Learn how to update and change your payment & delivery details on your Loyalty Order (LRP).



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

Ω

& My Account

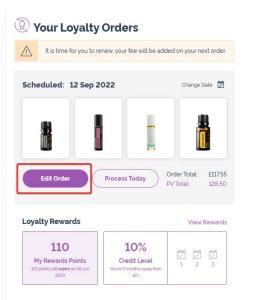
My Office

MT1

#### 1. Via Homepage:

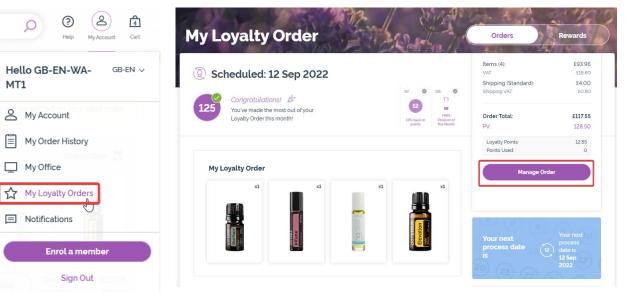
0

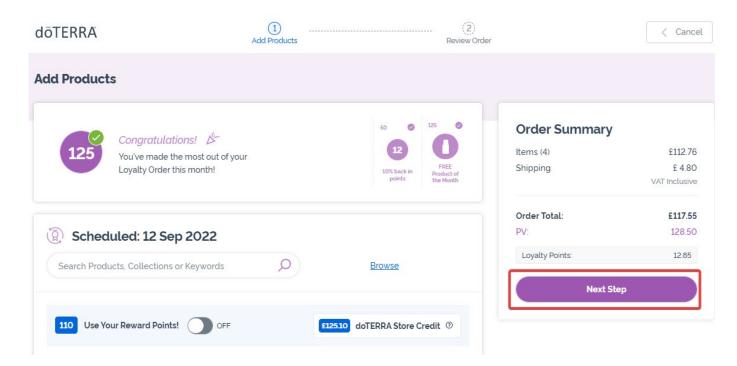
Click on the purple "edit" button in • the Loyalty Orders box



#### 2. Via My Account Dropdown

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





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

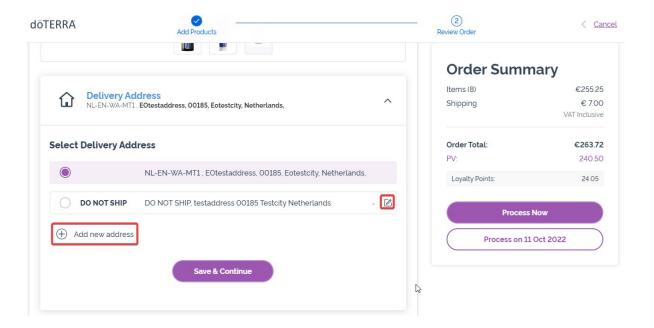




| FERRA                                    | Add Products                                      | Review Orde   | er -                  | < Cancel                           |
|--|---|---|-----------------------|------------------------------------|
| iew Order                                |   |   |                       |                                    |
| Congratulati                             | ons! D  | 50 0 125 0  | Order Summary         |                                    |
| You've made th<br>Loyalty Order th       | e most out of your<br>iis month!                  | 13<br>10% back in<br>points Product of<br>the Month | Items (4)<br>Shipping | £116.00<br>£ 4.80<br>VAT Inclusive |
|  |   |   | Order Total:          | £120.80                            |
|  |   |   | PV:                   | 132.50                             |
| Your Order<br>(4) Items                  |   | ~   | Loyalty Points:       | 13.25                              |
| Capin Kyles House 2,<br>Great Britain,   | 55<br>8 Cadogan Court, Grenville Road, Pevensey B | ay, Pevensey, BN24 6BS,                             | 202                   |                                    |
| Delivery Option<br>standard (Expected by |   | ~1  |                       |                                    |
| Visa Ending: '1111                       | od<br>3/2023                                      |   |                       |                                    |
| 612510 doTERRA Store C                   | Credit OFF  | 0   |                       |                                    |

To update your payment and delivery information, go to the second step "Review Order".

To make changes to the desired information, click on the "v" shaped symbols next to the desired section.



To edit your delivery address please open the section using the "v" shaped symbol.

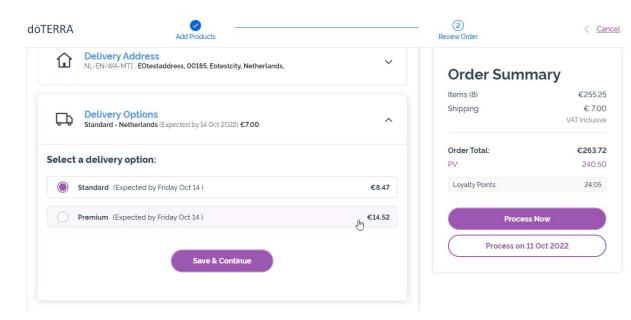
The address highlighted with a purple bullet icon shows your current delivery address..

You can edit an existing address by clicking on the edit icon (a pencil inside a square).

To add a new address, click on "Add new address".

Once you have finished making your changes, click on the purple "Save & Continue" button.



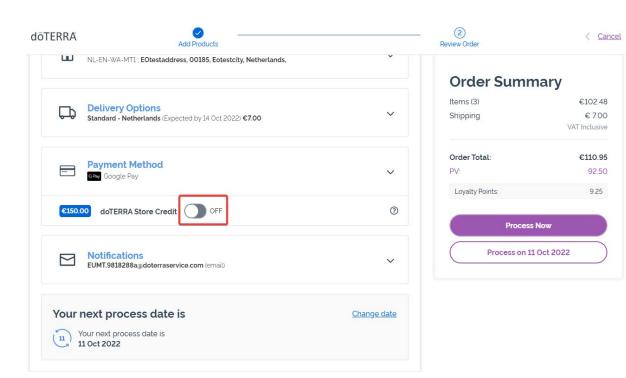


To edit your default delivery type (standard or premium) open the "Delivery Options" section.

Choose your preferred delivery method from the options listed.

To save your changes, click on the purple "Save & Continue" button.

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To use your **"doTERRA Store Credit"**, previously called AR Balance, simply click on the toggle in the "Payment Method" section.

If you do not have enough "doTERRA Store Credit" to cover the cost of the entire order, your default payment method will be charged the remaining balance.

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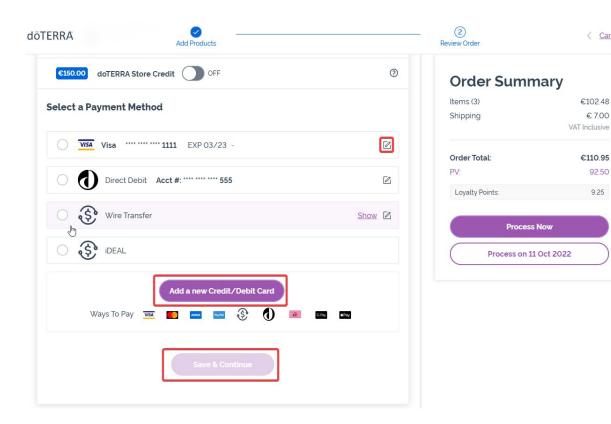
< <u>Cancel</u>

€102.48

€7.00

€110.95 92 50

9.25



If you would like to **edit or add a new payment method**, please open the "Payment Method" section.

To **Edit** your existing default payment, click on the edit icon (a pencil inside a square).

To **Add** a new payment method, click on "Add Payment Methods".

Once you have finished making changes to your payment method, please click on the purple "Save & Continue" button.

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| Items (3)       | €78.90        |  |  |
|-----------------|---------------|--|--|
| Shipping        | € 14.40       |  |  |
|                 | VAT Inclusive |  |  |
| Order Total:    | €96.90        |  |  |
| PV:             | 96.00         |  |  |
| Loyalty Points: | 9.60          |  |  |
| Process         | Now           |  |  |
| Process on 11   | Oct 2022      |  |  |

Make sure that you save your changes.

Once all of the payment and delivery information is correct, choose to either "Process Now" or save by choosing process on the scheduled processing date.