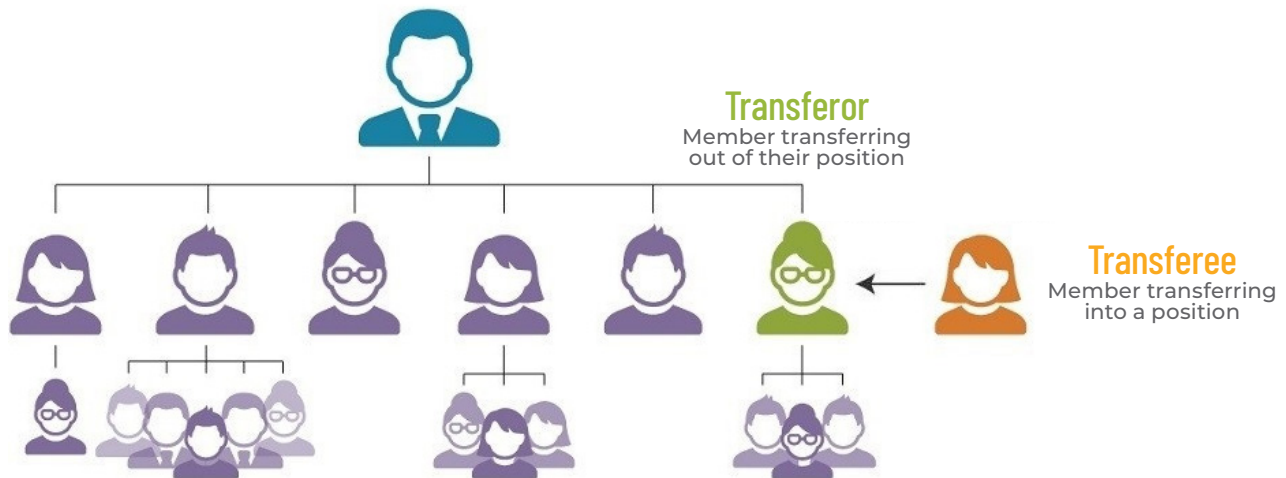


Helpful tips for your next Account Transfer

An Account Transfer allows a Wellness Advocate who is in the same placement and does not have a downline to take over the position of another Wellness Advocate. In this process, the person giving up their position has the option to remain as a Wholesale Customer, or to terminate their account.

Requesting a transfer



Step 1

Ensure that the Transferee has the same enroller and sponsor as the transferor and does not have a downline.

Step 2

Submit an Account Transfer Form on the Back Office **OR** by sending a digital copy of the form to placements@doterra.com

(Signatures must be pen-to-paper, or obtained through Docusign.com with a Docusign Certificate of Completion included.)

Back Office submissions will expire after 30 days if not completed. If the transferee still meets the necessary requirements, a new form may be submitted.

(Account Transfers submitted between the 1st-15th of the month will be processed after the 16th.)

What Transfers?



Does Transfer



Does Not Transfer

Rank
.....

Team
.....

Enrollment Change History
.....

Ability to Place LRP Order

Wellness Advocate Number
.....

Reward Points
.....

LRP %
.....

AR Balance
.....

Personal Volume (orders)