# doterra

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

The **"Create New Loyalty Order"** button creates a new recurring monthly shipment. Use this button if you want more than one order to automatically process each month, or if you are not already on the LRP program and want to create your Loyalty Order for the first time.

The **"Create New One-Time Order**" button allows you to place a single standard order that will NOT count as a Loyalty Order and will not go out automatically again.

### **Editing your Loyalty Reward Order Template**

To edit your existing Loyalty Order, first click on the **"Edit"** box next to your scheduled order. If you do not see the box, your cart may already be activated. To access it, click on the shopping cart icon in the top right hand corner of the screen and click on **"Review Loyalty Order."** 

From here you can:

**Edit the processing date** by clicking on the — calendar icon at the top of the page and selecting an available date.

- · Remove items from your template.
- Redeem points.
- Quick Add new items.
- Donate to the Healing Hands Foundation<sup>™</sup>.



Remaining Rewards Points: **122.70**Donate \$1 to Healing Hands @

**Our Advocates** 

Our Caring

For personal consumption @

Shipping

Items purchased with points will move to the bottom of your order.

Editing and processing your orders online earns you up to 50% more in Shipping Rewards Points!



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### **Shipping and Addresses**

- Select your shipping address and shipping method.
- Manage addresses, add a new address, or change your default address.
- Edit or delete addresses.

default address.		
Address Home Delivery (in business days) Next Day (1 Day)* \$24.99 November Day (2 Days) \$11.99 November Day (2 Days) \$11.99 Standard (2-3 Days) \$6.99 Economy (2-5 Days) \$3.99 Las Angeles, CA 90048 United States doTERRA Product Center  *for orders received before 10 am (MT)	Shipping Addresses         Add New Address         Home         Bob Oltoep 6100 Wilshire Bivd Second Floor Las Angeles, CA 90048         Opfault Address @	
	Friend In WA Virginia Marion	•

Use the "Make Default" address button to change a saved address to the default address for your Loyalty Order.

Please make sure addresses are entered correctly to prevent shipping delays.

### **Payment and Notifications**

- "Manage Payment Methods" to update, add, remove, or change any saved cards.
- "Use Account Credit" to apply credit as payment.
- Change or update your email address.

	Visa9011	Email Address
-•	Manage Payment Methods	
•	Use Account credit(\$9,217.84)	

#401 Bellevue, WA 98004 Make Default

There must always be at least one card on file.

If you use account credit as payment, it cannot be a saved payment on the Loyalty Order, so the order will have to be processed at the time of placement.

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## **EDITING YOUR LOYALTY ORDER**

#### **Review and Process Order**

Once you have the correct shipping and payment information, review your order.

You have two options to complete your order:

"Review and Process Today" OR "Save and Process on (scheduled date)."

**"Review and Process Today"** if you are redeeming points or have onetime items, such as limited time offers or promotional products, on your order. Be sure to click **"Process Now"** on the next page to complete your order. You will see a notification confirming that the order processed.

With this option your order will NOT automatically process again that calendar month. Multiple Loyalty Orders can be placed in a given month using this option.

	Thank you fo	or yo	our or	der.		
You	will receive an email confirm	ation si	nortly at test@	doterra.com		
Order #206219910						Prir
Item		Qty	Use Points	Frequency 🚱	Total PV	Total Price
Phytoestrogen Essential Comple 60 veggie caps #35260001	x	1	0	Monthly	39.50	\$39.50
Citrus Bliss® 15 mL #31020001		1	0	Monthly	15.00	\$15.00
Lemon 15 mL #30120001		2	0	Monthly	20.00	\$20.00
Shipping Address	Payment Method			Order Sur	nmary	
Pick up items at doTERRA Product Center	Visa9011 Exp 12/26			Item Total	Item Total (4)	
549 S 1300 W	00 FERRA					

ltem Total (1)	\$24.50
Promo code	Apply
SUBTOTAL	\$24.50
PV	24.50
Est. Shipping Pts Earned 🔞	7.00
Est. Loyalty Pts Earned 🚱	0
Review and Process To	day
Save and Process on N	ov 2

Nov 02 - Order Summary



Lemon	1 -	0 *	Monthly	\$10.0	0	Poi	nt Redei	mption Fee	\$3.00
#30120001	\$10.00			ev: 10.0	Ē	SUE	BTOTAL		\$14.00
döTERRA On Guard® Natural Whitening Toothpaste 4.2 oz #38910001	PV: 10.00 Qty:2 \$8.50 PV: 5.00	17 pts	One-Time	<del>\$17.0</del> \$0.0 PV: 0.0	ю Ю	PV Rev Est. Est.	vard Poi Shippir Loyalty Revie	nts Used og Pts Earned Pts Earned © w and Proces	10.00 17.00 7.00 0 5 Today
iick Add by Item # or Name For personal consumption	2 0		R Donate \$1 to	emaining Point Healing	Rewards s: <b>122.70</b> Hands 😡		Save a	nd Process o ontinue Shop	n Nov 15
								Cancel Chang	es
ipping									- 1
Scheduled Order	; rour	We will kee	vviii P ep you notifie	d at test@	33 UI doterra.co	om	vel		∠.,
Rhytoestrogen Essential	Complex			QUY U	se Points	Freque	ency 🥑	TOTAL PV	Total Price
60 veggie caps #35260001	complex			1	0	Mor	nthly	39.50	\$39.50
Citrus Bliss® 15 mL #31020001				1	0	Mor	nthly	15.00	\$15.00
Lemon				2	0	Mor	nthly	20.00	430.00
15 IIIL #30120001									\$20.00
Shipping Address		Payme	nt Method			Or	der Sun	nmary	\$20.00
Shipping Address Pick up items at doTERF Product Center 549 S 1300 W	tA	Paymer Visa . Exp 1 doTFI	nt Method 9011 2/26 RRA			Or	der Sun m Total (	nmary 4)	\$74.50

Pleasant Grove. UT 84062-3761

With **"Save and Process on (scheduled date),"** your changes will be saved, and the order will process on your selected processing date. If the **"Save and Process"** box is **gray**, you will need to remove any one-time items to save the template.

Be sure your changes were saved successfully or the order will default to items and information from your previous order. The confirmation screen shows you what's been saved.

Now that your template is saved or processed, all you need to do is wait for your product to arrive!

To learn how to check the status of your order check out this <u>quick guide</u>.