

Helpful tips for your next

# Placements Exception Request

The exception application process is a resource available to Wellness Advocates who are in need of placement moves that are outside of the dōTERRA placement policy. We ask that each of our members play their part by limiting requests to only those **extenuating circumstances where exceptions are needed the most**. Exception requests require additional signatures and the approval of the dōTERRA Global Exceptions Committee.

## Will my request be approved?

Given that this is an exception request process, there are no guarantees that any request will be approved. However, there are some good rules of thumb to help you determine the likelihood of your exception being granted.



### Commonly Approved

Moves with **little volume**

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**Mistakes** that are being quickly resolved

.....

**Simple swaps** that result in better support for both teams

.....

**Final Enroller** changes that give enrollership to the current Sponsor



### Commonly Denied

Exceptions moving over **900 OV**

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Exceptions that build or solidify **rank or Power of 3 Sales Bonus**

.....

Moving to a **non-active builder**

.....

Moving a member **out from an active Sponsor**

.....

Swaps for members **not directly above the other**

## Placements Exception Request

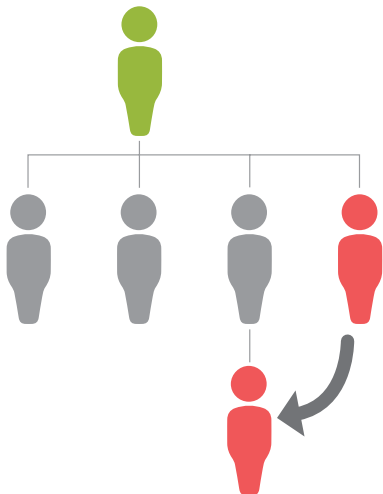
### What should I include in my reason for an exception?

To ensure the nature of the request is properly understood, provide:

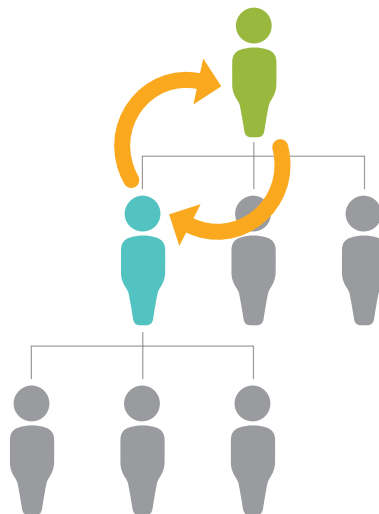
- All information regarding **why the member is moving**
- **Why the new placement will result in the best scenario**
- Any other information that may be pertinent to **your unique situation**

### Types of Exception Requests

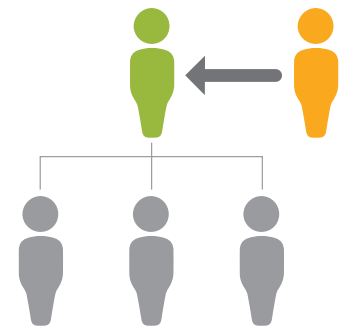
#### Enroller and Sponsor Changes (Outside of Policy)



#### Account Swaps (Outside of Policy)



#### Account Transfers (Outside of Policy)



### How to Submit an Exception Request

1. Request a digital exception application form from [placements@doterra.com](mailto:placements@doterra.com)

**OR**

2. Submit an exception through your Back Office

**Step 1:** Log into your [My Office](#)

**Step 2:** Click on the [Team](#) Tab

**Step 3:** Select [Placements](#)

**Step 4:** Click on [Exceptions](#), select [Submit an Exception Application Here](#)



**We are here  
for you!**

Have additional questions?

Contact us at  
[placements@doterra.com](mailto:placements@doterra.com)