



Updating Account Information

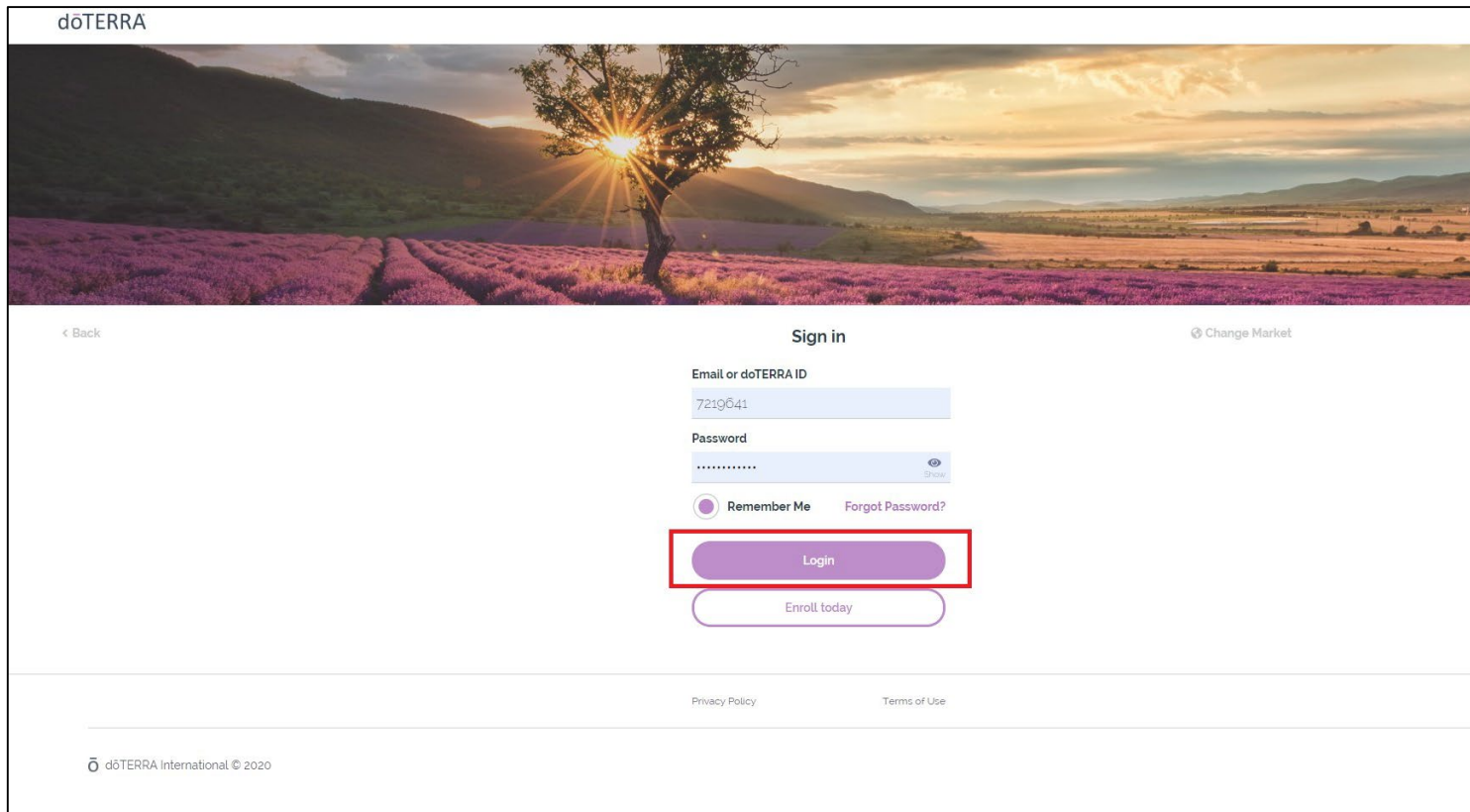
How to update your account information
Editing email addresses, phone numbers, profile pictures, payment details, delivery addresses, and personal settings.

0

0

Login

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

A screenshot of the doTERRA login page. The page features a header with the doTERRA logo and a large background image of a lavender field at sunset. The main content area is titled "Sign in" and contains a login form. The form has two input fields: "Email or doTERRA ID" with the value "7219041" and "Password" with masked characters. Below the password field is a "Remember Me" checkbox and a "Forgot Password?" link. A red rectangle highlights the "Login" button. Below the "Login" button is an "Enroll today" button. At the bottom of the page, there are links for "Privacy Policy" and "Terms of Use", and a footer with the doTERRA logo and "doTERRA International © 2020".

doTERRA

< Back

Sign in

Change Market

Email or doTERRA ID

7219041

Password

.....

Remember Me

Forgot Password?

Login

Enroll today

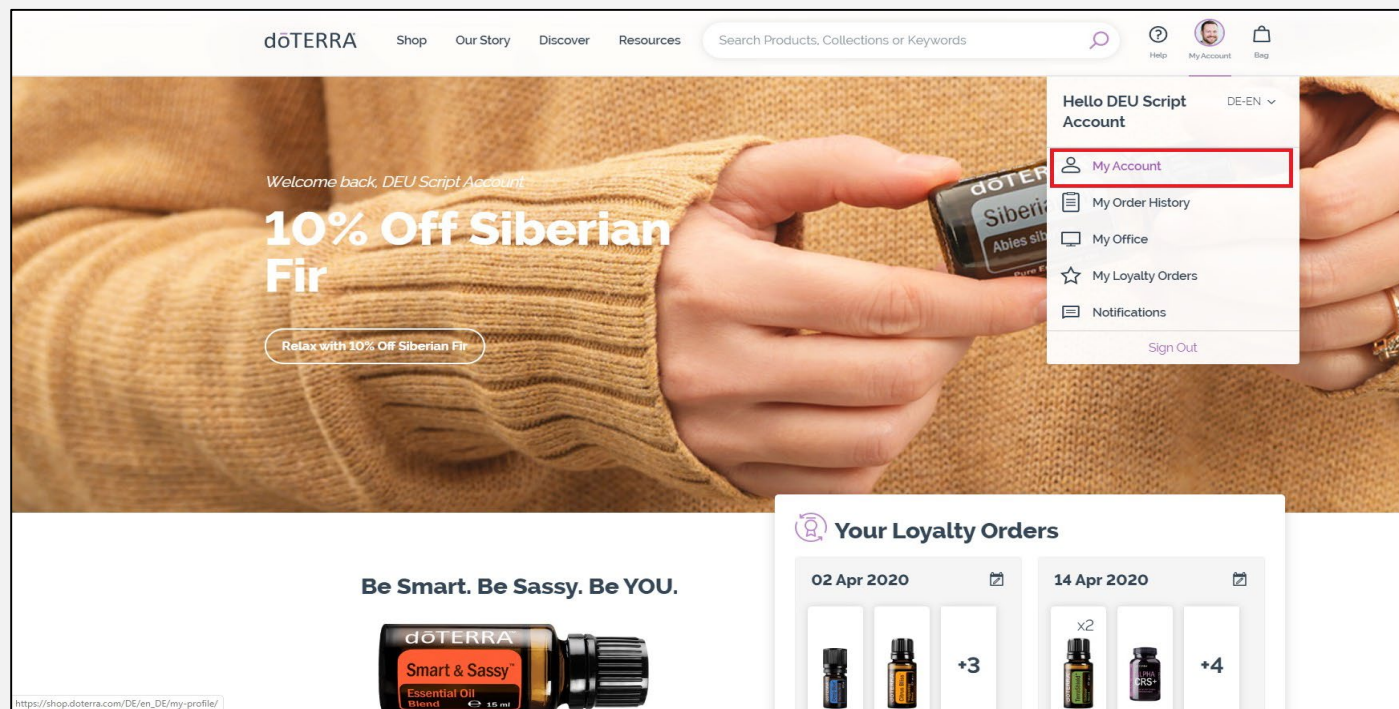
Privacy Policy

Terms of Use

doTERRA International © 2020

View account information

- Hover over "My Account" on the top right of your screen.
- Select "My Account"



Edit Personal Details

This main page will allow you to edit the following:

- Your Recognition Name that is used when you reach new ranks.
- Your Email Address
- Your phone numbers
- Your profile picture

The menu on the left will allow you to edit your payment details, your addresses on file, and your personal settings.

It also includes your membership information and your upline's contact details.

If you are editing your personal details on the main page, make sure you click "Save & Continue" before moving on to a new page.

The screenshot shows the dōTERRA 'My Account' page. The header includes the dōTERRA logo, navigation links (Shop, Our Story, Discover, Resources), a search bar, and user icons (Help, My Account, Bag). The main content area is titled 'My Account' with a subtitle 'Find useful tools, customise settings, store personal information, and more!'. A sidebar menu on the left contains links: 'My Details' (highlighted with a red box), 'My Orders', 'Payment Details', 'Address Book', and 'Settings'. Below the sidebar, there are sections for 'Need Support?' (My Enroller and My Sponsor) and 'My Details'. The 'My Details' section includes 'Personal Details' (Name, Recognition Name), 'Email Address', and 'Phone Numbers' (Mobile and Home). A 'Save & Continue' button is located at the bottom right of the form.

Save & Continue

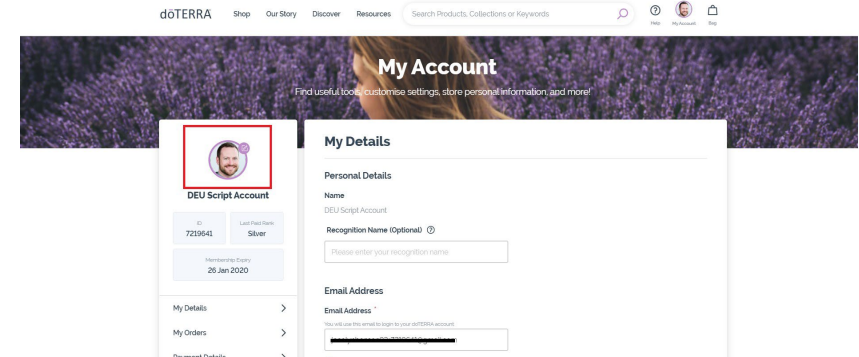
Edit your profile picture

To edit your profile picture, hover over your picture, and click on the purple icon of the pencil and paper.

Once you do so, a pop-up window will appear, walking you through the following steps:

1. Click on "Change" to select a new image.
2. Either drag an image into the window, or upload one from your computer.
3. Rotate your image or zoom in and out using the grey tools above the picture. Click "Set Picture".
4. Don't forget to save your image.

Saving your image may take up to 20 seconds, after which the webpage will automatically reload.



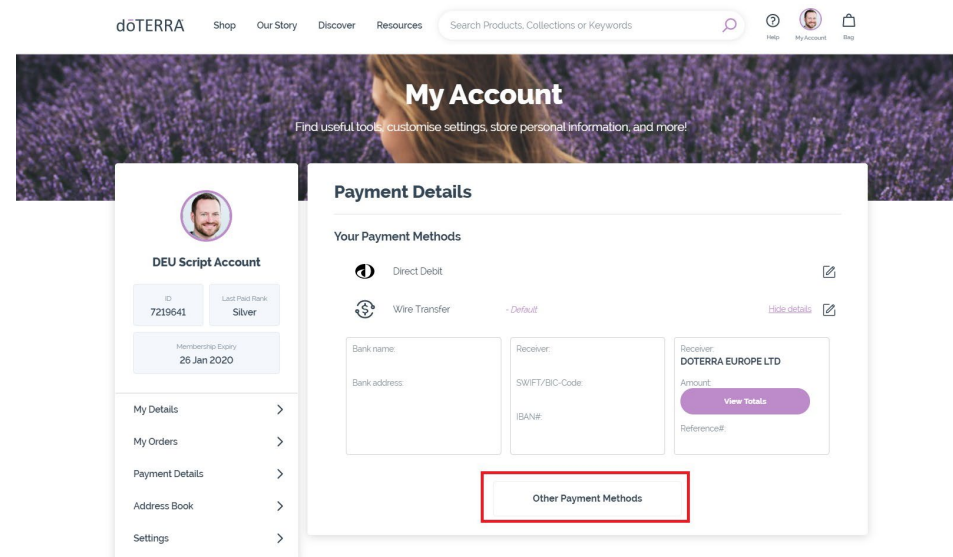
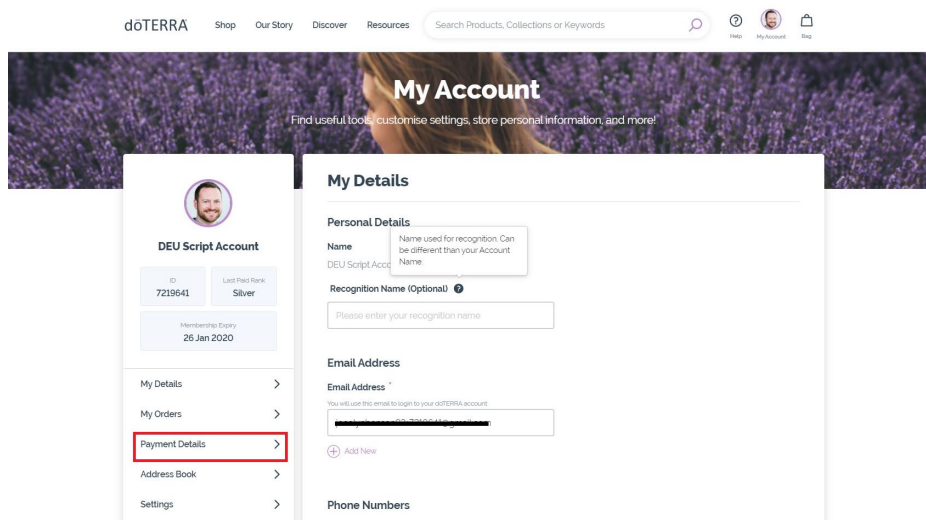
Edit your payment details

To edit your payment details, click on "Payment Details" from the menu on the left.

From this new screen, you will be able to see and edit the payment methods currently on your account, select a default payment, as well as add new payment methods.

The payment methods you may add are:

1. Credit card payments
2. Bank wires
3. Direct Debit (for German residents)

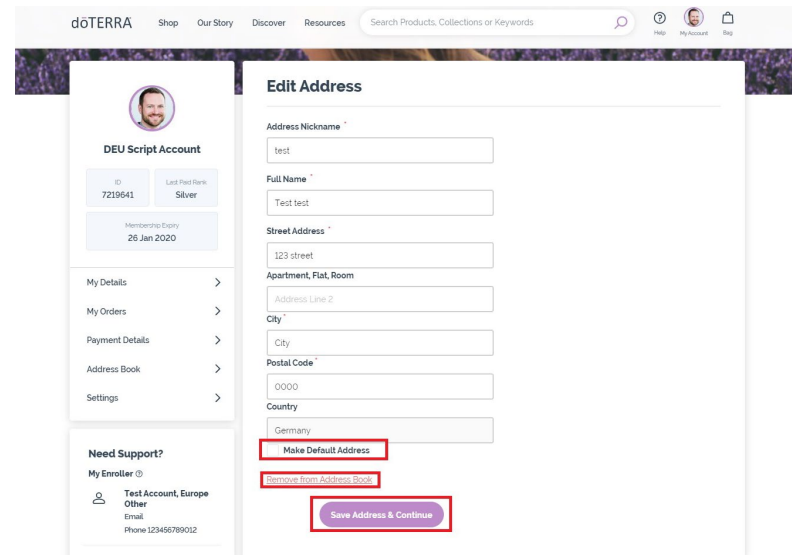
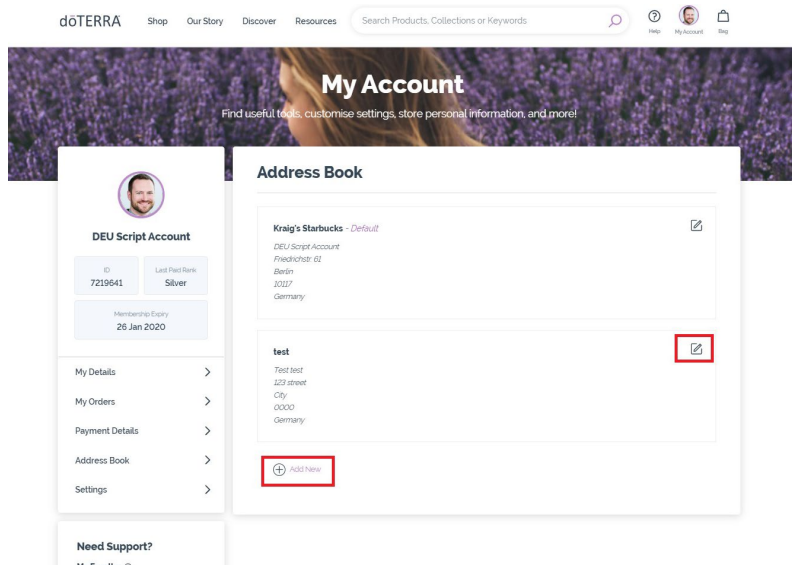
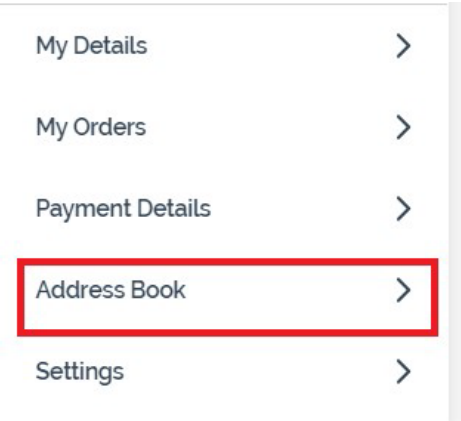


Edit your addresses

To edit the addresses on your account, click on "Address Book" from the menu on the left.

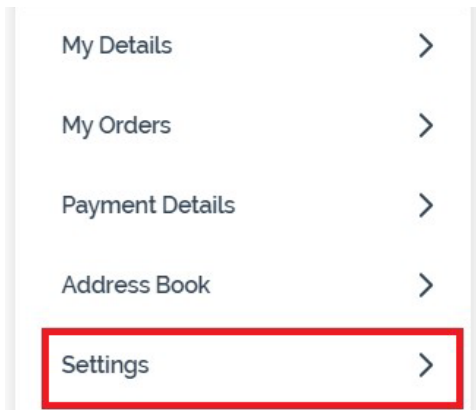
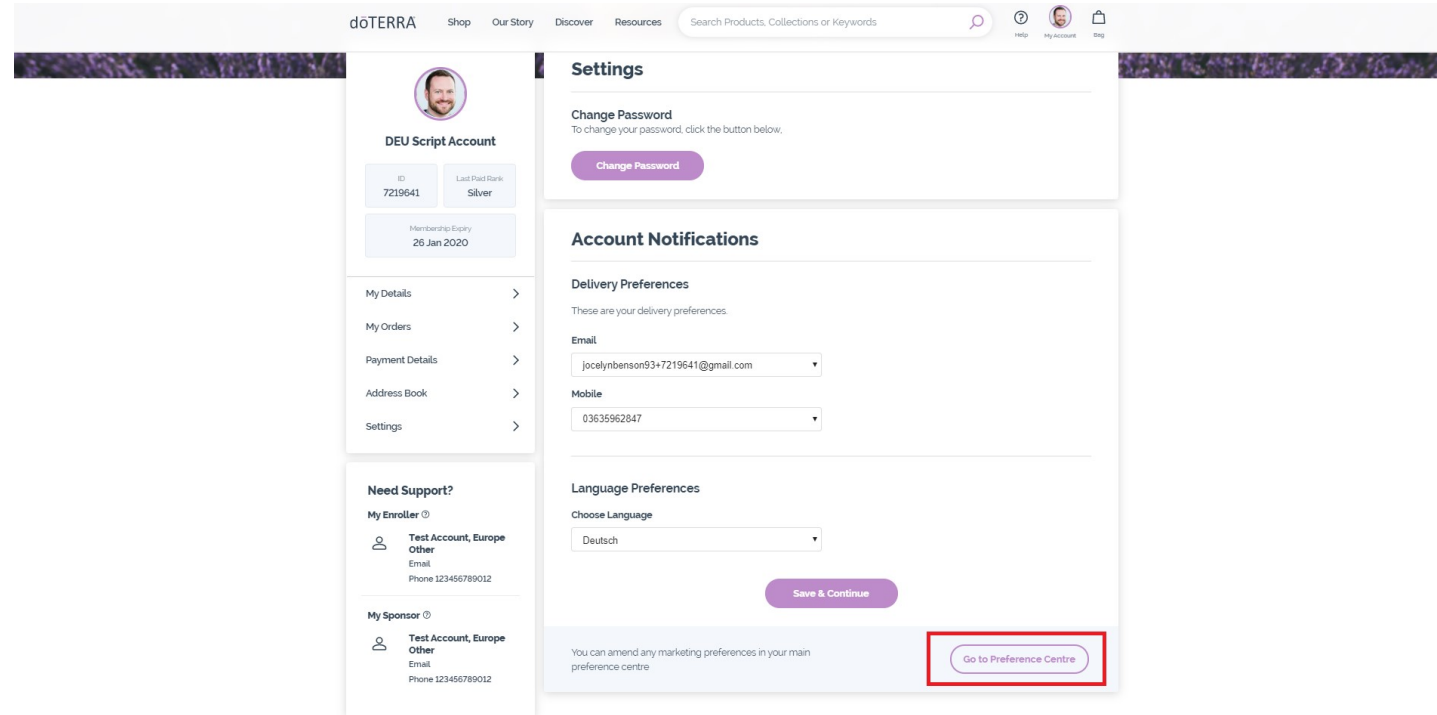
From this new screen, you will be able to see and edit the addresses currently on your account, select a default address as well as add new addresses.

To remove addresses from your address book, click the edit icon next to the address, and select "[Remove from Address Book](#)" at the bottom of the new screen.



Edit your personal settings

- To edit your personal settings, click on "Settings" from the menu on the left.
- From this new screen, you will be able to edit:
- Your password
- Your notification settings (preferred email address and phone number)
- Your language preference



In order to edit your marketing preferences such as the reception of e-blasts, click on "Go to Preference Center" at the bottom of the screen.