

# Managing Products on Your Loyalty Order (LRP)

Learn how to search, add, and remove products from your Monthly Loyalty Order (LRP)

There are two ways you can do this.

1. Directly from your Loyalty Order
2. By adding the products to your cart

# 1. Manage Products **from within** your Monthly Loyalty Order (LRP)

The screenshot displays the dōTERRA user interface for managing a Monthly Loyalty Order (LRP). At the top, the dōTERRA logo is on the left, and navigation steps '1 Add Products' and '2 Review Order' are shown. A 'Cancel' button is in the top right. The main area is titled 'Add Products' and features a congratulatory message for 125 loyalty points. A search bar with 'peppermint' is highlighted by a red box, with a 'Browse' link to its right. Below the search bar, a grid of 'Products (8)' is shown, with '8 of 8 Results' indicated. The first product is 'Peppermint', a 15 ml bottle with a retail price of £25.67 and a wholesale price of £19.25. An 'Add to Loyalty' button is present next to the product. To the right of the main content is an 'Order Summary' sidebar with a 'Next Step' button. The summary includes: Items (4) for £116.00, Shipping for £4.80 (VAT Inclusive), an Order Total of £120.80, a PV of 132.50, and Loyalty Points of 13.25.

You can add products by typing the product name into the **search bar**.

# Manage Products **from within** your Monthly Loyalty Order (LRP)

Or, to browse all of doTERRA Europe's products, simply click on **"Browse"**

The screenshot shows the 'Add Products' page in the doTERRA interface. At the top left is the doTERRA logo. Below it, a progress bar indicates 'Just add 7.5 PV to earn commission' with a current value of 50 and a goal of 125. To the right of the progress bar are two circular icons: one with '9' and '10% back in points', and another with '1' and 'FREE Product of the Month'. Below the progress bar is a search bar with the text 'Search Products, Collections' and a 'Browse' button highlighted with a red box. At the bottom left, there is a toggle for 'Use Your Reward Points!' which is currently off, and a '€0.00 doTERRA Store Credit' button. On the right side of the page, there is an 'Order Summary' box containing the following information:

|                     |                |
|---------------------|----------------|
| Items (3)           | €102.48        |
| Shipping            | € 7.00         |
|                     | VAT Inclusive  |
| <b>Order Total:</b> | <b>€110.95</b> |
| PV:                 | 92.50          |
| Loyalty Points:     | 9.25           |

At the bottom of the order summary is a purple 'Next Step' button.

# Manage Products **from within** your Monthly Loyalty Order (LRP)

The screenshot shows a web interface for browsing products within a loyalty order. At the top left, there is a link "Go Back to Loyalty Order" with a red circle containing the number 4. The main heading is "Browse" with a red circle containing the number 1. Below the heading are several category buttons: "Special Offers", "Essential Oils" (highlighted), "Personal Care", "Supplements", "Diffusers", "Accessories", "Literature", "Kits & Collections", and "dōTERRA Brands". The main section is titled "Essential Oils". On the left, there is a "Filter" section with a red circle containing the number 2, and a "Clear all" link. The filter options are: "Size", "PV", "Essential Oils", and "Price". The main product display area shows four products: "Air-X™", "Aromavital", "Aromafused™", and "Aroma". Each product has a "Wholesale" price listed below it. At the bottom of each product card is a purple "Add to Loyalty" button with a red circle containing the number 3.

1) When **browsing products**, you can filter by product category (e.g. essential oils, personal care).

2) Sort the product by sub-category using the filter option.

3) Add desired products by clicking "Add to loyalty"

4) Once you have finished adding products, click on "Go Back to Loyalty Order".

# Manage Products **from within** your Monthly Loyalty Order (LRP)

You can adjust product quantity by using the “-/+” icons.

To remove a product, please click on “x”.

Scheduled: 12 Sep 2022

Search Products, Collections or Keywords [Browse](#)

110 Use Your Reward Points!  OFF **£125.10** doTERRA Store Credit ⓘ

| Product       | Volume | PV      | Price  | Quantity |
|---------------|--------|---------|--------|----------|
| Lavender      | 15 ml  | 25.5 PV | £22.25 | 1        |
| Copaiba Touch | 10 ml  | 26.5 PV | £23.50 | 1        |
| Air-X™        | 15 ml  | 35.5 PV | £31.00 | 1        |

The quantity for Lavender is being adjusted from 1 to 2 using the “-/+” icons.

Scheduled: 12 Sep 2022

Search Products, Collections or Keywords [Browse](#)

110 Use Your Reward Points!  OFF **£125.10** doTERRA Store Credit ⓘ

| Product       | Volume | PV      | Price  | Quantity |
|---------------|--------|---------|--------|----------|
| Lavender      | 15 ml  | 25.5 PV | £22.25 | 1        |
| Copaiba Touch | 10 ml  | 26.5 PV | £23.50 | 1        |
| Air-X™        | 15 ml  | 35.5 PV | £31.00 | 1        |

The “x” icon for Lavender is highlighted in red, indicating it is being removed from the order.

# Manage Products **from within** your Monthly Loyalty Order (LRP)

Once you finalised the items in your Monthly Loyalty Order (LRP), please navigate to the Next Step and choose to either “Process Now” or to save changes by choosing to process on the scheduled processing date.

The screenshot displays the dōTERRA Monthly Loyalty Order (LRP) interface. At the top, the dōTERRA logo is on the left, and a progress bar shows '1 Add Products' and '2 Review Order'. A 'Cancel' button is in the top right. The main area is titled 'Add Products' and features a congratulatory message for 125 points, a '10% back in points' offer, and a 'FREE Product of the Month' offer. Below this is a 'Scheduled: 12 Sep 2022' section with a search bar and a 'Browse' link. At the bottom left, there are options for 'Use Your Reward Points!' (110) and 'dōTERRA Store Credit' (£125.10). A central 'Order Summary' box lists: Items (4) £116.00, Shipping £ 4.80, Order Total: £120.80, PV: 132.50, and Loyalty Points: 13.25. A red box highlights the 'Next Step' button. On the right, a larger 'Order Summary' panel shows: Items (3) €78.90, Shipping € 14.40, Order Total: €96.90, PV: 96.00, and Loyalty Points: 9.60. It includes 'Process Now' and 'Process on 11 Oct 2022' buttons.

## 2. Manage Products **through your cart**

Add the products you would like to add to your Monthly Loyalty Order (LRP) to your cart.

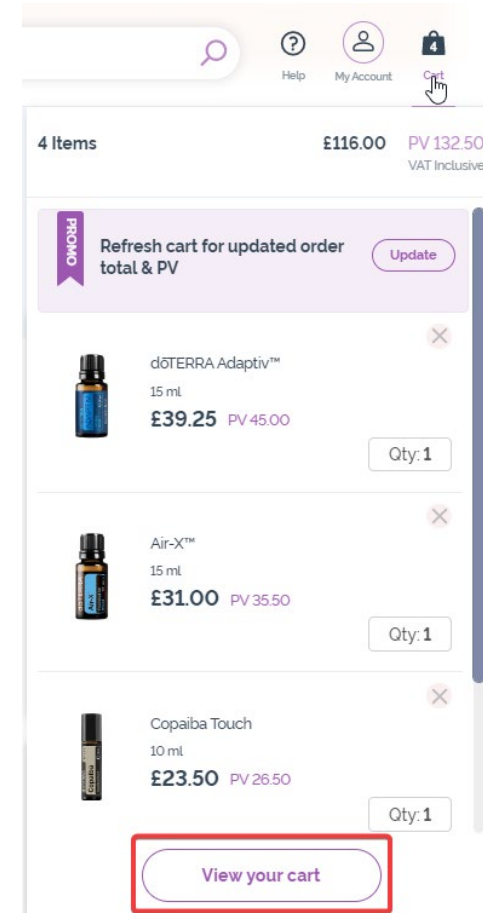
You can do this in two ways.

1. Use the **search** function
2. **Browse** product categories

The screenshot displays two sections of the dōTERRA website. The top section shows search results for 'adaptiv', with three products listed: dōTERRA Adaptiv™ (15 ml, 45.00 PV, Wholesale: £39.25), dōTERRA Adaptiv™ Touch (10 ml, 24.00 PV, Wholesale: £21.00), and dōTERRA Adaptiv™ Calming Mist (30 ml, 5.50 PV, Wholesale: £7.25). The bottom section, titled 'Proprietary Blends', features four products: Air-X™ (15 ml, 35.50 PV, Wholesale: £31.00), AromaTouch™ (15 ml, 28.00 PV, Wholesale: £24.50), Citrus Bliss™ (15 ml, 24.00 PV, Wholesale: £21.00), and ClaryCalm™ (10 ml, 30.00 PV, Wholesale: £26.00). Each product listing includes an image, name, volume, price, and an 'Add to Cart' button. The 'Add to Cart' button for the first product in each section is highlighted with a red box.

# Manage Products **through your cart**

Once you have added all of the desired products to your cart, navigate to the cart by hovering over the icon on the top right hand corner of the page and click on “View your cart”.





# Manage Products **through your cart**

Once you are in your cart, click on the purple “Add” button, found in the “Monthly Loyalty Orders” section.

## Order Summary

Items (8): €255.25

Order Total: €255.25

PV: 240.50

Loyalty Points: 24.05

Continue to Checkout

## My Loyalty Order

You have an existing monthly Loyalty Order. Choose to add or replace the items in your Loyalty Order with the items in your cart. [Learn more about the Loyalty Rewards Program](#)

Scheduled: 11 Sep 2022

+ Add

Items (3)

92.5PV €110.97

# Manage products through your cart


From the pop-up you will choose to either “Add” or to “Replace”.

- **Add:** This will take the items in your cart and add them to your existing Monthly Loyalty Order (LRP)
- **Replace:** This will remove all items currently in your Monthly Loyalty Order (LRP) and replace them with the items in your cart.

Do you want to make changes to your monthly Loyalty Order?

Select whether you would like to add the items in your cart to your monthly Loyalty Order, or replace the existing items on your monthly Loyalty Order with the items in your cart.

Scheduled: 11 Sep 2022



Items (3) 92.5PV €110.97

+ Add Replace

[Create a New Monthly Loyalty Order](#)

# Manage products through your cart

Make sure that you save your changes.

Once you finalised the items in your Monthly Loyalty Order (LRP), please navigate to the Next Step and choose to either "Process Now" or save changes by choosing to process on the scheduled processing date.

The screenshot displays the dōTERRA cart interface. At the top, there are two steps: '1 Add Products' and '2 Review Order'. A 'Cancel' button is visible in the top right. The main area is divided into several sections:

- Add Products:** A purple header section containing a congratulatory message for reaching 125 points, a search bar, and a 'Browse' button.
- Order Summary (Left):** A summary box showing 4 items for £116.00, shipping for £4.80, and a total of £120.80 (VAT Inclusive). It also shows a PV of 132.50 and 13.25 Loyalty Points. A red box highlights the 'Next Step' button.
- Order Summary (Right):** A larger summary box showing 3 items for €78.90, shipping for €14.40, and a total of €96.90 (VAT Inclusive). It also shows a PV of 96.00 and 9.60 Loyalty Points. Two buttons are present: 'Process Now' and 'Process on 11 Oct 2022'.

At the bottom of the interface, there are options to 'Use Your Reward Points!' (currently off) and 'doTERRA Store Credit' for £125.10.