

Updating Your Payment & Delivery Details on LRP

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

Updating Your Payment & Delivery Details

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

1. Via Homepage:

- Click on the purple “edit” button in the Loyalty Orders box

Your Loyalty Orders

It is time for you to renew, your fee will be added on your next order.

Scheduled: 12 Sep 2022

Change Date

Order Total: £117.55
PV Total: 128.50

Edit Order Process Today

Loyalty Rewards

110 My Rewards Points
100 points will expire on 08 Jun 2023

10% Credit Level
You're 3 months away from 15%

2. Via My Account Dropdown

- Hover over my account and click on “My Loyalty Orders”
- Click on “Manage Order”

Help My Account Cart

Hello GB-EN-WA-MT1 GB-EN

My Account

My Order History

My Office

My Loyalty Orders

Notifications

Enrol a member

Sign Out

My Loyalty Order

Scheduled: 12 Sep 2022

125 Congratulations! You've made the most out of your Loyalty Order this month!

12 10% back in points

125 FREE Product of the Month

Items (4): £93.96
VAT: £18.80
Shipping (Standard): £4.00
Shipping VAT: £0.80

Order Total: £117.55
PV: 128.50

Loyalty Points: 12.85
Points Used: 0

Manage Order

Your next process date is 12 Sep 2022

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In your LRP Order, Click on "Next Step"

The screenshot shows the dōTERRA 'Add Products' page. At the top, there is a progress bar with two steps: 'Add Products' (1) and 'Review Order' (2). A 'Cancel' button is located in the top right corner. The main content area is divided into several sections:

- Order Summary:** A table on the right side of the page showing the following details:

Items (4)	£112.76
Shipping	£ 4.80
VAT Inclusive	
Order Total:	£117.55
PV:	128.50
Loyalty Points:	12.85
- Next Step:** A purple button with the text 'Next Step' is highlighted with a red rectangular border.
- Other Sections:** The page also features a 'Congratulations!' message with 125 loyalty points, a 'Scheduled: 12 Sep 2022' section with a search bar, and a 'Use Your Reward Points!' toggle switch.

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doTERRA

1 Add Products 2 Review Order

Cancel

Review Order

125 Congratulations! You've made the most out of your Loyalty Order this month!

50 13 10% back in points

125 FREE Product of the Month

Your Order

(4) Items

Order Summary

Items (4)	£116.00
Shipping	£ 4.80
	VAT Inclusive
Order Total:	£120.80
PV:	132.50
Loyalty Points:	13.25

Process Now

Process on [EVO:next-lrp-date] 12 Sep 2022

Delivery Address
Cap'n Kyle's House 2, 8 Cadogan Court, Grenville Road, Pevensey Bay, Pevensey, BN24 6BS, Great Britain.

Delivery Options
Standard (Expected by 16 Sep 2022) £4.80

Payment Method
Visa Ending: *1111 3/2023

£125.10 doTERRA Store Credit OFF

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.

Updating Your Payment & Delivery Details

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.

The screenshot shows the dōTERRA checkout interface. On the left, the 'Delivery Address' section is expanded, showing a list of addresses. The first address, 'NL-EN-WA-MT1, Eotestaddress, 00185, Eotestcity, Netherlands', is selected and highlighted with a purple bullet icon. Below it, there is an option for 'DO NOT SHIP' with a pencil icon in a square. At the bottom of the address list, there is a red-bordered button labeled 'Add new address'. A purple 'Save & Continue' button is at the bottom of the address section. On the right, the 'Order Summary' is displayed, showing items (8) for €255.25, shipping for €7.00 (VAT Inclusive), and a total of €263.72. There is also a 'Process Now' button and a 'Process on 11 Oct 2022' button.

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The screenshot shows the dōTERRA checkout interface. At the top, there are navigation links: "Add Products" (with a checkmark icon) and "Review Order" (with a circled 2 icon). A "Cancel" link is also visible. The main content is divided into two panels. The left panel, titled "Delivery Address" and "Delivery Options", shows the current address as "NL-EN-WA-MTI, E0testaddress, 00185, Eotestcity, Netherlands". Under "Delivery Options", there are two radio button options: "Standard (Expected by Friday Oct 14)" for €8.47 and "Premium (Expected by Friday Oct 14)" for €14.52. A purple "Save & Continue" button is at the bottom of this panel. The right panel, titled "Order Summary", lists: "Items (8) €255.25", "Shipping € 7.00 VAT Inclusive", "Order Total: €263.72", "PV: 240.50", and "Loyalty Points: 24.05". At the bottom of the summary are two buttons: "Process Now" and "Process on 11 Oct 2022".

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.

Updating Your Payment & Delivery Details

doTERRA ✓ Add Products 2 Review Order [Cancel](#)

NL-EN-WA-MT1, E0testaddress, 00185, Eotestcity, Netherlands, [▼](#)

Delivery Options [▼](#)
Standard - Netherlands (Expected by 14 Oct 2022) €7.00

Payment Method [▼](#)
Google Pay

€150.00 doTERRA Store Credit OFF [?](#)

Notifications [▼](#)
EUMT.9818288a@doterraservice.com (email)

Your next process date is [Change date](#)
11 Your next process date is 11 Oct 2022

Order Summary

Items (3) €102.48
Shipping € 7.00
VAT Inclusive

Order Total: €110.95

PV: 92.50

Loyalty Points: 9.25

[Process Now](#)

[Process on 11 Oct 2022](#)

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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The screenshot shows the dōTERRA checkout interface. On the left, the 'Select a Payment Method' section is active, displaying several options: a selected Visa card (€150.00 dōTERRA Store Credit), Direct Debit, Wire Transfer, and iDEAL. Below these is a 'Ways To Pay' section with icons for various payment methods. A purple button labeled 'Add a new Credit/Debit Card' is highlighted with a red box. At the bottom of the payment section is a purple button labeled 'Save & Continue', also highlighted with a red box. On the right, the 'Order Summary' section shows the total order amount of €110.95, including items (€102.48) and shipping (€7.00). It also displays the order total, PV (92.50), and loyalty points (9.25). Two purple buttons are visible: 'Process Now' and 'Process on 11 Oct 2022'. Navigation links for 'Add Products' and 'Review Order' are at the top.

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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Order Summary

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.