

# HOW TO EDIT YOUR LRP ORDERS

STEP 1. Click on the LRP template as shown circled below.



Click on the Loyalty Rewards Program template you would like to edit.

## STEP 2. View your cart and edit any details.

**EDIT THE DETAILS OF YOUR LRP ORDER**

You can change all details on this page. Simply click the 'edit' button next to the details you want to change.

Click 'edit' to change your Shipping Address, Billing Address, Payment Information, and Processing Date.

Edit your email address.

The screenshot shows the 'My Cart' page for a Monthly LRP Order. At the top, there are sections for 'Ship to', 'Bill to', 'Payment', and 'Monthly LRP Order Processing Date' (02/10/2015), each with an 'edit' button. Below these is a table of items in the cart, including products like 'AromaTouch - Massage Blend 15ml' and 'Balance - Grounding Blend 15ml'. At the bottom right, there is an 'ORDER SUMMARY' showing a subtotal of \$241.00 and shipping of \$13.95, totaling \$254.95. Below the summary are shipping options for New Zealand, with 'USPS Priority International' selected. At the bottom of the cart are buttons for 'CONTINUE SHOPPING', 'CLEAR CHANGES', 'SAVE CHANGES', and 'CONTINUE >>'. Callout boxes with arrows point to various 'edit' buttons and the 'VIEW TOTALS' and 'SAVE CHANGES' buttons.

Always make sure to click 'VIEW TOTALS' and then 'SAVE CHANGES' after editing your LRP template.

Select your preferred Shipping Method. Your order total will update automatically.

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.

You can also change item quantities and remove items from your LRP Order.

### STEP 3. Change the date of shipping if required.

#### EDIT LRP PROCESSING DATE

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

Ship to: NZ Test, KWI St, Sheepy Sheep, NZLL, 156131812

Bill to: NZ, KWI, Sheepy Sheep, NZLL, 156131812

LRP ID #1043577

Product: AromaTouch - Massage Blend 15ml, Balance - Grounding Blend 15ml, Breathe Blend w/Cardamom, Citrus Bliss - Invigorating Blend 15ml, ClaryCalm EO Blend 10ml, Deep Blue - Soothing Blend 5ml, Deep Blue Roll On 10ml

**Select your Autoship order shipping date.**  
**Choose your date wisely!**  
LRP orders that process on or before the 15th of the month and have at least 125 PV qualify you to receive product of the month!

February

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

To complete your LRP order setup, just add products to your cart, enter your shipping and billing info and checkout.

**Key**  
1 - 15 = Any of these dates help you qualify for our FREE Product of the Month if you have a 125 PV order.  
16 - 28 = Other available processing dates.  
A light gray date is a past date or an unavailable date (due to reaching a maximum orders per day limit).

SAVE CHANGES >>>

ORDER SUMMARY

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

SHIPPING OPTIONS New Zealand   
USPS Priority International

You can change the date of when your LRP Order will ship.

Select a processing date on or before 15<sup>th</sup> of the month to ensure you receive the FREE product of the month with every 125 PV order. Click 'SAVE CHANGES' once you have selected the date you want.

**STEP 4. Review cart and either PROCESS NOW or PROCESS AS SCHEDULED on the date you chose.**

**REVIEW YOUR LRP ORDER DETAILS**

You may click 'PROCESS ORDER NOW' to have your order processed today.

**Review Your Order**

<p><b>Ship to:</b> NZ Test Kwai St Sheepy Sheep NZLL 156131812</p>	<p><b>Bill to:</b> NZ Test Kwai St Sheepy Sheep NZLL 156131812</p>	<p><b>Payment:</b> Credit Card on File *****9011 2/2999 Visa Email testaccounts@doterra.com</p>
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**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	
	<b>7</b>		<b>241.00</b>		

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

This scheduled order (#1051796) will process again on 02/10/2015

Product	Quantity	Price			
AromaTouch - Massage Blend 15ml		\$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	
	<b>7</b>		<b>241.00</b>		

**ORDER SUMMARY (Ships: 02/02/2015)**

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

**SHIPPING OPTIONS**

New Zealand	\$13.95
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[PROCESS ORDER NOW](#)

[PROCESS AS SCHEDULED ON 02/10](#)

To prevent duplicate orders, please click once

Click 'RETURN TO CART' to go back and edit order information.

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.

If you are happy with all the details including the date the LRP Order will process click 'PROCESS AS SCHEDULED ON <date>' and this means you have successfully created your LRP Order. You will be taken back to the Shopping Home Page where you can edit all these details again if need be.