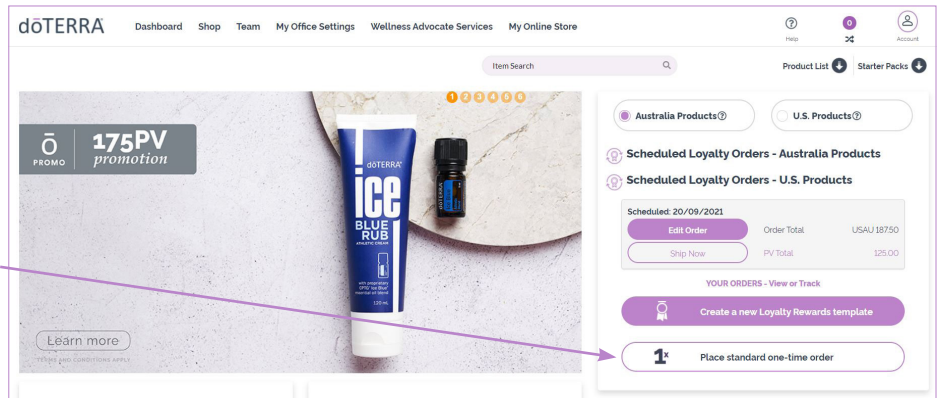


STEP ONE

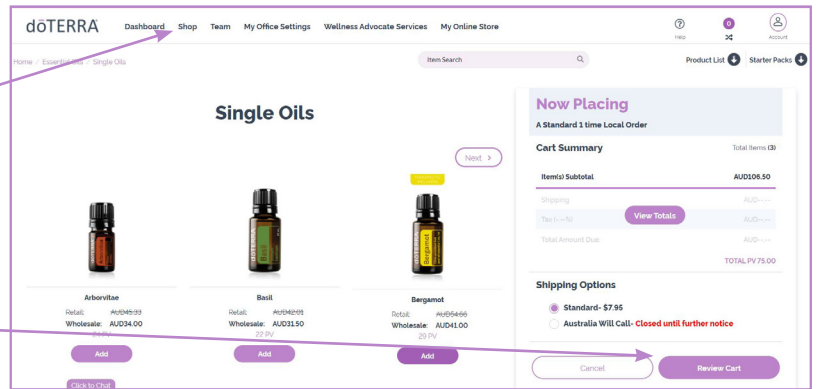
1. You have the option to create a one-time (non-LRP) Order. To do so, simply log into Virtual office and click on **'PLACE A STANDARD ONE-TIME ORDER'**.



STEP TWO

1. Click on the **'SHOP'** tab to choose what products you would like to add to your cart.

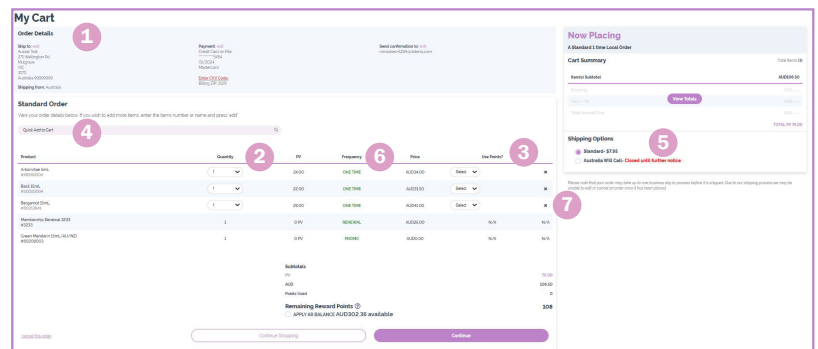
2. Once you've added items to your cart, you can click on **'VIEW TOTALS'** to find out your total amount or click **'REVIEW CART'** to view your full list of products.



STEP THREE

AT THIS POINT YOU CAN REVIEW YOUR ORDER.

- 1 You can edit your shipping address, billing address, payment type and email.
- 2 You can also edit quantities and chose to use your points if you have any.
- 3 You can place a Points Only Order in this manner.
- 4 You can even add more products by using **'QUICK ADD TO CART'**.
- 5 You can also change your shipping type.
- 6 You can also be sure this is a **'ONE TIME ORDER'** by looking in the frequency column.
- 7 You can also remove any items from your cart by clicking on the **'X'**



STEP FOUR

Once you click '**CONTINUE**' a pop up will appear which will ask if you would like create an LRP order with the items you added to your cart.

1. If you wish to stick with a one time order, click '**KEEP STANDARD ORDER**'. If you want to create an LRP Order with these products, click '**CREATE LRP ORDER**'.

