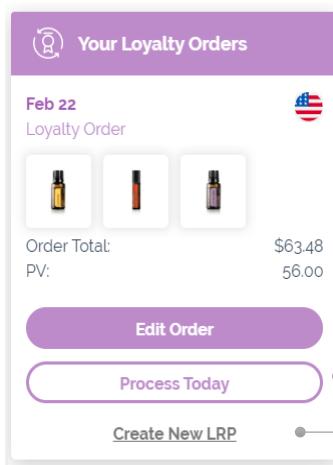


The Loyalty Rewards Program (LRP) is a recurring monthly order. Use this step-by-step guide to edit your Loyalty Order

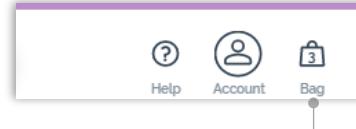


“Edit Order” opens your Shopping Bag. Here you can view or edit your Loyalty Order.

“Process Today” processes the order immediately instead of on the Process Date.

“Create New LRP” creates an additional recurring order that will process each month.

If you Shopping Bag is already opened, click the bag icon in the top right corner



## Edit your Loyalty Order

- Click the calendar icon to change the processing date
- Use the search bar to quickly add new items
- Use the drop-down option to redeem points
- Click the “X” to delete items from the order

Feb 22 - Order Summary				
Item Total (3)	\$56.00			
Promo code	<input type="text"/> Apply			
<b>SUBTOTAL</b>	<b>\$56.00</b>			
PV	56.00			
Est. Shipping Pts Earned	4.00			
Est. Loyalty Pts Earned	8.4			
<b>Proceed to Checkout</b>				
<b>Save and Process on Feb 22</b>				

## Shipping Information

- Use the Address dropdown to add or select a shipping address
- Select a shipping method

## Payment Information

- Use the Method dropdown to add or select a credit card

Account credit or points cannot be a saved payment on the Loyalty Order, if selected you will need to proceed to checkout.

## Review and Process Your Order

- “**Proceed to Checkout**” will process your order today instead of the scheduled processing date.
- “**Save and Process**” will save your order to process on the scheduled processing date.

**Feb 22 - Order Summary**

Item Total (3)	\$56.00
Promo code	<input type="text"/> Apply
<b>SUBTOTAL</b> \$56.00	
PV	56.00
Est. Shipping Pts Earned	4.00
Est. Loyalty Pts Earned	8.4
<b>Proceed to Checkout</b>	
<b>Save and Process on Feb 22</b>	

### Proceed to Checkout

TOTAL	\$63.48
PV	56.00
Est. Shipping Pts Earned	4.00
Est. Loyalty Pts Earned	8.4
<b>Process Now</b>	

- On the next page, select “**Process Now**” to complete the order.

- You will be directed to a confirmation page after the order processes.

Thanks Taylor! Your order has been received.  
You're on your way to a healthier you!

Order Number: #325560885  
Your email confirmation is on its way  
taylor@mail.com

Order Summary

### Save and Process

- Be sure your changes were saved or the items will default to your previous month's order.

### Success! Your order will process on February 22.

We will keep you notified at usability@doterra.com

**Scheduled Order**

Item	Qty	Use Points	Frequency	Total PV	Total Price
Lemon 15 mL #30120001	1	0	Monthly	\$11.00	\$11.00
Lavender	1	0	Monthly	\$23.00	\$23.00

**Back to Shop**

### LRP Troubleshooting

- If you are unable to select “Save and Process,” remove any one-time items or points from the order OR select “Proceed to Checkout.”

**Subtotal** \$46.00

dōTERRA On Guard® Touch 10mL #60200142	1	0	Monthly	X	\$22.00	PV: 22.00
Lemon 15 mL #30120001	Qty:1	11 pts	One-Time	X	\$11.00	PV: 11.00
You are not able to select Save and Process for the following reason(s): - You have items that are being paid with points in your order - Your order contains One-Time items. One-time items can only be purchased using the Process Today option.						
<b>Save and Process on Feb 22</b>						

If you have further questions or concerns, see our [Help Center](#) or contact [Member Services](#).