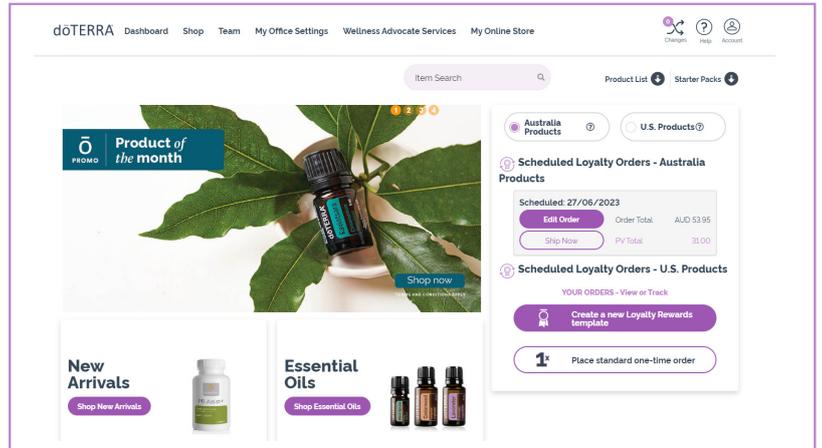


STEP ONE

LOG IN

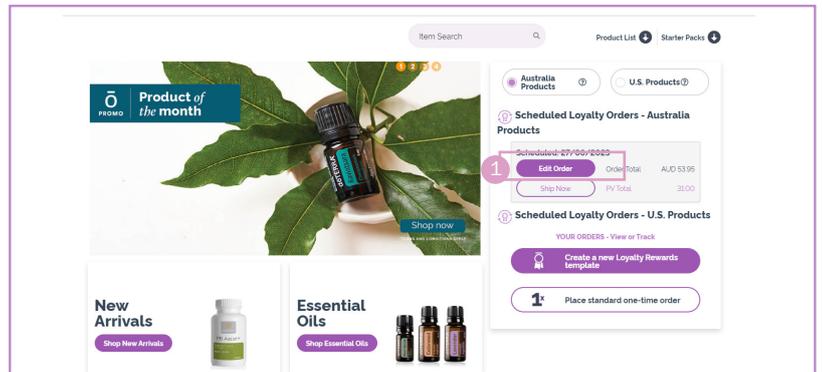
Once you have logged into Virtual Office, you will be taken to the homepage.



STEP TWO

EDIT YOUR LRP TEMPLATE

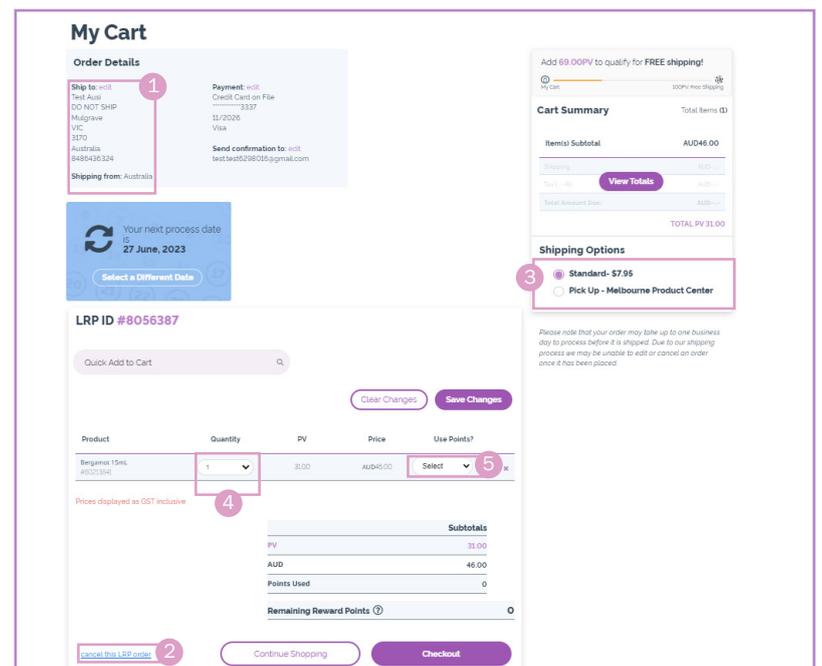
- 1 Click on the Loyalty Rewards Program template that you would like to edit. This is located on the right of the page.



STEP THREE

EDIT THE DETAILS OF YOUR LRP ORDER

- 1 Click 'edit' to change your Shipping Address, Payment Information, Confirmation Details and Processing Date.
- 2 Click here to cancel this LRP Order. FYI: This option is only available if you have Multiple LRP Templates.
- 3 Select your preferred Shipping Method. Your order total will update automatically.
- 4 Change item quantities
- 5 Check the box to use your points to pay for an item on your order. Please note: Any item paid for with points will not be automatically included in your next month's order.
- 6 Always make sure to 'Save Changes' after editing your LRP Template.

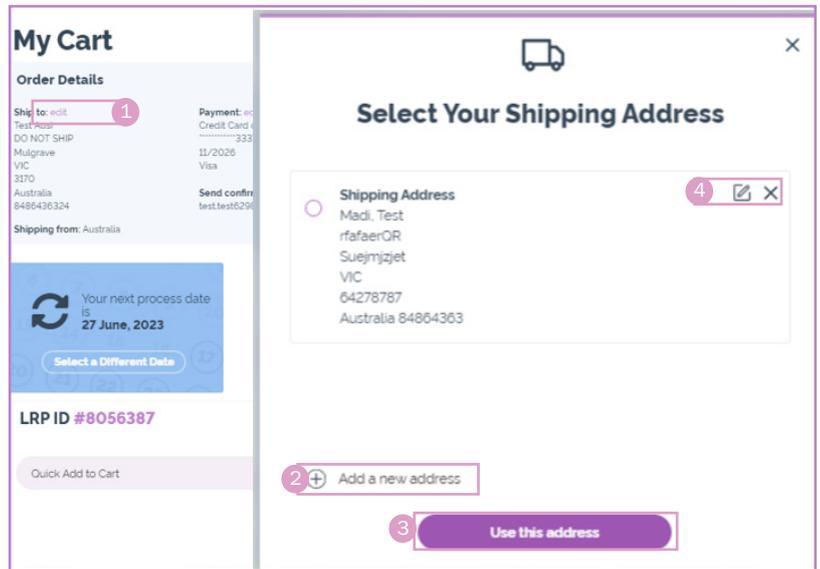


- 7 All Australian and New Zealand Loyalty Rewards Program (LRP) orders and enrollment orders of 100PV or more qualify for free shipping.

EDIT SHIPPING ADDRESS

Here you can:

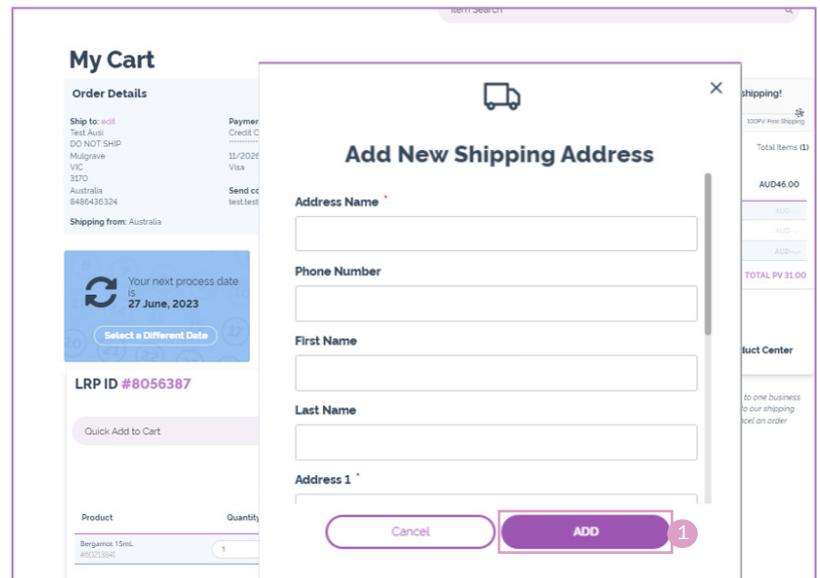
- 1 Click 'edit'
- 2 Click 'Add a new Address' to add a new address to your account
- 3 Select a saved address
- 4 Edit a saved address



ADD SHIPPING ADDRESS

- 1 Enter all required information that is marked with a red dot. Click 'Continue'

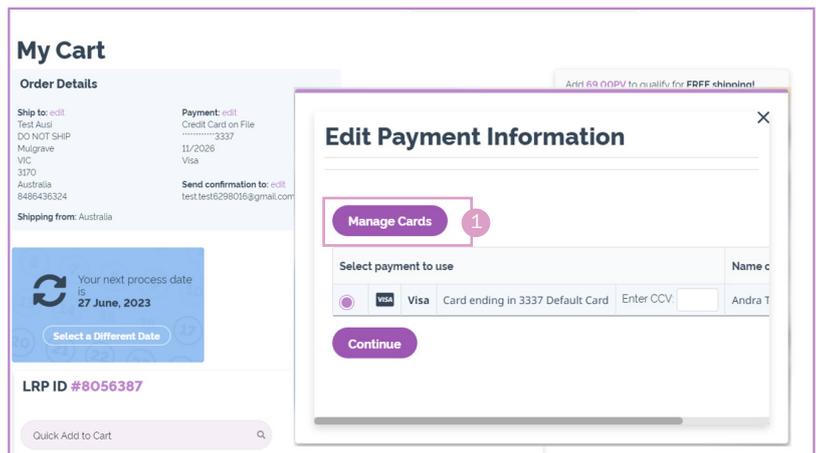
IMPORTANT: After you have added a new address, you will also need to select the address on this screen or else it will not be updated on your order.



EDIT PAYMENT INFORMATION

Here you can:

- 1 Click 'Manage cards' to add a new credit card to your account*
 - Select a saved credit card
 - Remove a saved credit card
 - Edit a saved credit card



ADD NEW CARD

- 1 Click 'Add New Card' and complete all the information.
- 2 Click 'Save Card'

IMPORTANT: After you have added a new credit card, you will also need to select the card on this screen or else it will not be updated on your order.

Manage Credit or Debit Cards

I acknowledge and confirm that I want my credit card stored for future purchases and agree to [dōTERRA's Privacy Policy](#).

Due to a recent security upgrade, one or more of your previously saved credit cards may no longer be saved on your account. If you wish to charge this order to a different card, please enter the payment details of that card in the payment details section. If you have any questions or concerns, please contact Customer Services.

I acknowledge and confirm that I want my credit card stored for future purchases and agree to [dōTERRA's Privacy Policy](#).

1 **Add New Card**

VISA	Andra Test 456480xxxxxx3337 11/2026	Wellington Road 350 Mulgrave, 3150	Edit	
-------------	---	--	-------------	--

Payment Information

Use my account information

First Name *

Last Name *

Card Number *

VISA

Expiration Date *

CVV *

Billing Information (from Card)

Address *

line 2 *

City *

Zip or Postal Code *

Country *

Email *

Phone *

2 **Save Payment**

**EDIT ITEMS AND
QUANTITIES**

- 1 Edit product quantities here.
- 2 You can quickly add items by searching them in the 'Quick to Add Cart' box or you may click 'Continue Shopping' to add items and view product descriptions and pictures.
- 3 Always make sure to 'Save Changes' after editing your LRP Template.

LRP ID #8056387

2

3 **Clear Changes** **Save Changes**

Product	Quantity	PV	Price	Use Points?
Bergamot 15mL #60213841	2	62.00	AUD92.00	Select
Lavender TGA #60218047	1	27.00	AUD31.00	Select

Prices displayed as GST inclusive

Subtotals	
PV	89.00
AUD	123.00
Points Used	0
Remaining Reward Points	0

[cancel this LRP order](#) **Continue Shopping** **Checkout**

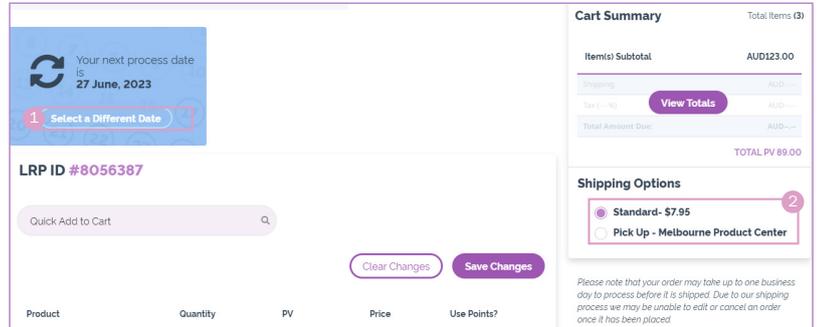
STEP FOUR

EDIT PROCESSING DATE

- 1 Click here to edit your processing date

EDIT PROCESSING DATE

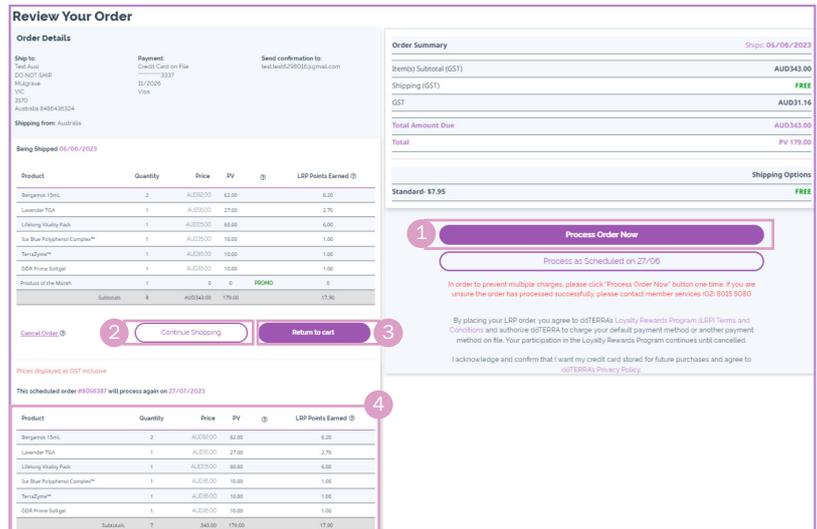
- 2 Select your preferred shipping method. Your order total will update automatically.



STEP FIVE

REVIEW YOUR DETAILS

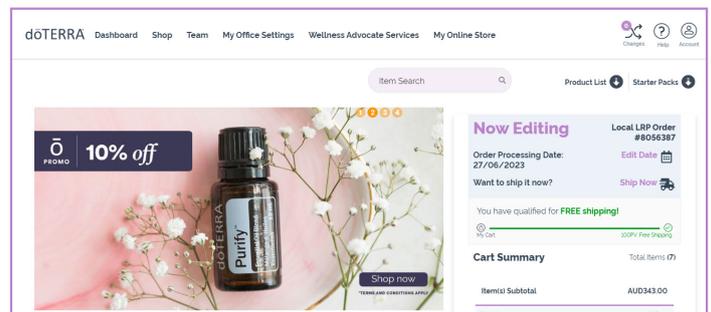
- 1 You can click 'Process Order Now' to have your order processed today.
- 2 If you do not want your order to process today, click 'Continue Shopping' and it will bring you back to the main shopping cart page.
- 3 Click 'Return to Cart' to go back and edit order information.
- 4 Note the summary of next month's scheduled order.



STEP SIX

RETURN TO MAIN PAGE

- 1 If you clicked 'Continue Shopping', it will bring you to the main shopping cart page. Note the summary of the Scheduled LRP Orders in the right of the page. Browsing and adding products to your cart at this time will be adding items to the LRP Order you were previously editing. If you would like to stop editing your LRP template and clear any unsaved changes, click 'Cancel'



IMPORTANT: If you have two Local Loyalty Rewards Template set up e.g. one for Will Call and another for postal to an address – make sure you cancel both if you no longer want a local Loyalty Rewards Template.