

PROCESS YOUR LOYALTY REWARDS ORDER ON DEMAND

The new and improved online Shopping Cart now gives you the option to process your LRP Order on demand online without having to call Member Services.

STEP 1

LOGIN AND CLICK ON NEW SHOPPING TAB

Once logged into your Virtual Office (VO) click on the 2nd tab up the top: 'Shop'.

Then click on the 'New Shopping Cart' button.

The screenshot shows the mydōTERRA office website interface. The 'SHOP' tab is selected in the top navigation bar. Below the navigation, there are several promotional banners for 'NEW SHOPPING CART', 'MY LOYALTY REWARDS ORDERS', and 'PLACE STANDARD ORDER'. A table titled 'Orders For NZ Test' is visible, showing columns for Invoice, Type, Source, ShipTo, PkgTracking, Date, ShipDate, PVDate, Volume, and Amount. The table content is mostly empty, with 'None' under the Amount column. Below the table, there are legends for Order Type and Order Source.

Invoice	Type	Source	ShipTo	PkgTracking	Date	ShipDate	PVDate	Volume	Amount
None									

Legend Order Type
 I - Wholesale Order
 D - Retail Order
 C - Credit Order/RMA
 X - Exchange Order
 E - Exchange RMA
 R - Replacement Order

Legend Order Source
 SD - Standard Order
 IO - Internet Order
 VO - Voice Order
 AS - AutoShip Order

STEP 2

SELECT THE LRP ORDER YOU WANT TO PROCESS

The screenshot shows the 'SCHEDULED LRP ORDERS' section. It features a table with columns for 'Edit', 'Vol', 'Ship', and 'Amt'. A row is visible with the order number '#1051796', volume '201.50', ship date '2/10/15', and amount '\$254.95'. A 'SHIP NOW!' button is located to the right of the amount. Below the table, there are buttons for 'WHY LRP?' and 'CREATE NEW LRP ORDER'. At the bottom, there is a 'CART SUMMARY' section showing 'TOTAL ITEMS: 0', 'VOLUME: 0.00', and 'AMOUNT: \$0.00', with a 'GO TO CART' button.

Edit	Vol	Ship	Amt
#1051796	201.50	2/10/15	\$254.95

If you need to make changes to your order before it processes, click on the LRP Template you would like to process today under 'Edit' or click on 'Create New LRP Order' to create a new LRP Order.

STEP 3

REVIEW YOUR CART AND DETAILS OF YOUR LRP ORDER

DASHBOARD SHOP TEAM BUSINESS GROUPS MESSAGE CENTER My WEB SITE

Home/Checkout

Item Search

PRODUCT LIST

My Cart Monthly LRP Order Processing Date **02/10/2015**

Ship to: [edit](#)
 NZ Test
 Kiwi St
 Sheepy Sheep
 NZLL
 156131812

Payment: [edit](#)
 Credit Card on File
 *****9011
 2/2999
 Visa Billing ZIP:

Send confirmation to: [edit](#)
 testaccounts@doterra.com [edit](#)

LRP ID #1051796 Quick Add to Cart

Product	Quantity	Price	Remove Item
AromaTouch - Massage Blend 15ml #31200001	1	\$30.00	X
Balance - Grounding Blend 15ml #31010001	1	\$24.50	X
Breathe Blend w/Cardamom #49370001	1	\$24.00	X
Citrus Bliss - Invigorating Blend 15ml #31020001	1	\$18.50	X
ClaryCalm EO Blend 10ml #35270001	1	\$28.50	X
Deep Blue - Soothing Blend 5ml #31050001	1	\$38.50	X
Deep Blue Roll On 10ml #31380001	1	\$77.00	X

Subtotal **\$241.00**

[<< CONTINUE SHOPPING](#)
[SAVE CHANGES](#)
[CONTINUE >>](#)
[CLEAR CHANGES](#)

ORDER SUMMARY

Item(s) Subtotal	\$241.00
Shipping	\$13.95
Tax (0%)	\$0.00
Total Amount Due:	\$254.95

SHIPPING OPTIONS New Zealand
USPS Priority International

If you want to process your Order on Demand and do not need to make any changes, click **'CONTINUE'**.

Follow the steps to Edit your LRP Order in the other training manual.

STEP 4

REVIEW YOUR YOUR LRP ORDER AND PROCESS ON DEMAND.

Review Your Order

Ship to: NZ Test, Kiwi St, Sheepy Sheep, NZLL, 156131812
Bill to: NZ Test, Kiwi St, Sheepy Sheep, NZLL, 156131812
Payment: Credit Card on File, *****9011, 2/2999, Visa, Email: testaccounts@doterra.com

Being Shipped 02/02/2015

Product	Quantity	Price		
AromaTouch - Massage Blend 15ml	1	\$30.00	26.00	0.00
Balance - Grounding Blend 15ml	1	\$24.50	20.00	0.00
Breathe Blend w/Cardamom	1	\$24.00	20.00	0.00
Citrus Bliss - Invigorating Blend 15ml	1	\$18.50	15.00	0.00
ClaryCalm EO Blend 10ml	1	\$28.50	24.50	0.00
Deep Blue - Soothing Blend 5ml	1	\$38.50	32.00	0.00
Deep Blue Roll On 10ml	1	\$77.00	64.00	0.00
	7	241.00		

[<< CONTINUE SHOPPING](#)
[<< RETURN TO CART](#)
[CLEAR CHANGES](#)

This scheduled order (#1051796) will process again on **03/10/2015**

Product	Quantity	Price		
AromaTouch - Massage Blend 15ml	1	\$30.00	26.00	0.00
Balance - Grounding Blend 15ml	1	\$24.50	20.00	0.00
Breathe Blend w/Cardamom	1	\$24.00	20.00	0.00
Citrus Bliss - Invigorating Blend 15ml	1	\$18.50	15.00	0.00
ClaryCalm EO Blend 10ml	1	\$28.50	24.50	0.00
Deep Blue - Soothing Blend 5ml	1	\$38.50	32.00	0.00
Deep Blue Roll On 10ml	1	\$77.00	64.00	0.00
	7	241.00		

ORDER SUMMARY (Ships: 02/02/2015)

Item(s) Subtotal	\$241.00
Shipping	\$13.95
Tax	\$0.00
Total Amount Due	\$254.95

SHIPPING OPTIONS New Zealand \$13.95

[PROCESS ORDER NOW](#)

[PROCESS AS SOON AS POSSIBLE ON 02/10](#)
To prevent duplicate orders, please click once

Once you click **'CONTINUE'** you will see this page which lets you review your order and process your order on demand.

To process your LRP order now, simply click on **'PROCESS ORDER NOW'**.

NOTE: Your next LRP processing date and Order Information is displayed here.