number
IRS, "Estimated tax" frequently asked questions, read 25 Nov 2026 · https://www.irs.gov/faqs/estimated-tax
U.S. Small Business Administration, "Business guide", read 25 Nov 2026 · https://www.sba.gov/business-guide

WEEK 3

Week 3: learn the checks well enough to explain them

Goal: you can explain, in your own words, what each check does, what it can't do, and what a finding means. You learn it by running it again, not by memorizing a script.

Day	Do this
1	Rerun the LeakReceipts check on a different month. Did the same leak show up? Write why or why not.
2	Read the page for your own lane or trade at leakreceipts.com/lanes/ and write the three leaks it names.
3	Use one free calculator on a real decision you have this month (a price, a car, a payoff).
4	Ask Vera one question about your own numbers at leakreceipts.com/vera, and check her answer against the source she points to.
5	Write the "can't do" list below in your own words.

WORKSHEET

In my own words

Question	My answer
What the LeakReceipts check does	
What it can't do	
What TrueNET shows	
What a "finding" is (and isn't)	
When someone should ask a CPA, attorney or agency instead	

> **Vera and the tools are AI.** The site says so on every page, and asks people to check anything important before acting on it. Say the same when you explain them.

WEEK 4

Week 4: share it the honest way

Goal: if you choose to share LeakReceipts, you do it the way federal guidance describes. There are no quotas. You never have to share it at all.

The FTC's disclosure rules, in plain words (VERIFIED: FTC, Disclosures 101 for Social Media Influencers)

- Disclose any financial, employment, personal or family relationship with a brand. Free or discounted products count as a financial relationship.
- Make the disclosure hard to miss and put it with the endorsement itself; simple words like "ad" or "sponsored" work.
- Don't bury it in a group of hashtags or links, and don't rely on a profile or "about me" page; the FTC says those are likely to be missed.
- Don't assume a platform's disclosure tool is good enough.
- You can't talk about your experience with a product you haven't tried, and you can't make up claims that would need proof the advertiser doesn't have.

No earnings claims, ever

The FTC says deceptive earnings claims are a widespread problem, and its January 2025 proposal would require written support for earnings claims (VERIFIED: FTC press release, Jan 13 2025). LeakReceipts makes no income promises. Neither do you: tell people what you found on your own statement, never what they'll save or earn.

WORDS YOU CAN USE

> **An honest share:** I ran the free LeakReceipts check on my own bank statement and it found [what] I'd been paying [how long]. I canceled it. It's free to try, no account. [If you have any relationship with LeakReceipts, say it here, in plain words.]

Sources:
FTC, "Disclosures 101 for Social Media Influencers", read 25 Nov 2026 · https://ftc.gov/business-guidance/resources/disclosures-101-social-media-influencers/
FTC press release, "FTC Proposes Rule Changes, New Rule to Deter Deceptive Earnings Claims by Multilevel Marketers and Money-Making Opportunity Sellers," Jan 13 2025, read 25 Nov 2026 · https://ftc.gov/news-events/news/press-releases/2025/01/ftc-proposes-rule-changes-new-rule-deter-deceptive-earnings-claims-multilevel-marketers-money-making

WEEK 4, CONTINUED

The honesty check, before anything goes out

Run every post, message or conversation through these questions before you send it. If any answer is no, rewrite it.

WORKSHEET

Honesty check

Question	Yes / No
Is everything I say something that happened to me, on my own statement?	
Is my relationship to LeakReceipts disclosed in the post itself, in plain words?	
Did I avoid saying what anyone else will save or earn?	
Did I say the tools are AI and to check anything important?	
Did I point to the free check first, not a paid product?	
Would I be comfortable if the person I'm talking to read this out loud to the FTC?	

Words to avoid, and what to say instead

Don't say	Say instead
"You'll save hundreds."	"It found [x] on my statement. It might find something on yours, or not."
"Easy money" / "passive income"	Nothing. Don't talk about income.
"Guaranteed"	"Here's what happened to me."
"Everyone has leaks."	"Most of my leaks were in [category]. Try the free check and see."
"Sign up under me."	"It's free to try at leakreceipts.com."

DAY 30

The 30-day review

WORKSHEET

My first month

Line	Answer
Leaks found on my own money	
Leaks closed (with confirmations)	
What I really keep, start of month vs now	
Setup done (Week 2 list)	
Can I explain each check and its limits? (Week 3)	
Did everything I shared pass the honesty check? (Week 4)	
What I want to learn next	

What comes next

- ☐ Rerun the checks on next month's statement on the same day each month.
- ☐ Go deeper on your own line of work with your lane's Field Guide or Fix Kit.
- ☐ If you want to share more, read Share It Honestly, the operator and referral companion guide, before you do.
- ☐ Keep your folder. It is your proof.

DAILY

The 30-day tracker

One box a day. A check mark is enough. If you miss a day, pick up where you left off; it's a month, not a streak.

WORKSHEET

Days 1-15

Day	What I did	Done
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

WORKSHEET

The 30-day tracker, days 16-30

Same as before: one line a day, one check mark when it's done.

Day	Week	What I did	What I found	Done

WORKSHEET

Sharing log (only if you share)

Every post or conversation, with the honesty check. Keep it in your folder.

Date	Where	What I said	Disclosed?	Honesty check passed?

LAST PAGE

Your records are the receipt

A good operator's first month looks like a careful customer's: their own leaks found and closed, their records in order, and an honest sentence they can stand behind. Everything else is built on that folder.

WHAT THIS GUIDE CAN'T DECIDE FOR YOU

Promise income or savings. Nothing here promises what you will save or earn, and nothing in it asks you to tell anyone else they will.

Give legal or tax advice. FTC and IRS guidance is quoted with its source. An attorney or tax professional decides how it applies to you.

Set quotas. There are none. Sharing is a choice, and so is not sharing.

LeakReceipts is a VyRal Dynasty Holdings LLC product · support@vyraldynasty.com
Educational only. This guide organizes your own records and points you to the official source for every rule. It does not give legal, tax or financial advice, and nothing in it promises a result.

APPENDIX · SOURCES

Where every verified line comes from

1. IRS Publication 583 (12/2024), Starting a Business and Keeping Records, read 25 Nov 2026
   https://irs.gov/publications/p583
2. IRS, "Get an employer identification number", read 25 Nov 2026
   https://www.irs.gov/businesses/small-businesses-self-employed/get-an-employer-identification-number
3. IRS, "Estimated tax" frequently asked questions, read 25 Nov 2026
   https://www.irs.gov/faqs/estimated-tax
4. U.S. Small Business Administration, "Business guide", read 25 Nov 2026
   https://www.sba.gov/business-guide
5. FTC, "Disclosures 101 for Social Media Influencers", read 25 Nov 2026
   https://ftc.gov/business-guidance/resources/disclosures-101-social-media-influencers/
6. FTC press release, "FTC Proposes Rule Changes, New Rule to Deter Deceptive Earnings Claims by Multilevel Marketers and Money-Making Opportunity Sellers," Jan 13 2025, read 25 Nov 2026
   https://ftc.gov/news-events/news/press-releases/2025/01/ftc-proposes-rule-changes-new-rule-deter-deceptive-earnings-claims-multilevel-marketers-money-making

NEXT STEP

Keep going: the rest of your money

This guide put one part of your money on paper. The next step reads the rest of it the same way: your own numbers, side by side, in writing.

Each of these picks up where the last one stops, so nothing you wrote down here gets left behind.

WHAT COMES NEXT

- **Your First 7 Days (free)** — Week 1, one day at a time.
  leakreceipts.com/library/your-first-7-days
- **Share It Honestly** — the companion guide to being a LeakReceipts operator and referring people the right way.
  leakreceipts.com/ebooks/operator-and-referral
- **LeakReceipts free check** — rerun it on every new statement.
  leakreceipts.com
- **TrueNET** — what you really keep, every month.
  leakreceipts.com/truenet

FREE, RIGHT NOW

> Everything in this month runs on free tools with no account: the LeakReceipts check at leakreceipts.com, the TrueNET check at leakreceipts.com/truenet/check/, and the calculators at leakreceipts.com/all-products#tools.

> Every step starts from your own records. None of them promises what you will earn or save; they show what your numbers already say.

LeakReceipts is a VyRal Dynasty Holdings LLC product · support@vyraldynasty.com
Educational only. This guide organizes your own records and points you to the official source for every rule. It does not give legal, tax or financial advice, and nothing in it promises a result.

WE WALK BY FAITH NOT BY SIGHT — 2 Corinthians 5:7