

UPDATING EMAIL, SHIPPING/BILLING ADDRESS OR PHONE NUMBER

Update information by following one of the steps below:

BACK OFFICE

UPDATING EMAIL, SHIPPING/BILLING ADDRESS FOR ACCOUNT (NOT INCLUDING LRP TEMPLATE)

- 1.1 Log in at www.mydoterra.com
- 1.2 Click the gear icon in the upper right hand corner
- 1.3 Under Personal Information select content to update
- 1.4 Click 'Save Changes'

UPDATING EMAIL, SHIPPING/BILLING ADDRESS OR PHONE NUMBER FOR AN LRP TEMPLATE

LRP templates are not updated when information is changed in the Personal Information section of your back office.

- 1.5 Click the 'SHOP' tab
- 1.6 Under 'Edit a Scheduled LRP Order', click the gray button with the LRP order number
- 1.7 Click 'edit' to update your shipping/billing address, payment information, email address, or your order processing date

MEMBER SERVICES

- 2.1 Call (08) 0046-6815 for assistance.
 - 2.2 Email australia@doterra.com with your Wellness Advocate number and the information you would like updated.
- If you wish to update your email address, email australia@doterra.com from your email address on file.
If this is not a possibility for you, please submit this form with your updated email address.

Old email _____

New email _____

MARRIAGE OR LEGAL NAME CHANGE (EXCLUDING DIVORCE)

Please fill out the information below and attach one of the required documents to change your legal name on your account.

CURRENT INFORMATION:

WELLNESS ADVOCATE # _____

APPLICANT NAME: _____ CO-APPLICANT NAME (If applicable) _____

UPDATED INFORMATION:

WELLNESS ADVOCATE # _____

APPLICANT NAME: _____ CO-APPLICANT NAME (If applicable) _____

Attach one of the four documents to designate proof of name change:

- Marriage License
- Court Petition for Legal Name Change, original or certified copy
- Passport
- Driver's License

Attach the proper documents to this form to indicate a name has legally changed and send to newzealand@doterra.com or fax to (03) 9543 4554 with Attn: Data Entry.

UPDATING BIRTHDATE

Please fill out the information below with your updated birthdate:

WELLNESS ADVOCATE # _____ WELLNESS ADVOCATE NAME _____

UPDATED BIRTHDATE _____

