

## PROCESS YOUR LOYALTY REWARDS ORDER ON DEMAND

The new and improved online Shopping Cart now gives you the option to process your LRP Order on demand online without having to call Member Services.

### STEP 1

The screenshot shows the mydōTERRA office website interface. At the top, there is a navigation bar with the following tabs: DASHBOARD, SHOP, TEAM, BUSINESS GROUPS, MESSAGE CENTER, and My WEB SITE. The 'SHOP' tab is highlighted. Below the navigation bar, there is a 'Shopping' section with several promotional banners and a table of orders. A purple arrow points from the 'STEP 1' box to the 'SHOP' tab, and another purple arrow points from the 'STEP 1' box to the 'NEW SHOPPING CART' button in the first banner.

Once logged into your Virtual Office (VO) click on the 2<sup>nd</sup> tab up the top: 'Shop'.

Then click on the 'New Shopping Cart' button.

### STEP 2 a

The screenshot shows the mydōTERRA office website interface. The 'SHOP' tab is selected, and the 'Product List' section is visible. The 'Product List' section has two sub-sections: 'SCHEDULED LRP ORDERS - AUSTRALIA' and 'SCHEDULED LRP ORDERS - U.S. PRODUCTS'. Each sub-section contains a table of orders with columns for 'Edit', 'Vol', 'Ship', and 'Amt'. The 'SHIP NOW' buttons are highlighted with a purple circle. A purple arrow points from the 'STEP 2 a' box to the 'SHIP NOW' buttons. Below the 'Product List' section, there is a 'OUR PRODUCTS' section with three sub-sections: 'Essential Oils', 'Personal Care', and 'Kits'. A purple arrow points from the 'STEP 2 a' box to the 'SHIP NOW' buttons.

Invoice	Type	Source	ShipTo	Pkg/Tracking	Date	ShipDate	PVData	Volume	Amount
6367060	I	SO	Aussie Test	FCL1531267	04/15/2014	04/16/2014	4/2014	10.00	23.45
6426367	I	AS	Aussie Test		04/22/2014		4/2014	54.25	80.45
6639498	I	SO	Aussie Test		05/07/2014	06/04/2014	6/2014	10.00	13.50
6653036	I	SO	Aussie Test		05/08/2014	06/04/2014	6/2014	10.00	13.50
6651933	I	SO	Aussie Test		05/08/2014	06/04/2014	6/2014	10.00	13.50
6870136	I	AS	Aussie Test		05/22/2014		6/2014	54.25	80.45
7180541	R	SO	Aussie Test		06/12/2014	06/12/2014	6/2014	0.00	0.00

If you want to process your Order on Demand and do not need to make any changes, click 'SHIP NOW'.

You can skip ahead to Step 4.

### STEP 2 b

If you need to make changes to your order before it processes, click on the LRP Template you would like to process today or click on 'Create New LRP Order' to create a new LRP Order.

## My Cart

Monthly LRP Order Processing Date

### Ship to: [edit](#)

Aussie Test  
1.02, 10 Ferntree Place  
Notting Hill  
VIC  
3168  
Australia  
654564654

### Bill to: [edit](#)

Aussie Test  
1.02, 10 Ferntree Place  
Notting Hill  
VIC  
3168  
Australia  
654564654

### Payment: [edit](#)

Credit Card on File  
\*\*\*\*\*9011

[edit](#) 08/22/2014

5/2018  
Visa

Send confirmation to:  
jcook@doterra.com [edit](#)

[cancel this LRP order](#)

Shipping from: Australia

LRP ID #579252

[Quick Add to Cart](#)

Product	Quantity	PV	Frequency	Price	Use Points?	Remove Item
Citrus Bliss Essential Oil Blend #31020004	1	15.00	MONTHLY	AUD20.50	N/A	X
Ice Blue Rub #38900004	1	29.25	MONTHLY	AUD36.50	N/A	X
Lemon Essential Oil 15mL #30120004	1	10.00	MONTHLY	AUD13.50	N/A	X

54.25 PV

Subtotal AUD70.50

0 Points Used

MY REMAINING REWARDS POINTS = 0

[<< CONTINUE SHOPPING](#)

[SAVE CHANGES](#)

[CLEAR CHANGES](#)

[CONTINUE >>](#)

## ORDER SUMMARY

Item(s) Subtotal AUD--.--

Shipping AUD--.--

[VIEW TOTALS](#)

Total Amount Due: AUD--.--

TOTAL PV --.--

## SHIPPING OPTIONS

- Australia Shipping  
 Australia Express Post  
 Australia Will Call

## STEP 3

Edit the Items, Payment Information or Shipping Information on your order and click 'CONTINUE'.

## Review Your Order

### Ship to:

Aussie Test  
1.02, 10 Ferntree Place  
Notting Hill  
VIC  
3168  
Australia  
654564654

### Bill to:

Aussie Test  
1.02, 10 Ferntree Place  
Notting Hill  
VIC  
3168  
Australia  
654564654

### Payment:

Credit Card on File  
\*\*\*\*\*9011  
5/2018  
Visa  
Email  
jcook@doterra.com

## ORDER SUMMARY (Ships: 07/22/2014)

Item(s) Subtotal (inc. GST) AUD70.50

Shipping (inc. GST) AUD9.95

GST VAT AUD7.29

Total Amount Due AUD80.45

TOTAL PV 54.25

## SHIPPING OPTIONS

AUS - US Will Call AUD9.95

## Being Shipped 07/22/2014

Product	Quantity	Price	PV	Frequency	LRP Points Earned
Citrus Bliss Essential Oil Blend	1	AUD20.50	15.00	MONTHLY	0.00
Ice Blue Rub	1	AUD36.50	29.25	MONTHLY	0.00
Lemon Essential Oil 15mL	1	AUD13.50	10.00	MONTHLY	0.00
	3	70.50	54.25		0.00

[<< CONTINUE SHOPPING](#)

[<< RETURN TO CART](#)

[CLEAR CHANGES](#)

This scheduled order (#579252) will process again on 08/22/2014

Product	Quantity	Price	PV	Frequency	LRP Points Earned
Citrus Bliss Essential Oil Blend	1	AUD20.50	15.00	MONTHLY	0.00
Ice Blue Rub	1	AUD36.50	29.25	MONTHLY	0.00
Lemon Essential Oil 15mL	1	AUD13.50	10.00	MONTHLY	0.00
	3	70.50	54.25		0.00

[PROCESS ORDER NOW](#)

[PROCESS AS SCHEDULED ON 08/22](#)

## STEP 4

Review Your Order:

To make changes simply click 'RETURN TO CART'.

If all order information is correct, click 'PROCESS ORDER NOW'.

**NOTE:** Your next LRP processing date and Order Information is displayed here.