

Helpful tips for your next

Placements Exception Request

The exception application process is a resource available to Wellness Advocates who are in need of placement moves that are outside of the dōTERRA placement policy. We ask that each of our members play their part by limiting requests to only those **extenuating circumstances where exceptions are needed the most**. Exception requests require additional signatures and the approval of the dōTERRA Global Exceptions Committee.

Will my request be approved?

Given that this is an exception request process, there are no guarantees that any request will be approved. However, there are some good rules of thumb to help you determine the likelihood of your exception being granted.



Commonly Approved

Moves with **little volume**

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Mistakes that are being quickly resolved

.....

Simple swaps that result in better support for both teams

.....

Final Enroller changes that give enrollership to the current Sponsor



Commonly Denied

Exceptions moving over **900 0V**

.....

Exceptions that build or solidify **rank or Power of 3**

.....

Moving to a **non-active builder**

.....

Moving a member **out from an active Sponsor**

.....

Swaps for members **not directly above the other**

Placements Exception Request

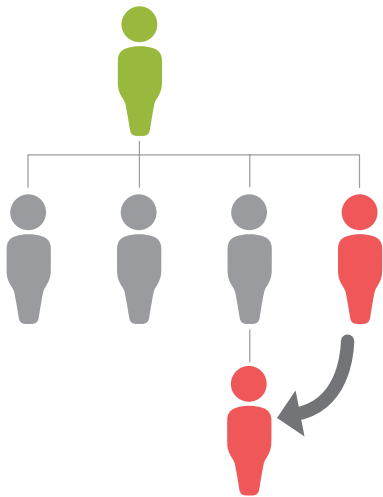
What should I include in my reason for an exception?

To ensure the nature of the request is properly understood, provide:

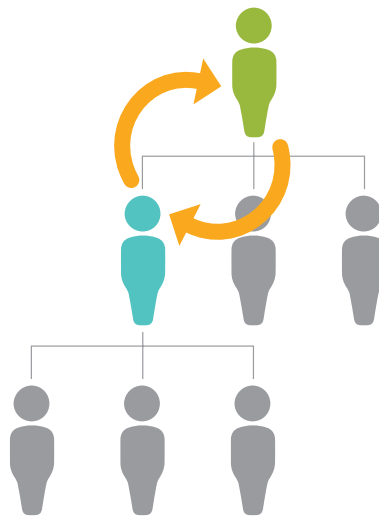
- All information regarding **why the member is moving**
- **Why the new placement will result in the best scenario**
- Any other information that may be pertinent to **your unique situation**

Types of Exception Requests

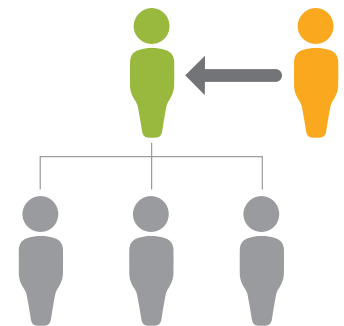
Enroller and Sponsor Changes (Outside of Policy)



Account Swaps (Outside of Policy)



Account Transfers (Outside of Policy)



How to Submit an Exception Request

1. Request a digital exception application form from placements@doterra.com

OR

2. Submit an exception through your Back Office

Step 1: Log into your **Back Office**

Step 2: Click on the **Team** Tab

Step 3: Under the **My Business** Menu, select **Placements**

Step 4: Click on **Exceptions**, select **Submit an Exception Application Here**



**We are here
for you!**

Have additional questions?

Contact us at
placements@doterra.com

For more detailed
information,
click here

