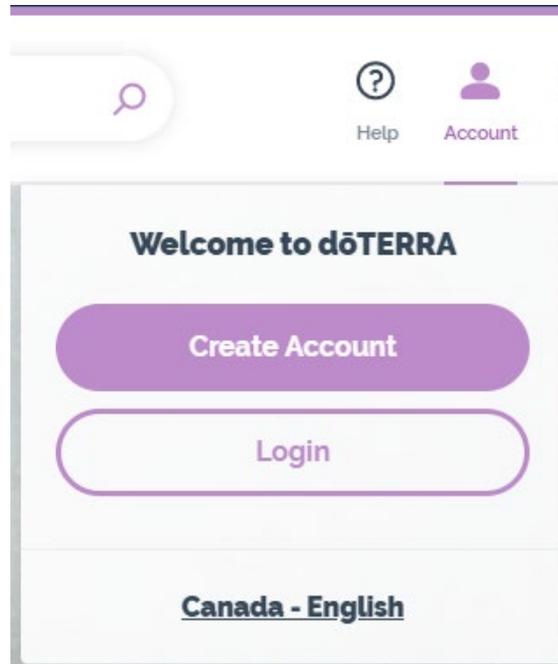


Enhanced Canada Website Education Tutorial

1. [Online Enrolment Process](#)
2. [Log into an Account](#)
3. [Create a New Loyalty Reward Program Template](#)
4. [Edit a Loyalty Reward Program Template](#)
5. [Create a New One-Time Order](#)

1. Online Enrolment Process

1. Hover over the “Account” icon at the top of the page to reveal a drop down menu, and select ‘Create Account’



2. Select whether you would like to enroll as a Wholesale Customer or Wellness Advocate.

Become A Member & Save

Save 25% on all doTERRA products by becoming a member today.

WHOLESALE CUSTOMER

WELLNESS ADVOCATE

Low annual membership fee

Sign up for just \$42. Renew annually for only \$30 and get a free bottle of peppermint!



SAVE
25%

Why choose
dōTERRA?

3. Select your country and language and push “continue.”

Where will your products be shipped?

Region

Canada 

What is your preferred language?

Language

English 

Continue

- You will now need to enter your information under the “About You” section. Fields highlighted in red are required.

About You

First Name *	Mobile Phone *
<input type="text"/>	<input type="text"/>
Last Name *	Home Phone *
<input type="text"/>	<input type="text"/>

- Select the Account Type and check the Terms & Conditions box after reading through the document.

Account Type

What type of account would you like to set up? [Learn More](#)

- dōTERRA Wellness Advocate - Option to earn bonuses and 10%-30% of your purchase back in FREE product points.
- Wholesale Customer - Option to earn 10%-30% of your purchase back in FREE product points.

By clicking this box, I acknowledge and confirm that I want to be a dōTERRA Wholesale Customer and I agree to the [Terms & Conditions](#).

- When filling out the referral information members are able to search by name or doTERRA ID number.

Referral Information

Your Wellness Advocate

I know a dōTERRA member

Find by:

Name

dōTERRA ID

First Name *

Last Name *

Province

Region of Residence

Search

Add Sponsor ?

7. The system will automatically add the enroller as the sponsor unless indicated differently
8. It is important to make sure that all of your information is correct before clicking "Continue."
9. Select the warehouse you would like to order from (either Canada or the US) to view the available collections.

About You

Select
Collection

Add Other
Products

Review
Order

Shipping

Payment

How Do You Prefer to Get Started?

Pick a Warehouse: ?



Canada



US

10. Choose an enrolment collection or membership fee by selecting "Add"

With a Reduced Price Starter Collection

(Membership Fee Included)

Enrollment Packet Language English ⌵ ?



**dōTERRA Essentials Booklet
(English)**

Wholesale: CA \$42.00

PV: 0.00

Add



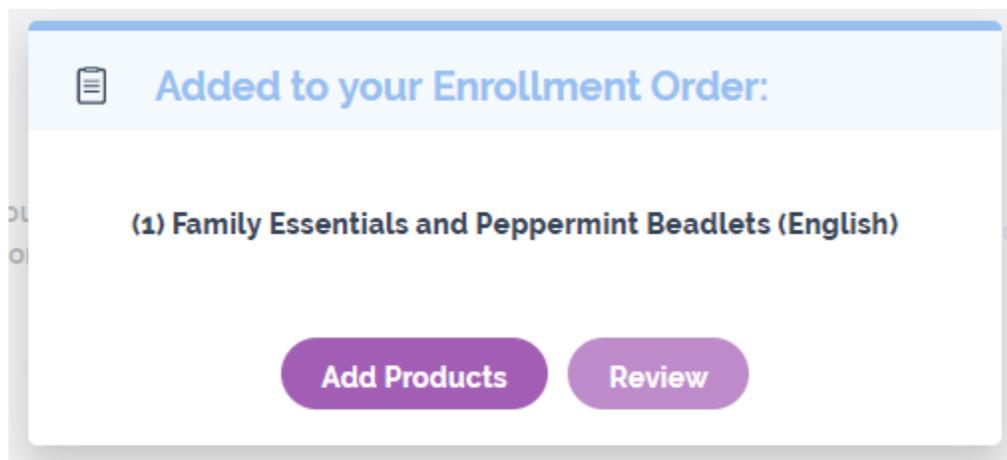
**AromaTouch® Diffused
Collection (English)**

Save: CA \$53.50
Wholesale: CA \$180.00

PV: 100.00

Add

11. A pop-up will let you know that the collection or fee has been added to your order. You can now either review your order as is, or add more products.



12. Click "Review" to review the final order.

13. You can also search for items by name while reviewing your order using the "Quick Add" search bar.

Enrollment Order

NOTICE: Due to peak holiday volumes, additional time may be needed to process the orders.

Quick Add by Item # or Name

Item	Qty/Per Unit	Total Price
 Family Essentials and Peppermint Beadlets (English) 1 Collection #60209049	CA \$185.00 PV: 123.50	CA \$185.00 PV: 123.50

Change Collection

Order Summary

Item Total (1) **CA \$185.00**

Promo code **Apply**

SUBTOTAL CA \$185.00

PV **123.50**

Est. Shipping Pts Earned **6.00**

Proceed to Checkout

14. If you have a promo code, enter it in the “Promo Code” box and click “Apply”

Order Summary

Item Total (1) **CA \$185.00**

Promo code **Apply**

15. Once you have reviewed your order contents, you can “Proceed to Checkout.”

SUBTOTAL CA \$185.00

PV **123.50**

Est. Shipping Pts Earned **6.00**

Proceed to Checkout

16. Review your shipping address. This is automatically populated from the information you entered at the beginning of the enrollment process. You can edit it if necessary.

Shipping Address ✎

Susan Brown
1615 Clark Blvd
Brampton, ON L6T 4W1

By clicking this box, I agree to receive promotional communications from dōTERRA via email and confirm I want to receive these communications at the following email address:

Notifications: canada@servicedoterra.com

By clicking this box, I agree to the dōTERRA Text Order Update [Terms and Conditions](#) and confirm I want to receive text notifications at my following mobile number:

Mobile Phone

*Msg&Data rates may apply. Please note that you may receive these text notifications at any time of day as we work to fulfill your order.

Delivery Options

- Canada Post (2-5 Days*)** CA \$5.99
- Canada Post Express (1-3 Days*)** CA \$6.99
- Purolator (5-7 Days*)** CA \$11.99
- UPS Standard Ground (2-5 Days*)** CA \$14.99
- UPS Express (1-3 Days*)** CA \$19.99

*For orders received before 10 am (MT)

Note: Transit times may vary for Northern Territories and APO/FPO Destinations

[Continue](#)

17. Confirm your notification options. These boxes indicate that you want to receive notifications via email, text, or both. Notifications include account verification, order status, and shipping updates.

18. Select the delivery method you would like your shipment to use. Then, click “Continue.”

19. Enter your payment and billing information. Enter your Credit Card number, and be sure to check the “I am not a robot” box to ensure the authenticity of your account. Then, click “Continue.”

[About You](#)

[Select Collection](#)

[Add Other Products](#)

[Review Order](#)

[Shipping](#)

[Payment](#)

Payment

Credit Card Number *

CVV * ?

Exp Month

Exp Year

Name on Card *

Billing Address ✎

1615 Clark Blvd.
Brampton, ON L6T 4W1

I'm not a robot

reCAPTCHA
[Privacy](#) - [Terms](#)

[Continue](#)

20. You will now have one last chance to review all the details of your order. Once certain that everything is complete and correct, click "Process Now."

Process Now

21. A screen confirming that your order was completed will appear. On this screen you will find your new doTERRA member ID and the option to create a Loyalty Rewards Order.

Thank you for your order.

You will receive an email confirmation shortly at canada@servicedoterra.com

Your dōTERRA Member ID# is

7757625

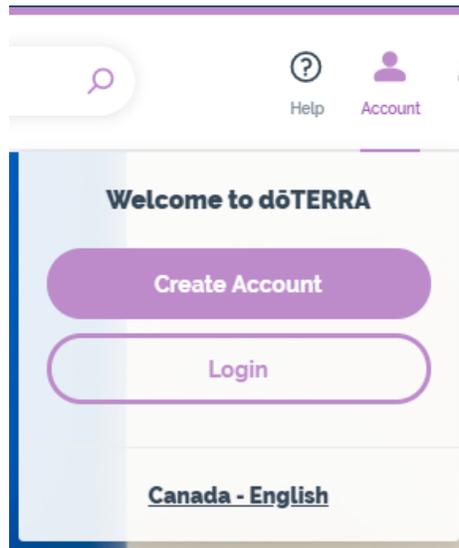
Are you ready to earn FREE product points by creating a monthly order?

Not now

Yes

2. Log into an Account

1. Log into your account by going to www.doterra.com/CA/en.
2. Hover over the “Account” icon at the top of the page to reveal a drop down menu, and select “Login.”



3. Enter your member ID number and password, and click the “Login” button once again.

Sign in

Email or dōTERRA ID

7928008

Password

.....  Show

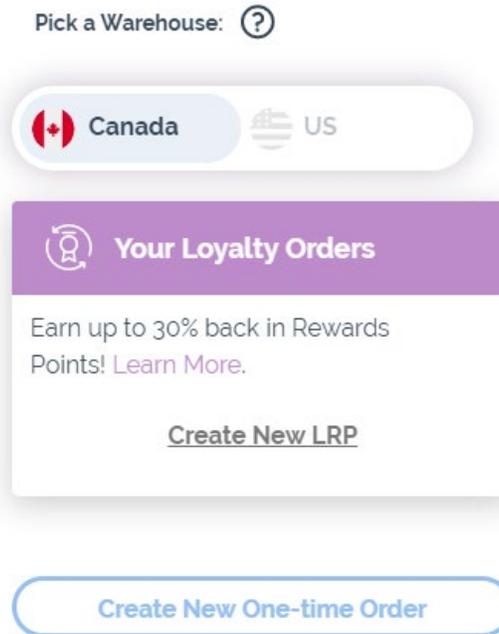
Remember Me [Forgot Password?](#)

Login

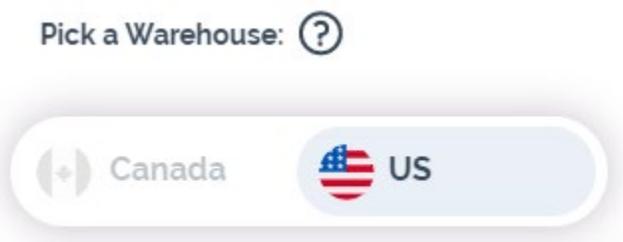
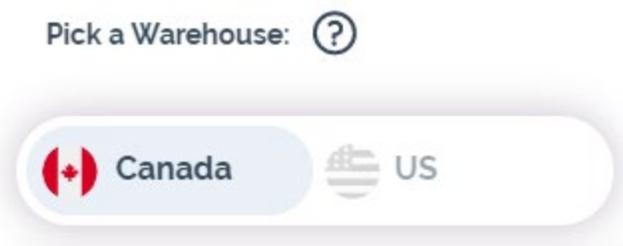
Enrol today

3. Create a New Loyalty Reward Program Template

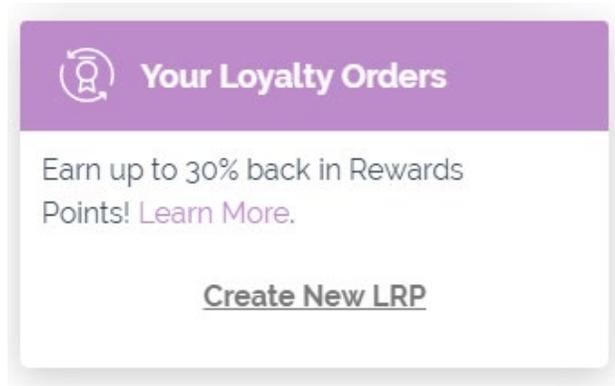
1. After logging into your account, you will see a box labeled “Your Loyalty Orders” on the right hand side. Under this field, you have the option to create a new Loyalty Order (LRP) or to create a new one-time order.



2. The ‘Pick a Warehouse’ toggle above your Loyalty orders allows you to choose which warehouse you would like your monthly shipment to come from: From Canada, or the United States.



- Once you have selected your warehouse, click “Create New LRP.” You will not be able to change the warehouse once items have been placed within the bag. If you have selected an incorrect warehouse, cancel the creation of the template and begin the process by selecting the correct warehouse.

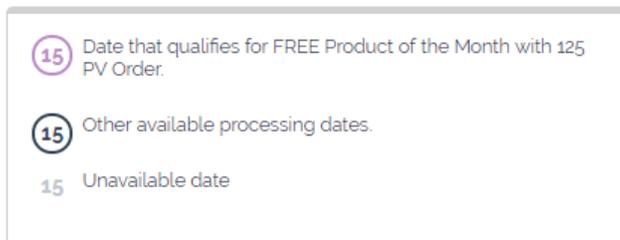


- First, pick an Order Process Date. This is the date that your Loyalty Order will automatically ship each month.

Loyalty Rewards Order Process Date ×



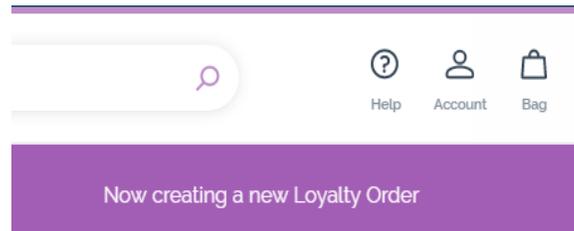
Loyalty orders that process on or before the 15th of the month and have at least 125 PV qualify you to receive a FREE Product of the Month.



- Select an available date, and click “Save Date and Shop.”

Save Date and Shop

- You will be returned to the shopping menu, and a purple banner will indicate that you are now creating a new Loyalty Order.



- Shop for products by browsing the menu categories and click “Add” beneath any item you want to add to your order.



Bergamot

Retail 51.33 CA \$
Wholesale 38.50 CA \$
PV: 32.00

1

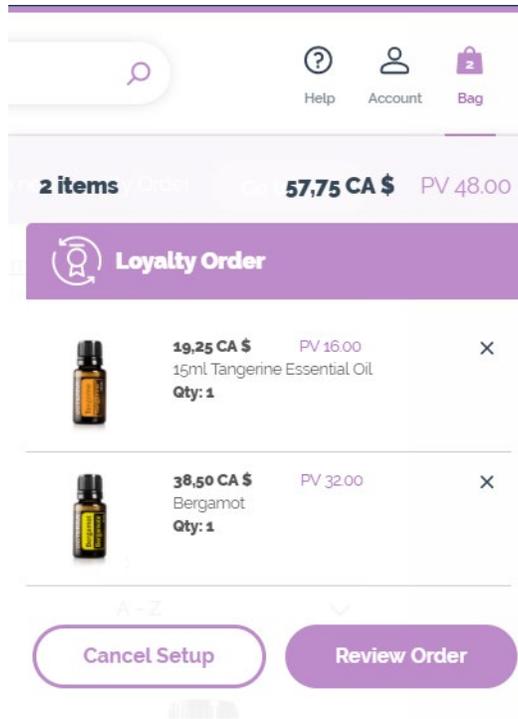
Add

- At any time, you can click “Go to Cart” in the top banner, to view your order summary.

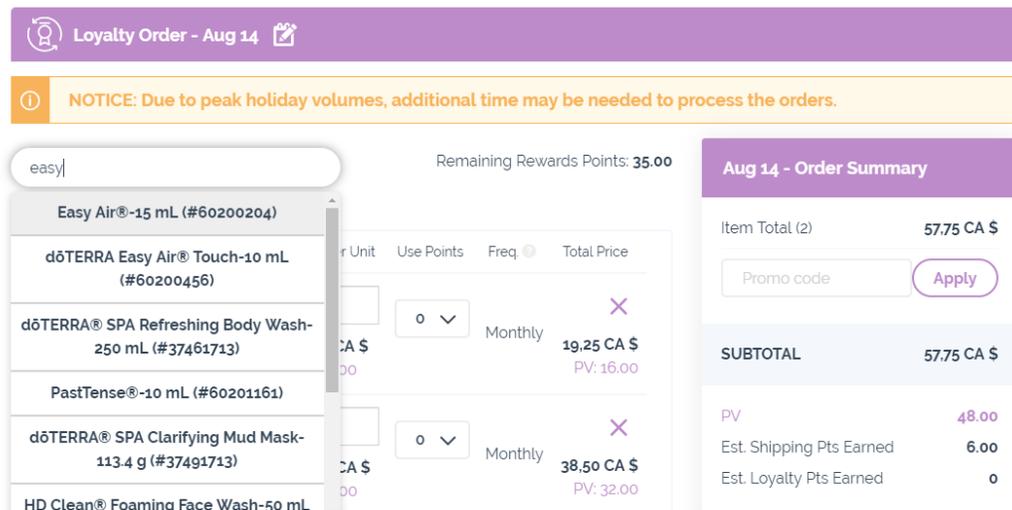
Now creating a new Loyalty Order

Go to Cart

- You can also review your order progress at any time by clicking the “Bag” icon in the top right hand corner, and view your order summary by clicking “Review Order”.



10. Verify that you have all the items you want in your order. You can type items name into the “Quick Add Bar” to add additional products, change the quantity of items in your cart, or remove items from your order.



Item	Qty/Per Unit	Use Points	Freq.	Total Price
 15ml Tangerine Essential Oil 15 mL #60202904	<input type="text" value="3"/> 19,25 CA \$ PV: 16.00	<input type="text" value="0"/>	Monthly	19,25 CA \$ PV: 16.00
 Bergamot 15 mL #30791813	<input type="text" value="1"/> 38,50 CA \$ PV: 32.00	<input type="text" value="0"/>	Monthly	38,50 CA \$ PV: 32.00

11. Below your order contents, verify that your shipping address, delivery options, payment information, and notification options are all set to your preference.

Shipping

Address

[Manage Addresses](#)

Susan Brown
 1615 Clark Blvd
 Brampton, ON L6T 4W1
 Canada

[Manage Order Date](#)

Delivery Options

Canada Post (2-5 Days*) CA \$5.99

Canada Post Express (1-3 Days*) CA \$6.99

Purolator (5-7 Days*) CA \$11.99

UPS Standard Ground (2-5 Days*) CA \$14.99

UPS Express (1-3 Days*) CA \$19.99

*For orders received before 10 am (MT)

Note: Transit times may vary for Northern Territories and APO/FPO Destinations

Payment

Method

[Manage Payment Methods](#)

Notifications

Order Notification Email

Email Address

12. In the “Order Summary” to the right, review your final order details including your subtotal, order volume, and any Rewards Points earned.

Aug 14 - Order Summary

Item Total (4)	96,25 CA \$
----------------	-------------

Promo code

SUBTOTAL	96,25 CA \$
-----------------	--------------------

PV	80.00
Est. Shipping Pts Earned	6.00
Est. Loyalty Pts Earned	8

13. When you have completed the edits to your next Loyalty shipment, click “Save and Process on *your scheduled date*” to lock in your changes.

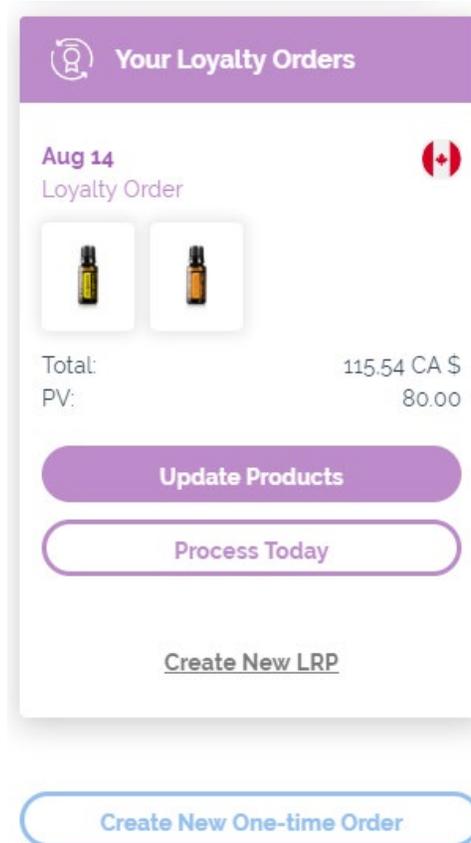
14. Once you receive the “Success!” screen, you can exit and wait for your Loyalty order to ship on its scheduled date.

Success! Your order will process on August 14.

We will keep you notified at servicecanada@doterra.com

4. Edit a Loyalty Reward Program Template

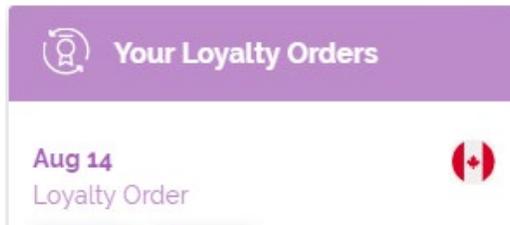
1. When you log into your account, you will see a box labeled “Your Loyalty Orders” on the right hand side of the screen. In this box, you have options to edit a scheduled Loyalty order, create a new Loyalty Order, or create a new one-time order.



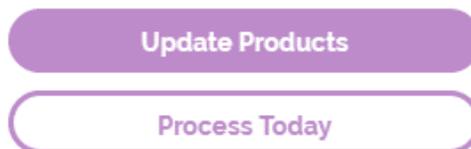
2. The ‘Pick a Warehouse’ toggle above your Loyalty orders lets you choose between templates you have set to ship from either warehouse.



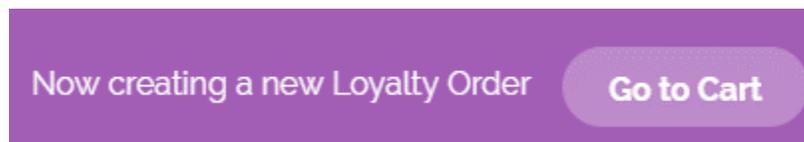
3. The flag icon indicates the assigned warehouse of each Loyalty order.



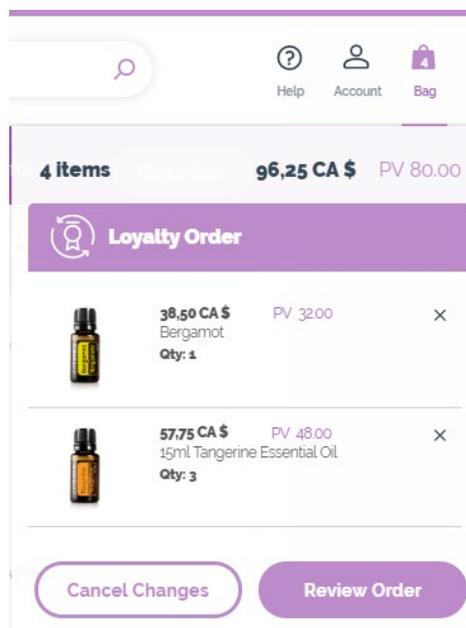
- To edit your scheduled order, click on the “Update Products” button beneath order you’d like to change.



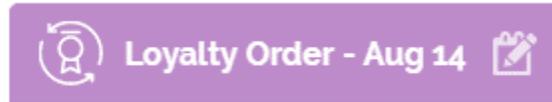
- If you do not see the “Your Loyalty Orders” box, you may already be editing your order. If this is the case, a purple banner will appear at the top of the screen indicating you are “Now editing your Loyalty Order for *your chosen date*”. Click on “Go to Cart” to review your order in detail.



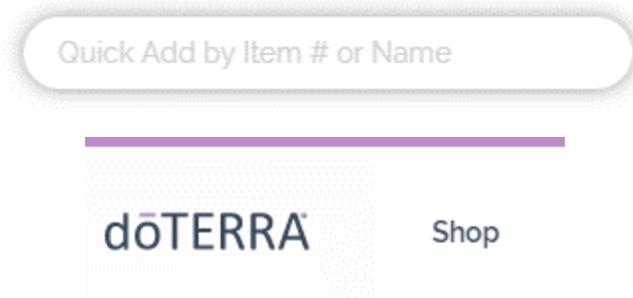
- You can also click on the “Bag” icon in the top right hand corner and select “Review Order.”



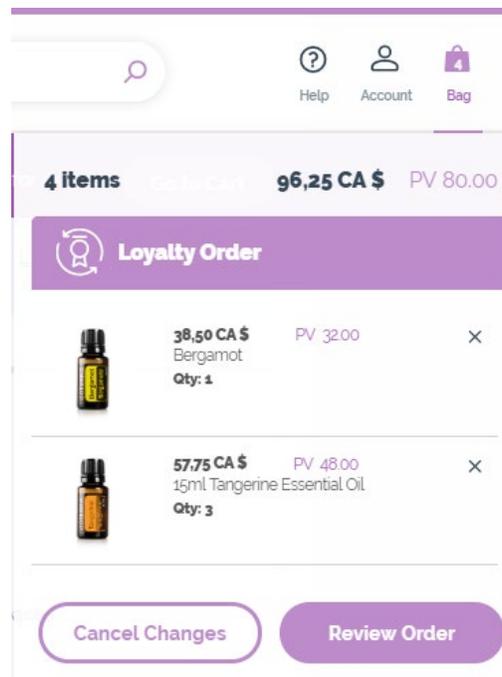
- Once you have accessed your desired Loyalty Order, you can change the scheduled processing date, if you wish. To edit the date, click on the calendar icon at the top of the page and select an available date.



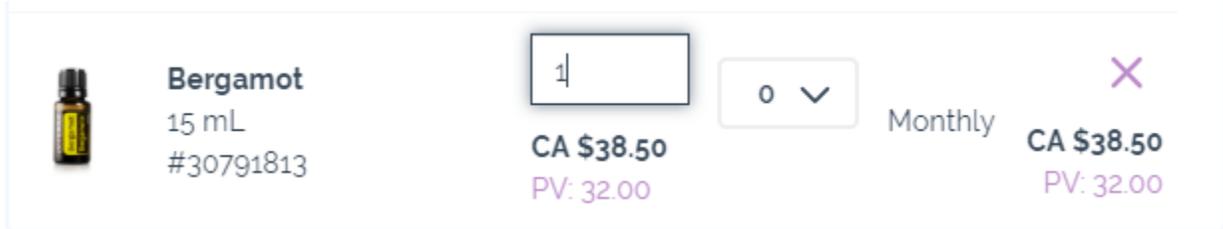
- There are two ways to add items to your order. You can type the item name in the “Quick Add Bar” or browse products by returning to the “Shop” tab.



- Selecting the Shop tab will take you away from the Loyalty order page, but you can easily return by clicking “Go to Cart” on the banner that appears, or by clicking the “Bag” cart icon in the top right hand corner and select “Review Order.”



10. Inside your order, if you would like to change the quantity of an item in your bag, change the number in the “Qty/Per Unit” column next to the desired item.



Bergamot
15 mL
#30791813

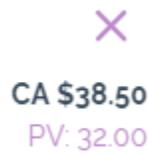
1

0 ▾ Monthly

CA \$38.50
PV: 32.00

CA \$38.50
PV: 32.00

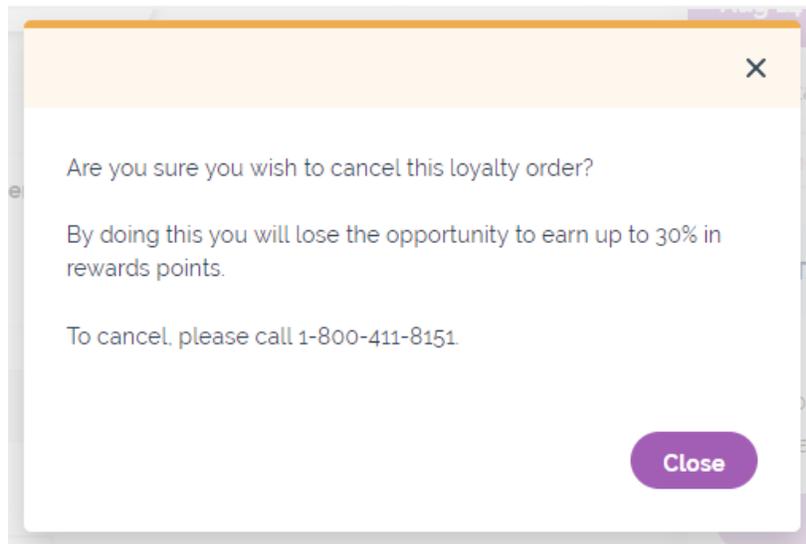
11. To remove products from your order, click on the “X” icon to the right of each item to remove it.



X

CA \$38.50
PV: 32.00

12. Please note that you cannot remove all items from your Loyalty Order template. If you try, you will receive an error. To remove the final item from your Loyalty, simply add a new item in its place.



X

Are you sure you wish to cancel this loyalty order?

By doing this you will lose the opportunity to earn up to 30% in rewards points.

To cancel, please call 1-800-411-8151.

Close

13. In the “Order Summary” to the right, review your final order details including your subtotal, order volume, and any Rewards Points earned.

Aug 14 - Order Summary

Item Total (3)	CA \$66.75
----------------	------------

SUBTOTAL	CA \$66.75
-----------------	------------

PV	55.50
Est. Shipping Pts Earned	6.00
Est. Loyalty Pts Earned	5.55

14. When you have completed the edits to your next Loyalty shipment, click “Save and Process on *your scheduled date*” to lock in your changes.

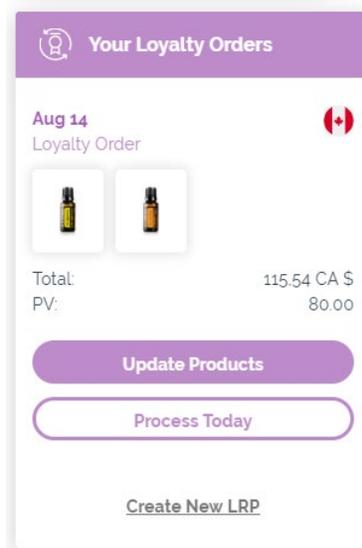
15. Once you receive the “Success!” screen, you can exit and wait for your Loyalty order to ship on its scheduled date.

Success! Your order will process on August 14.

We will keep you notified at servicecanada@doterra.com

5. Create a New One-Time Order

1. When you login to your account, you will see a box labeled “Your Loyalty Orders” on the right hand side. Under this field, you have the option to create a new Loyalty Order, or LRP, or to create a new one-time order.



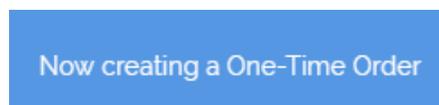
2. The ‘Pick a Warehouse’ toggle above Your Loyalty orders lets choose which warehouse you would like your order to come from: Canada, or the United States.



3. Once you have selected your warehouse, click “Create New One-time Order.”



4. You will be returned to the shopping menu, and a blue banner at the top of the screen will indicate that you are now creating a new One-time Order.



- Shop for products by browsing the menu categories and click “Add” beneath any item you want to add to your order.

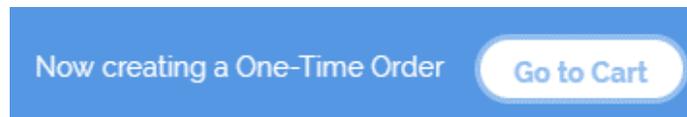


Bergamot

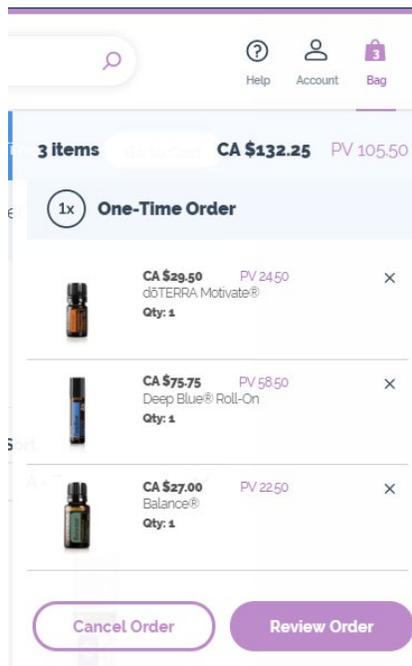
Retail 54.33 CA \$
Wholesale 38,50 CA \$
PV: 32.00

1

- At any time, you can click “Go to Cart” in the top banner to view your order summary.



- You can also view your order progress at any time by clicking the “Bag” icon in the top right hand corner. By clicking “Review Order” at the bottom of your bag, you can review your order summary.



- Verify that you have all the items you want in your order. From here, you can type item names into the “Quick Add Bar” to add additional products, change the quantity of items in your cart, or remove items.

1x One-Time Order

NOTICE: Due to peak holiday volumes, additional time may be needed to process the orders.

Quick Add by Item # or Name Remaining Rewards Points: 35.00 Pick a Warehouse: ?

Canada US

Item	Qty/Per Unit	Use Points	Total Price
 dōTERRA Motivate® 5 mL #31741713	1	0	CA \$29.50 PV: 24.50
 Deep Blue® Roll-On 10 mL #60201831	1	N/A	CA \$75.75 PV: 58.50
 Balance® 15 mL #31011713	1	0	CA \$27.00 PV: 22.50

Order Summary

Item Total (3) CA \$132.25

Promo code

SUBTOTAL CA \$132.25

PV 105.50

Est. Shipping Pts Earned 3.00

- If you would like to use rewards points on a product, select a quantity in the “Use Points” column next to the product on which you are redeeming points.

Item	Qty/Per Unit	Use Points	Total Price
 dōTERRA Motivate® 5 mL #31741713	1	0	CA \$29.50 PV: 24.50
 Deep Blue® Roll-On 10 mL	1	N/A	CA \$75.75

 dōTERRA Motivate® 5 mL #31741713	Qty:1	24.5 pts	CA \$29.50 CA \$0.00 PV: 0.00
---	-------	----------	-------------------------------------

10. Below your order contents, verify that your shipping address, delivery options, payment information, and notification options are all set to your preference.

Shipping

Address
1615 Clark Blvd.

[Manage Addresses](#)

Susan Brown
1615 Clark Blvd
Brampton, ON L6T 4W1
Canada

Delivery Options

Canada Post (2-5 Days*) CA \$5.99

Canada Post Express (1-3 Days*) CA \$6.99

Purolator (5-7 Days*) CA \$11.99

UPS Standard Ground (2-5 Days*) CA \$14.99

UPS Express (1-3 Days*) CA \$19.99

*For orders received before 10 am (MT)

Note: Transit times may vary for Northern Territories and APO/FPO Destinations

Payment

Method
Visa ...4892

[Manage Payment Methods](#)

Notifications

Order Notification Email

Email Address
servicecanada@doterra.com

11. Review your final order details in the right hand "Order Summary." When all your edits are complete to your liking, click "Proceed to Checkout."

Order Summary

Item Total (3)	CA \$102.75
<input type="text" value="Promo code"/>	<input type="button" value="Apply"/>
Point Redemption Fee	CA \$3.00
SUBTOTAL	CA \$105.75
PV	81.00
Reward Points Used	24.50
Est. Shipping Pts Earned	3.00

12. You will have one more chance to review your order details. Once you are finished reviewing your order, click “Process Now” to complete your order.

Order Summary	
Item Total (3)	CA \$102.75
Point Redemption Fee	CA \$3.00
SUBTOTAL	CA \$105.75
GST/HST	CA \$14.53
PST/QST	CA \$0.00
Tax	CA \$14.53
Shipping	CA \$5.99
TOTAL	CA \$126.27
PV	81.00
Reward Points Used	24.50
Est. Shipping Pts Earned	3.00
Process Now	
Cancel Order	

13. Once you receive the “Thank you for your order” screen, you can exit and wait for your one-time order to arrive!

Thank you for your order.

You will receive an email confirmation shortly at servicecanada@doterra.com

[Back to Shop](#)