doterralia & New Zealand

HOW TO EDIT YOUR LOYALTY REWARDS PROGRAM ORDER

STEP ONE

LOG IN

Once you have logged into Virtual Office, you will be taken to the homepage.



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STEP THR

EDIT YOUR LRP TEMPLATE

Click on the Loyalty Rewards Program template that you would like to edit. This is located on the right of the page.



EDIT THE DETAILS OF YOUR LRP ORDER

- Click 'edit' to change your Shipping Address, Payment Information, Confirmation Details and Processing Date.
- Click here to cancel this LRP Order. FYI: This option is only available if you have Multiple LRP Templates.
- Select your preferred Shipping Method. Your order total will update automatically.
- Change item quantities
- Check the box to use your points to pay for an item on your order. Please note: Any item paid for with points will not be automatically included in your next month's order.
- 6 Always make sure to 'Save Changes' after editing your LRP Template.

Jrder Details						Add 69.00PV to qualify fo	FREE shipping!	
hip to: edit	Payment: edit	-				My Carl	100PV: Hee Shipping	
lest Ausi DO NOT SHIP Mulgrave	Credit Card on 3337 11/2026	1 File				Cart Summary	Total items (1)	
VIC 8170 Australia	Visa Send confirm:	ation to: edit				Item(s) Subtotal	AUD46.00	
3486436324	test.test62980	016@gmail.com				Shipping	AUD	
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Your next proc	ess date						TOTAL PV 31.00	
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	- (17)					Standard- \$7.95		
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						Please note that your order may day to process before it is shipp process we may be unable to ex-	r take up to one business ed. Due to our shipping tit or cancel an order	
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All Australian and New Zealand Loyalty Rewards Program (LRP) orders and enrollment orders of 100PV or more qualify for free shipping.

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HOW TO EDIT YOUR LOYALTY REWARDS PROGRAM ORDER

EDIT SHIPPING ADDRESS

Here you can:

- Click 'edit'
- Click 'Add a new Address' to add a new address to your account
- Select a saved address
- 4 Edit a saved address



ADD SHIPPING ADDRESS

 Enter all required information that is marked with a red dot. Click 'Continue'

IMPORTANT: After you have added a new address, you will also need to select the address on this screen or else it will not be updated on your order.

Order Details		Ç, ×	shipping!
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escausi DO NOT SHIP Aulgrave /IC	11/2026 Visa	Add New Shipping Address	Total Items (
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ihipping from: Australia			AUD
			AUD
Your next pr	ocess date	Phone Number	TOTAL PV 31.00
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Your next pr is 27 June, 20. Select a Different LRP ID #8056387	ocess date 23 Date	Phone Number First Name Last Name	to one business to one business to our shipping
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Certect a Different Certect a Different LRP ID #8056387 Ouick Add to Cert	occess date 23 Date	Phone Number First Name Last Name Address 1 '	TOTAL PV 31.00

EDIT PAYMENT

Here you can:

- Click 'Manage cards' to add a new credit card to your account*
- Select a saved credit card
- Remove a saved credit card
- Edit a saved credit card



STEP FOUR



HOW TO EDIT YOUR LOYALTY REWARDS PROGRAM ORDER

ADD NEW CARD

- Click 'Add New Card' and complete all the information.
- 2 Click 'Save Card'

IMPORTANT: After you have added a new credit card, you will also need to select the card on this screen or else it will not be updated on your order.

α	nage Crec	lit or Debit (Cards
	l acknowledge and o	confirm that I want my	credit card stored for
	future purchases an	d agree to doTERRA's I	Privacy Policy .
nc	to a recent security upgr b longer be saved on you	rade, one or more of your p ir account. If you wish to ch	reviously saved credit cards arge this order to a different
, p	lease enter the payment ny questions or concern:	t details of that card in the p s. please contact Customer	payment details section. If you * Services.
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	Card Number: *		
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	Billing Information (from (Card)	
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Quick Add to Cart		٩		0	
			Clear Change	Save Change	es
Product	Quantity	PV	Price	Use Points?	
3ergamot 15mL #60213841	2 👻	62.00	AUD92.00	Select	×
avender TGA #60218047	1 •	27.00	AUD31.00	Select 👻	×
ices displayed as GST inclusive	_0_			Subtotals	
		PV		89.00	
		AUD		123.00	
		Points Used		0	
		Remaining Rewa	ard Points ⑦		0

EDIT ITEMS AND QUANTITIES

- Edit product quantities here.
- You can quickly add items by searching them in the 'Quick to Add Cart' box or you may click 'Continue Shopping' to add items and view product descriptions and pictures.
- Always make sure to 'Save Changes' after editing your LRP Template.

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HOW TO EDIT YOUR LOYALTY REWARDS PROGRAM ORDER

STEP FOUR

STEP FIVE

EDIT PROCESSING DATE

Click here to edit your processing date

EDIT PROCESSING DATE

Select your preferred shipping method. Your order total will update automatically.

					Cart Summary	Total Items (3
Your next proc	ess date				Item(s) Subtotal	AUD123.00
V 27 June, 2023	140				Shipping	AUD
					Tax (c=%) View Tot	als AUD-o-
I Select a Dimerent Da	ite					
X (56) (35						TOTAL PV 89.00
.RP ID #8056387					Shipping Options	-
					Standard- \$7.95	2
Quick Add to Cart		Q			Pick Up - Melbourr	ne Product Center
			Clear Chang	Save Changes		
					Please note that your order may day to process before it is shippe	take up to one business d. Due to our shipping
Product	Quantity	PV	Price	Use Points?	process we may be unable to ea	lit or cancel an order

REVIEW YOUR DETAILS

- You can click 'Process Order Now' to have your order processed today.
- If you do not want your order to process today, click 'Continue Shopping' and it will bring you back to the main shopping cart page.
- Click 'Return to Cart' to go back and edit order information.
- 4 Note the summary of next month's scheduled order.

Order Details						Order Summary Ships: 05/06/20
hip to: est Ausi	Payment: Send confirmation to: Credit Card on File test.test5598016.ggmail.com		efirmation to: 5298016.ggmail.com	Ram(s) Subrosal (IGST) ALIBRAS		
IO NOT SHIP fulgrave	0T SHIP 3337 319 11/2026			Chinalan (CCT)		
1C	Visa					Simpling (GST)
ustralia 8486436324						GST AUD31
hipping from: Australia						Total Amount Due AUD343
Being Shipped 05/06/2023						Total PV 179
Product	Quantity	Price	PV	٢	LRP Points Earned (1)	Shipping Optic
Bergamot 15mL	2	AUD92.00	62.00		6.20	Standard: \$7.95 FF
Lavender TGA		AUD3100	27.00		2.70	
Lifelong Vitality Pack		AUDII500	60.00		6.00	
Ice Blue Polyphenol Complex**		AUD3500	10.00		1.00	Process Order Now
Terra2yma**			10.00		1.00	Descars as Scheckulard on 77/06
COR Prime Softgel			10.00		1.00	Process as 30 reduied on 2000
Product of the Month		0	0	PROMO	0	In order to prevent multiple charges, please click "Process Order Now" button one time. If you are
Subsotals	8	AU0343.00	179.00		17.90	unsure the order has processed successfully, please contact member services (02) 8015 5080
Cancel Order @	Con	tinue Shoppin			Return to cart	By placing your LSP order, you agree to d0TERR4s Loyalty Rewards Program (LRP) Terms and Conditions and authorize d0TERR4s to charge your default payment method or another payment method on file. Your participation in the Loyalty Rewards Program continues until cancelled.
Dires declared as OST inclusive						I acknowledge and confirm that I want my credit card stored for future purchases and agree to doTERRAN Privacy Policy.
This scheduled order #8056387 will p	ocess again on Z	7/07/2023				
Product	Quantity	Price	PV	۲	LRP Points Earned (2)	
Bergamot 15ml.	2	AUD92.00	62.00		6.20	
Lavender TGA	1	AUD3100	27.00		2.70	
Lifelong Vitality Pack	1	AUD(15.00	60.00		6.00	
And the second second discovery for			10.00		1.00	
tor plue Polyphenol Complex.*						
TerraZyme ^m	1	AUD35.00	10.00		1.00	

RETURN TO MAIN PAGE

If you clicked 'Continue Shopping', it will bring you to the main shopping cart page. Note the summary of the Scheduled LRP Orders in the right of the page. Browsing and adding products to your cart at this time will be adding items to the LRP Order you were previously editing. If you would like to stop editing your LRP template and clear any unsaved changes, click 'Cancel'

IMPORTANT: If you have two Local Loyalty Rewards Template set up e.g. one for Will Call and another for postal to an address – make sure you cancel both if you no longer want a local Loyalty Rewards Template.



STEP SIX