



# EVO線上辦公室 新增信用卡資訊

Set up Credit Card info to your EVO

\*Due to recent security update, which aligns doTERRA with current payment regulations, you will need to re-add your credit card information. After doing so, it will be saved for future use. If you have any questions or concerns, please contact our customer service.

1

以會員號碼及  
密碼登入EVO後

Login in your EVO with  
your membership number  
and password

The screenshot shows the dōTERRA EVO website interface. At the top, there is a navigation bar with links for Dashboard, Shop, Team, My Office Settings, Wellness Advocate Services, and My Online Store. On the right side of the navigation bar, there are icons for Changes and Account. Below the navigation bar, there is a search bar labeled "Item Search" and a "Product List" dropdown menu. The main content area features a large promotional banner for "dōTERRA sun 重返藍天 is Back!" with a "仲夏限定套裝 MIDSUMMER 7月限定 July Only" offer. The banner includes a membership number "60226825" and a price of "\$828 | 60PV". Below the banner, there are two category tiles: "Essential Oils" and "Personal Care", each with a "Shop" button. On the right side of the page, there are two radio buttons for "Hong Kong Products" and "Hong Kong NFR Products". Below these, there is a section for "Discover Savings with dōTERRA's Loyalty Rewards Program" with a "LEARN MORE HERE" button. At the bottom right, there are two buttons: "Create A new LRP Template" and "Place standard one-time order". A dashed blue box highlights these two buttons, and a mouse cursor is pointing at the "Place standard one-time order" button.

選擇 → 建立新LRP 或  
普通訂單

Click to create New LRP  
or Standard Order



2

將產品加入購物車後  
按 → 檢視購物車

Choose **View Cart**  
after adding in selected  
products

**Now Creating** A New OTG LRP Template

Order Processing Date: 07/20/2023 [Edit Date](#)

Want to ship it now? [Ship Now](#)

**Cart Summary** Total Items (1)

Item(s) Subtotal	HK\$275.00
Shipping	HK\$30.00
<b>Total Amount Due:</b>	<b>HK\$305.00</b>

**TOTAL PV 35.00**

**Shipping Options**

- Hong Kong - Group Delivery (\*please email to our customer service to arrange group delivery after order placed)
- Hong Kong - SF Courier (e.g.: EF Locker)
- Hong Kong - Single Order Delivery
- Macau - Group Delivery (\*please email to our customer service to arrange group delivery after order placed)
- Macau - Single Order Shipping
- Hong Kong - Will Call Pickup

[Cancel](#) [Review Cart](#)

3

# 於付款資料欄 按編輯

Select **Edit** next  
to Payment

## My Cart

### Order Details

**Ship to:** [edit](#)  
 Hong Kong Test  
 10/F, Tower 3, China Hong Kong City  
 33 Canton Road  
 Tsimshatsui, KL  
 Hong Kong  
 12345678

**Shipping from:** Hong Kong

**Payment:** [edit](#)  
 Credit Card on File

4103  
 03/2028  
 Mastercard  
 Billing ZIP: 84062

**Send confirmation to:** [edit](#)  
 abcdefg@xxxxjj.com



Your next process date  
is

Select a Different Date

### Order

View your order details below. If you wish to add more items, enter the items number or name and press 'add'.

Quick Add to Cart



Clear Changes

Save Changes

Product	Quantity	PV	Frequency	Price	Use Points?
---------	----------	----	-----------	-------	-------------

## Now Creating

A New OTG LRP Template

**Order Processing**  
 Date: 07/20/2023

[Edit Date](#)

Want to ship it now?

[Ship Now](#)

### Cart Summary

Total Items (1)

Item(s) Subtotal **HK\$275.00**

Shipping **HK\$--**

Total Amount Due **View Totals** **HK\$--**

**TOTAL PV 35.00**

### Shipping Options

- Hong Kong - Group Delivery (\*please email to our customer service to arrange group delivery after order placed)
- Hong Kong - SF Courier (e.g.: EF Locker)
- Hong Kong - Single Order Delivery
- Macau - Group Delivery (\*please email to our customer service to arrange group delivery after order placed)
- Macau - Single Order Shipping
- Hong Kong - Will Call Pickup

# My Cart

Order Details

4

按管理信用咭  
Click on  
Manage your cards



## Edit Payment Information

Card Default Card  
\*\*\*\*4103  
/2028  
Zip:84062  
Enter CCV:

DONE

Continue

Clear Changes

Save Changes

## Order

View your order details below. If you

Quick Add to Cart

Product	Quantity	PV	Frequency	Price	Use Points?
---------	----------	----	-----------	-------	-------------

Basil 15ml #0032405	1	35.00	MONTHLY	HK\$275.00	Select
------------------------	---	-------	---------	------------	--------

## Now Creating

A New OTG LRP Template

Order Processing  
Date: 07/20/2023

Edit Date

Want to ship it now?

Ship Now

Total Items (1)

HK\$275.00

View Totals

TOTAL PV 35.00

## Options

Long - Group Delivery (please email to our customer service to arrange delivery after order placed)

Long - SF Courier (e.g.: EF Locker)

Long - Single Order Delivery

Macau - Group Delivery (please email to our customer service to arrange group delivery after order placed)

Macau - Single Order Shipping

Hong Kong - Will Call Pickup

Please note that your order may take up to one business day to process before it is shipped. Due to our shipping



5

按增加付款方法  
Click on  
Add New Payment  
Method

### Manage Payment Methods

You may notice the absence of your previously saved credit card information. Due to a recent security upgrade, which aligns dōTERRA with current payment regulations, you will need to re-add your credit card information. After doing so, it will be saved for future use. If you have questions or concerns, please contact Customer Services.

**Saved Payment Methods**

- Mastercard Default
- Miriam Thomas
- .....4103
- 03/2028
- Billing Zip: 84062
- Enter CCV:

**Add New Payment Method** **Save & Continue**

Ways to Pay

## Order Details

Ship to: [edit](#)

Hong Kong Test  
10/F, Tower 3, China Hong Kong City  
33 Canton Road  
Tsimshatsui, KL  
Hong Kong  
12345678

Shipping from: Hong Kong

Payment: [edit](#)

Credit Card on File  
.....4103  
03/2028  
Mastercard  
Billing ZIP: 84062

Send confirmation to: [edit](#)

abcdefg@xxxxxj.com

## Now Creating

A New OTG LRP Template

Order Processing  
Date: 07/20/2023

[Edit Date](#)

Want to ship it now?

[Ship Now](#)

## Cart Summary

Total Items (1)

HK\$275.00

TOTAL PV 35.00

Delivery (please  
contact service to arrange  
group delivery after order placed)

- Hong Kong - SF Courier (e.g.: EF Locker)
- Hong Kong - Single Order Delivery
- Macau - Group Delivery (please email to our customer service to arrange group delivery after order placed)
- Macau - Single Order Shipping
- Hong Kong - Will Call Pickup



Your new  
is

Select a Different

## Order

View your order details below. If you wish to add

Quick Add to Cart



Clear Changes

Save Changes

Product

Quantity

PV

Frequency

Price

Use Points?



## Add new payment method

Add a payment method



Use Credit

6

按增加  
Click Add

[BACK](#)

Add

7

## 輸入信用卡資料和賬單地址

Input Card info and billing address

8

確認資料後  
按儲存信用卡  
Confirm your details  
then **Save Payment**

**Payment Information**

Use my account information

First Name \*

Last Name \*

Card Number: \*

VISA   

Expiration Date \*

July 2023

CVV \*

**Billing Information (from Card)**

Address \*

(line 2)

District/City \*

Zip or Postal Code

Country \*

Hong Kong

Email \*

Phone \*

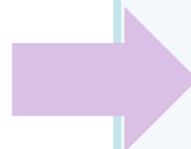
I acknowledge and confirm that I want my credit card stored for future purchases and agree to dōTERRA's Privacy Policy. I also agree to the Product Return Policy as outlined in the Policy Manual.



9

## 顯示成功新增之 信用咭資料

Your Credit Card info  
is now updated!



dōTERRA Dashboard Shop Team My Office Settings Wellness Advocate Services My Online Store Business Groups

Item Search

Product List ↓

SetCSRF

Now Placing

A Standard 1 time OTG

Cart Summary

Item(s) Subtotal

Shipping

Total Amount Due View T

Shipping Options

Hong Kong - Gro  
email to our cust  
group delivery af

Payment: edit  
Credit Card on File  
\*\*\*\*\*4103  
03/2028  
Mastercard  
Billing ZIP: 84062

Send confirmation to: edit  
abcdefg@xxxxjj.com

Shipping from: Hong Kong

Standard Order

View your order details below. If you wish to add more items, enter the items number or name and press 'add'.

Quick Add to Cart



# EVO線上辦公室 新增信用卡資訊

Set up Credit Card info to your EVO

\*Due to recent security update, which aligns doTERRA with current payment regulations, you will need to re-add your credit card information. After doing so, it will be saved for future use. If you have any questions or concerns, please contact our customer service.