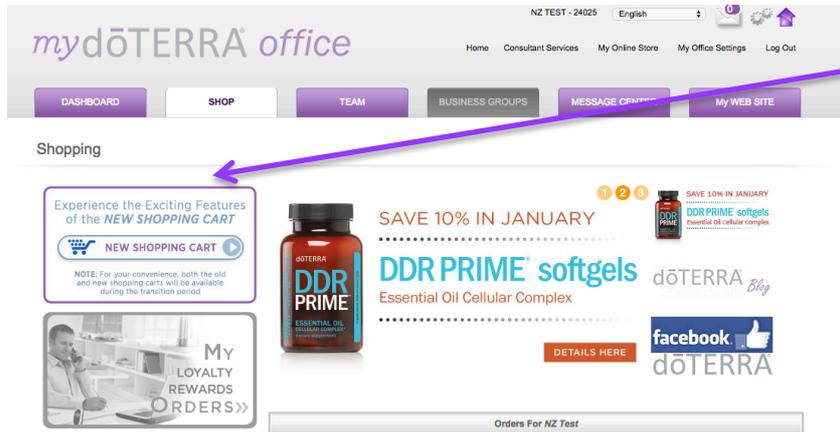


EDIT YOUR LOYALTY REWARDS PROGRAM ORDER

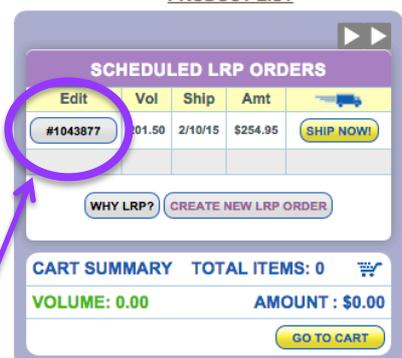
Customising your monthly Loyalty Rewards Order is easier than ever with our new and improved Shopping Cart!

STEP 1



Once logged into your Virtual Office (VO) click on the 2nd tab up the top: 'SHOP'.

Then click on the 'New Shopping Cart' button.



Click on the Loyalty Rewards Program template you would like to edit.

STEP 2

EDIT THE DETAILS OF YOUR LRP ORDER

You can change all details on this page. Simply click the **'edit'** button next to the details you want to change.

Click **'edit'** to change your Shipping Address, Billing Address, Payment Information, and Processing Date.

Edit your email address.

My Cart Monthly LRP Order Processing Date **edit** 02/10/2015

Ship to: **edit**
NZ Test
Kiwi St
Sheepy Sheep
NZLL
156131812

Bill to: **edit**
NZ Test
Kiwi St
Sheepy Sheep
NZLL
156131812

Payment: **edit**
Credit Card on File
*****7094
9/2016
Visa
Send confirmation to: **edit**
testaccounts@doterra.com
edit

ORDER SUMMARY

Item(s) Subtotal	\$241.00
Shipping	\$13.95
Tax (0%)	\$0.00
Total Amount Due:	\$254.95

SHIPPING OPTIONS New Zealand
USPS Priority International

LRP ID #1043877 Quick Add to Cart

Product	Quantity	Price	Remove Item
AromaTouch - Massage Blend 15ml #31200001	1	\$30.00	X
Balance - Grounding Blend 15ml #31010001	1	\$24.50	X
Breathe Blend w/Cardamom #49370001	1	\$24.00	X
Citrus Bliss - Invigorating Blend 15ml #31020001	1	\$18.50	X
ClaryCalm EO Blend 10ml #35270001	1	\$28.50	X
Deep Blue - Soothing Blend 5ml #31050001	1	\$38.50	X
Deep Blue Roll On 10ml #31380001	1	\$77.00	X

Subtotal **\$241.00**

<< CONTINUE SHOPPING ? SAVE CHANGES CONTINUE >>

CLEAR CHANGES ?

Always make sure to click **'VIEW TOTALS'** and then **'SAVE CHANGES'** after editing your LRP template.

Select your preferred Shipping Method. Your order total will update automatically.

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.

You can also change item quantities and remove items from your LRP Order.

How to Cancel your LRP Order:

You can only cancel an LRP Order if you have multiple LRP Orders set up. To cancel you must call Member Services on: (+64) 32 88 00 11

STEP 3

EDIT SHIPPING ADDRESS

Home/Checkout

NZ Test - 24025 | Logout

Search

PRODUCT LIST

My Cart

Ship to: edit

NZ Test
Kiwi St
Sheepy Sheep
NZLL
156131812

LRP ID #1043877

Product

AromaTouch - Massage Blend 15ml #31200001
Balance - Grounding Blend 15ml #31010001
Breathe Blend w/Cardamom #49370001
Citrus Bliss - Invigorating Blend 15ml #31020001
ClaryCalm EO Blend 10ml #35270001
Deep Blue - Soothing Blend 5ml #31050001
Deep Blue Roll On 10ml #31380001

Address 1
NickName
156131812
PhoneNumber
NZ
First Name
Test
Last Name
Kiwi St
Address
(line 2)
Suburb
City
Zip or Postal Code
New Zealand

+Add New Address

Required

SAVE CANCEL

SAVE CHANGES

CLEAR CHANGES

CONTINUE >>

SUMMARY

Item(s) Subtotal	\$241.00
Shipping	\$13.95
Tax (0%)	\$0.00
Total Amount Due:	\$254.95

SHIPPING OPTIONS

New Zealand

USPS Priority International

Here you may:

1. Click '+Add New Address' to add a new address to your account.
2. Select a saved address.
3. Edit a saved address.

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

EDIT BILLING ADDRESS

Home/Checkout

NZ Test - 24025 | Logout

Search

PRODUCT LIST

My Cart

Ship to: [edit](#)

NZ Test
Kiwi St
Sheepy Sheep
NZLL
156131812

LRP ID #1043877

Product

AromaTouch - Massage Blend 15ml #31200001
Balance - Grounding Blend 15ml #31010001
Breathe Blend w/Cardamom #49370001
Citrus Bliss - Invigorating Blend 15ml #31020001
ClaryCalm EO Blend 10ml #35270001
Deep Blue - Soothing Blend 5ml #31050001
Deep Blue Roll On 10ml #31380001

Address 1
NickName
156131812
PhoneNumber
NZ
First Name
Last Name
Kiwi St
Address
(line 2)
Suburb
City
Zip or Postal Code
New Zealand

SAVE CANCEL

<< CONTINUE SHOPPING SAVE CHANGES CONTINUE >>

CLEAR CHANGES

SUMMARY

Item(s) Subtotal	\$241.00
Shipping	\$13.95
Tax (0%)	\$0.00
Total Amount Due:	\$254.95

OPTIONS

New Zealand
USPS Priority International

Enter all Required Information (marked with a red dot).

Click 'SAVE'

***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 update on your order.

EDIT PAYMENT INFORMATION

Home/Checkout

NZ Test - 24025 | Logout

Search

PRODUCT LIST

My Cart

Ship to: [edit](#)

NZ Test
Kiwi St
Sheepy Sheep
NZLL
156131812

LRP ID #1043877

Product

AromaTouch - Massage Blend 15ml #31200001
Balance - Grounding Blend 15ml #31010001
Breathe Blend w/Cardamom #49370001
Citrus Bliss - Invigorating Blend 15ml #31020001
ClaryCalm EO Blend 10ml #35270001
Deep Blue - Soothing Blend 5ml #31050001
Deep Blue Roll On 10ml #31380001

Subtotal \$241.00

Use This Payment Edit This Payment Remove This Payment

VISA Test CC *****9011 8/2016

SAVE CHANGES CONTINUE >>

CLEAR CHANGES

SUMMARY

Item(s) Subtotal	\$--
Shipping	\$--
Tax (0%)	\$--
Total Amount Due:	\$--

OPTIONS

New Zealand
USPS Priority International

Here you may:

1. Click '+Add New Payment' to add a new credit card to your account.
2. Select a saved credit card.
3. Remove a saved credit card.
4. Edit a saved credit card.

EDIT LRP PROCESSING DATE

My Cart Monthly LRP Order Processing Date 02/10/2015

Ship to: [edit](#)
 NZ Test
 Kiwi St
 Sheepy Sheep
 NZLL
 156131812

LRP ID #1043877

Product

- AromaTouch - Massage Blend 15ml #31200001
- Balance - Grounding Blend 15ml #31010001
- Breathe Blend w/Cardamom #49370001
- Citrus Bliss - Invigorating Blend 15ml #31020001
- ClaryCalm EO Blend 10ml #35270001
- Deep Blue - Soothing Blend 5ml #31050001
- Deep Blue Roll On 10ml #31380001

February

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

To complete your LRP order setup, just add products to your cart, enter your shipping and billing info and checkout.

Key

1 - 15 = Any of these dates help you qualify for our FREE Product of the Month if you have a 125 PV order.

16 - 28 = Other available processing dates.

A light gray date is a past date or an unavailable date (due to reaching a maximum orders per day limit).

SAVE CHANGES >>

<< CONTINUE SHOPPING CLEAR CHANGES CONTINUE >>

ORDER SUMMARY

Item(s) Subtotal	\$241.00
Shipping	\$13.95
Tax (0%)	\$0.00
Total Amount Due:	\$254.95

SHIPPING OPTIONS

New Zealand

USPS Priority International

You can change the date of when your LRP Order will ship.

Select a processing date on or before 15th of the month to ensure you receive the FREE product of the month with every 125 PV order. Click **'SAVE CHANGES'** once you have selected the date you want.

STEP 4

REVIEW YOUR LRP ORDER DETAILS

You may click '**PROCESS ORDER NOW**' to have your order processed today.

Review Your Order

Ship to:

NZ Test
Kiwi St
Sheepy Sheep
NZLL
156131812

Bill to:

NZ Test
Kiwi St
Sheepy Sheep
NZLL
156131812

Payment:

Credit Card on File
*****9011
2/2999
Visa
Email
testaccounts@doterra.com

ORDER SUMMARY (Ships: 02/02/2015)

Item(s) Subtotal	\$241.00
Shipping	\$13.95
Tax	\$0.00

Total Amount Due \$254.95

SHIPPING OPTIONS

New Zealand	\$13.95
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Being Shipped 02/02/2015

Product	Quantity	Price			
AromaTouch - Massage Blend 15ml	1	\$30.00	26.00	0.00	
Balance - Grounding Blend 15ml	1	\$24.50	20.00	0.00	
Breathe Blend w/Cardamom	1	\$24.00	20.00	0.00	
Citrus Bliss - Invigorating Blend 15ml	1	\$18.50	15.00	0.00	
ClaryCalm EO Blend 10ml	1	\$28.50	24.50	0.00	
Deep Blue - Soothing Blend 5ml	1	\$38.50	32.00	0.00	
Deep Blue Roll On 10ml	1	\$77.00	64.00	0.00	
	7	241.00			

[<< CONTINUE SHOPPING](#)[<< RETURN TO CART](#)[CLEAR CHANGES](#)**This scheduled order (#1051796) will process again on 02/10/2015**

Product	Quantity	Price			
AromaTouch - Massage Blend 15ml	1	\$30.00	26.00	0.00	
Balance - Grounding Blend 15ml	1	\$24.50	20.00	0.00	
Breathe Blend w/Cardamom	1	\$24.00	20.00	0.00	
Citrus Bliss - Invigorating Blend 15ml	1	\$18.50	15.00	0.00	
ClaryCalm EO Blend 10ml	1	\$28.50	24.50	0.00	
Deep Blue - Soothing Blend 5ml	1	\$38.50	32.00	0.00	
Deep Blue Roll On 10ml	1	\$77.00	64.00	0.00	
	7	241.00			

[PROCESS ORDER NOW](#)[PROCESS AS SCHEDULED ON 02/10](#)

To prevent duplicate orders, please click once

Click '**RETURN TO CART**' to go back and edit order information.

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.

If you are happy with all the details including the date the LRP Order will process click '**PROCESS AS SCHEDULED ON <date>**' and this means you have successfully created your LRP Order. You will be taken back to the Shopping Home Page where you can edit all these details again if need be.