Learn how to adjust your Loyalty Order (LRP) processing date.



## Two ways to navigate to your Monthly Loyalty Order (LRP)

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& My Account

My Office

MT1

### 1. Via Homepage:

Click on the purple "edit" button in • the Loyalty orders box



### 2. Via My Account Dropdown

- Hover over my account and click on "My Loyalty Orders"
- Click on "Manage Order" .



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#### In your LRP order, Click on "Next Step"

### Scroll down to the end of the page, and click on "Change date"



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Choose your desired processing date, and then click on "Change Date".

Choose Your Processing Date		August 2022					$\bigcirc$
The date you choose will dictate when your order will be processed	s	М	т	W	т	F	s
each month. To learn more about date availability click <u>here</u> .		1	2	3	4	5	6
	7	8	9	10	11	12	13
• Your current date	14	15	16	17	18	19	20
Dates that qualify for FREE	21	22	23	24	25	26	27
125 PV order	28	29	30	31			
O Other available processing dates							
0 Unavailable processing dates							

Keep current processing date

Once you have finished changing your processing date, click on "Process on [processing date]".

Items (3)	€78.90				
Shipping	€ 14.40				
	VAT Inclusive				
Order Total:	€96.90				
PV:	96.00				
Loyalty Points:	9.60				
Proces	s Now				

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