

Editing LRP Orders

How to edit your LRP order

Editing products, shipping details, payment methods, and notification details on an LRP template

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Login

- Go to shop.doterra.com.
- Enter your doTERRA ID and password and click on "Login".

dōTERRA

< Back Change Market

Sign in

Email or doTERRA ID
7219041

Password
..... Show

Remember Me [Forgot Password?](#)

Login

Enroll today

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Editing Your Loyalty Order

To access your Loyalty Order, please select "Edit Order" from the shop.doterra.com homepage.

The screenshot displays the dōTERRA website interface. At the top, the navigation bar includes the dōTERRA logo, links for Shop, Our Story, Discover, and Resources, a search bar, and icons for Help, My Account, and Bag. The main content area features a product page for 'Smart & Sassy' Essential Oil Blend. The product is shown with its packaging and a description: 'dōTERRA Smart & Sassy™ Active Blend is a proprietary blend of Grapefruit, Lemon, Peppermint, Ginger, and Cinnamon. When combined with exercise and a healthy diet, Smart & Sassy is the perfect companion on the path to a healthier and happier you!'. Pricing information is provided: Retail: €33.33, Wholesale: €25.00 (26.50PV). A purple 'Add to Loyalty' button is visible, with a note 'or add to bag' below it.

Overlaid on the right side of the product page is a 'Your Loyalty Orders' panel. It shows a scheduled order for '16 Apr 2020' with a 'Change Date' option. The order items are displayed as a tube of product, a bottle (x3), and another bottle. Below the items are two buttons: 'Edit Order' (highlighted with a red box) and 'Process Today'. The order total is €128.83, and the PV Total is 124.50. Below the order summary is a 'Loyalty Rewards' section with a 'View Rewards' link. It shows '0 My Rewards Points' (with a note 'You do not have any points at this time') and a '10% Credit Level' (with a note 'You're 3 month(s) away from 15%'). A progress bar shows 1, 2, and 3 months.

From this screen you can view your progress towards earning monthly promotions, add and remove products, change your processing date, and update your payment and delivery options.

Your Loyalty Order: 13 Feb 2020

Just add 82 PV to earn loyalty reward points! [What is PV?](#)

50 PV 125 PV

Your reward progress: <33PV

10% BACK IN POINTS FREE Product of the Month


Items (4)	€44.50
Shipping	€14.28
Order Total:	€58.78
PV:	43.00
Points Used:	0.00


[Process Now](#)

[Update Products](#) [Change Date](#) [Order Details](#)

62.8 Reward Points. Use to get free product! ⓘ

[+](#)
Add Product

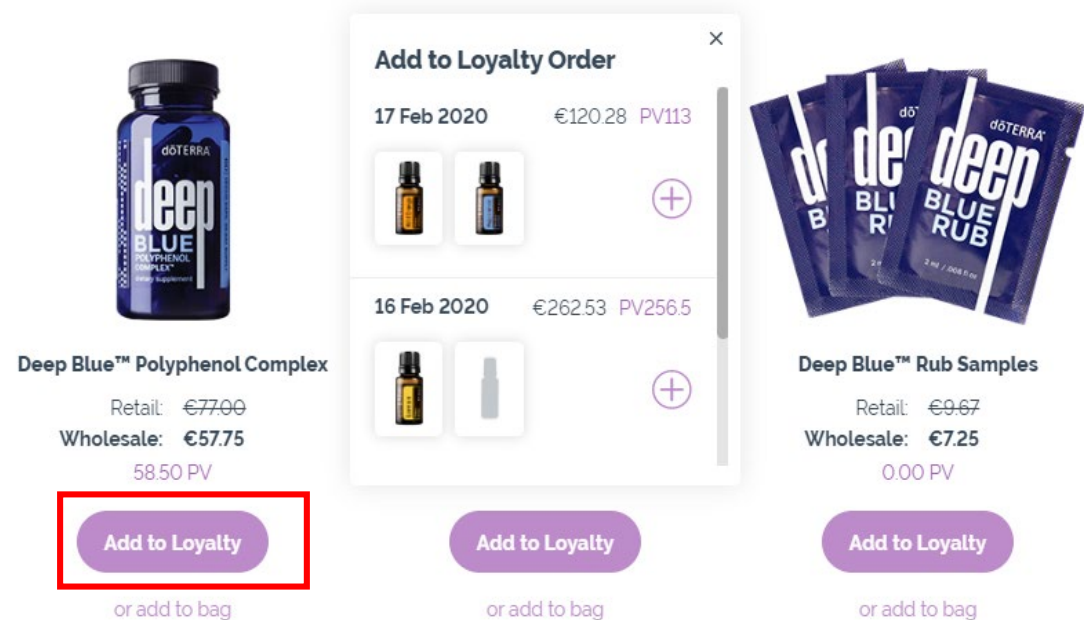

Wild Orange
€10.75 PV11.5
- 1 +
Monthly Item


Lemon
€11.25 PV10.5
- 3 +
Monthly Item

Editing Products

To add products, you can either add products from the "Update Products" tab shown in the previous slide, or you can add products directly to your LRP while browsing the site.

To add while browsing, simply select "Add to Loyalty" and select the "+" to add to the desired LRP order. You can add to your LRP from the category page or from the product page.



Deep Blue™ Polyphenol Complex
Retail: €77.00
Wholesale: €57.75
58.50 PV

Deep Blue™ Rub Samples
Retail: €9.67
Wholesale: €7.25
0.00 PV

Add to Loyalty Order

17 Feb 2020 €120.28 PV113

16 Feb 2020 €262.53 PV256.5

Add to Loyalty
or add to bag

Add to Loyalty
or add to bag

Add to Loyalty
or add to bag

Editing Payment Methods

- To update your LRP orders default payment, select “Order Details” from the LRP management page, and then select “Payment Method”.
- Once you’ve selected “Payment Method” you can either change the payment method or add a new method.

My Order

Your Loyalty Order: 11 Feb 2020

Just add 110 PV to earn the product of the month!

100% BACK IN POINTS

Items (4)	£202.25
Shipping	£4.80
Order Total:	£207.05
PV	235.00
Points Used	0.00

[Process Now](#)

Update Products | Change Date | **Order Details**

50 Reward Points. Use to get free product!

Delivery Address
Jane Doe, 14 Melaleuca Lane, Milton Keynes, MK9 1DG, Great Britain

Delivery Options
Standard £4.80

Payment Method
Bank Wire

Delivery Address
Jane Doe, 14 Melaleuca Lane, Milton Keynes, MK9 1DG, Great Britain

Delivery Options
Standard £4.80

Payment Method
Bank Wire

Select a Payment Method

Wire Transfer [Show Details](#)

[Add Payment Method](#)

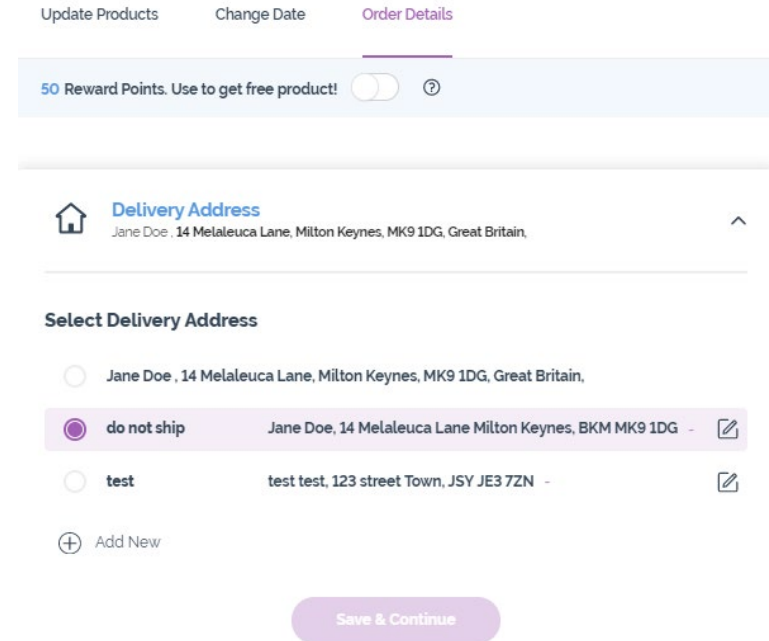
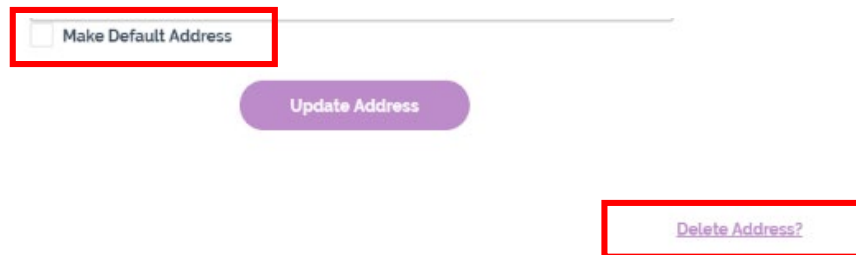
[Save & Continue](#)

Notifications
123123@dotterratest.com (email)
2135412354 (mobile)

Editing Delivery Details

While in “Order Details” you can edit, remove, or add a new delivery address. To edit a new address, please select the edit option to the right of the address.



- To make an address your default address, edit the address and select “Make Default Address”
- If you wish to delete the address, select “Delete Address?” from the bottom of the edit address screen.





To change your delivery option (standard or premium), please select “Delivery Options” and choose your preferred delivery type from the options shown.

Update Products Change Date **Order Details**

50 Reward Points. Use to get free product! ?

 **Delivery Address**
Jane Doe, 14 Melaleuca Lane, Milton Keynes, MK9 1DG, Great Britain. 

 **Delivery Options**
Standard £4.80 

Select your delivery option:

<input type="radio"/>	Standard	£4.80
<input checked="" type="radio"/>	Premium	£9.00

Save & Continue



Editing Notification Details

You can update the email address and phone number used to delivery order updates by selecting “Notifications”.

Update Products Change Date **Order Details**

50 Reward Points. Use to get free product! ?

Delivery Address
Jane Doe, 14 Melaleuca Lane, Milton Keynes, MK9 1DG, Great Britain

Delivery Options
Standard £4.80

Payment Method
Bank Wire

Notifications
123123@doterratest.com (email)
2135412354 (mobile)

Notification Settings

Please enter an email and mobile number that will be shared with the selected delivery provider only. This will help ensure your products get to you in the safest and most timely manner.

Email Address
123123@doterratest.com

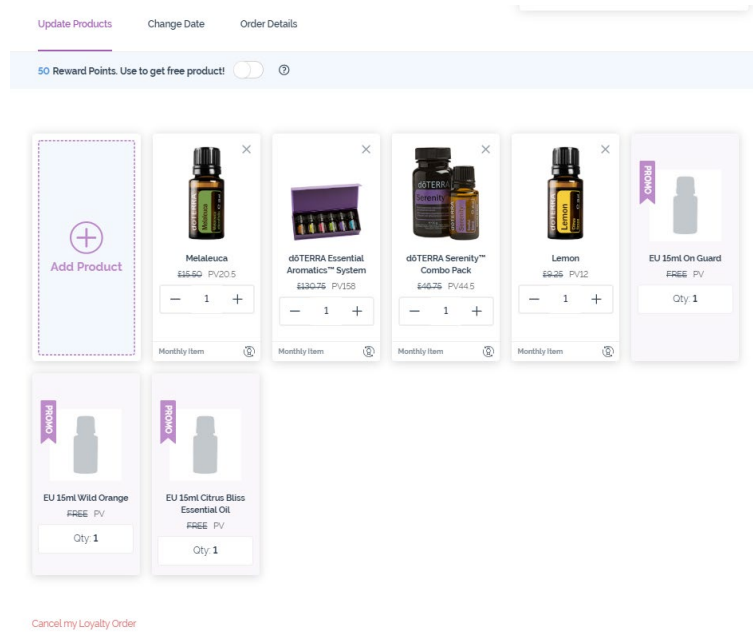
Mobile
2135412354

Save & Continue



Deleting an LRP Order

- If you have multiple LRP orders and would like to cancel one of them, select “Update Products” and at the bottom select “Cancel my Loyalty Order”.



- If you wish to delete the last or only LRP order on your account, you will need to contact our Member Services to do so.*