

## Marche à suivre pour passer votre commande LRP

Étape 1 : Entrer dans votre bureau virtuel en allant sur le site [www.mydoterra.com](http://www.mydoterra.com) avec votre # ID et votre mot de passe.

Étape 2 : Lorsque vous serez dans votre bureau virtuel. Cliquer sur votre # de commande dans l'encadré à droite (voir l'image 1). Sélectionnez l'un ou l'autre, si votre LRP est aux Canada ou aux États-Unis.

The screenshot shows the mydōTERRA office website interface. The top navigation bar includes links for Home, Wellness Advocate Services, My Online Store, My Office Settings, and Log Out. Below this is a secondary menu with buttons for DASHBOARD, SHOP, TEAM, BUSINESS GROUPS, MESSAGE CENTER, and My WEB SITE. The main content area is divided into several sections:

- Left Section:** dōTERRA Canada WELLNESS SUMMITS with a list of events by city and date.
- Middle Section:** dōTERRA UNIVERSITY and a button to VISIT THE NEW dōTERRA.com.
- Right Section:** A table of SCHEDULED LRP ORDERS. The table has columns for 'Edit', 'Vol', 'Ship', and 'Amt'. Two rows are circled in red, corresponding to order numbers #2877343 and #2373178.

| Order #  | Vol   | Ship    | Amt        | Action   |
|----------|-------|---------|------------|----------|
| #2877343 | 0.70  | 5/26/17 | CAD207.53  | SHIP NOW |
| #2373178 | 10.92 | 5/22/17 | USC0221.41 | SHIP NOW |

Below the table are buttons for 'CREATE A NEW LRP TEMPLATE', 'PLACE STANDARD ONE-TIME ORDER', and 'YOUR ORDERS - VIEW OR TRACK'.

(image1)

Étape 3 : Cliquez ensuite sur le bouton « continue shopping/continuer les achats », vous retournerez à la page initiale. Vous pourrez ensuite entrer les articles voulus dans votre commande. (image 2)

My Cart Monthly LRP Order Processing Date 05/22/2017

Ship to: edit Payment: edit Send confirmation to: edit cancel this LRP order

Shipping from: U.S.

LRP ID #2373178 Quick Add to Cart

| Product   | Quantity                 | PV    | Frequency | Price      | Use Points? | Remove Item |
|---|--------------------------|-------|-----------|------------|-------------|-------------|
| Lifelong Vitality Pack (NEW 2016) #21480001     | <a href="#">EDIT KIT</a> | 64.00 | MONTHLY   | USCD 84.50 | N/A         | X           |
| US Single Intro to Essential Oils Kit #60200330 | 1                        | 15.50 | MONTHLY   | USCD 21.20 | Select      | X           |
| Petal Diffuser #33150001                        | 2                        | 38.70 | MONTHLY   | USCD 90.00 | N/A         | X           |
| Fractionated Coconut Oil 3.8oz. #31640001       | 1                        | 12.72 | MONTHLY   | USCD 12.72 | Select      | X           |

130.92 PV Subtotal USCD 208.42 0 Points Used

MY REMAINING REWARDS POINTS = 95.17

APPLY AR BALANCE USCD 1.93 available

<<CONTINUE SHOPPING CLEAR CHANGES SAVE CHANGES CONTINUE >>

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Étape 4 : Lorsque vous aurez entré les articles voulus, cliquez sur le bouton « review cart /voir le panier» à droite de votre écran. (image 3)

PRODUCT LIST ENROLLMENT KIT LIST

Now Editing NFR LRP Order #2373178 Order Processing Date: 05/22/2017

Want to ship it now? SHIP NOW

Canada Products U.S. Products

CART SUMMARY

Total Items: 5

VIEW TOTALS

SHIPPING OPTIONS

PO Box Shipping UPS Canada Express UPS TradeDirect Canada

CANCEL REVIEW CART

Please note that your order may take up to one business day to process before it is shipped. Due to our shipping process we may be unable to edit or cancel an order once it has been placed.

OUR MISSION

(image 3)

Étape 5 : Vérifiez que votre panier est à votre goût et que tous les articles que vous voulez y sont inscrit. Si vous voulez enlever un article, cliquez simplement sur le X de couleur rouge relié à votre item. N'oubliez pas de cliquer sur « save changes/sauvegarder les modifications ». (image 4) En cliquant sur ce bouton vous retourner à la page initiale (voir image 1).

My Cart Monthly LRP Order Processing Date 05/22/2017

Ship to: edit Payment: edit Send confirmation to: edit cancel this LRP order

Shipping from: U.S.

LRP ID #2373178 Quick Add to Cart

| Product   | Quantity                                | PV    | Frequency | Price      | Use Points? | Remove Item |
|---|---|-------|-----------|------------|-------------|-------------|
| Lifelong Vitality Pack (NEW 2016) #21480001     | <input type="button" value="EDIT KIT"/> | 64.00 | MONTHLY   | USCD 84.50 | N/A         | X           |
| US Single Intro to Essential Oils Kit #60200330 | 1                                       | 15.50 | MONTHLY   | USCD 21.20 | Select      | X           |
| Petal Diffuser #33150001                        | 2                                       | 38.70 | MONTHLY   | USCD 90.00 | N/A         | X           |
| Fractionated Coconut Oil 3.8oz. #31640001       | 1                                       | 12.72 | MONTHLY   | USCD 12.72 | Select      | X           |

130.92 PV Subtotal USCD 208.42 0 Points Used

MY REMAINING REWARDS POINTS = 95.17

APPLY AR BALANCE USCD 1.93 available

PRODUCT LIST ENROLLMENT KIT LIST

Now Editing NFR LRP Order #2373178

Order Processing Date: 05/22/2017

Want to ship it now?

Canada Products U.S. Products

CART SUMMARY

Total Items: 5

Items(s) Subtotal USCD ---  
Shipping USCD ---  
VIEW TOTALS USCD ---  
Total Amount Due: USCD ---

SHIPPING OPTIONS

PO Box Shipping  
 UPS Canada Express  
 UPS TradeDirect Canada

Please note that your order may take up to one business day to process before it is shipped. Due to our shipping process we may be unable to edit or cancel an order once it has been placed.

(image 4)

Répétez ensuite l'étape 2 pour retourner à votre commande. Appuyez sur le bouton « continue/continuer » qui se situe en bas du bouton « safe changes/sauvegarder les modifications » (voir l'image 4). Vérifiez encore une fois si votre commande est comme vous le désirez et appuyez sur le bouton « process order now/lancer la commande maintenant » si vous voulez envoyer votre commande le jour même ou sur « process as schedule on.../lancer la commande le » (image 5) si vous voulez envoyer votre commande au jour prévu.

**Review Your Order**

Ship to: Bill to: Payment:

Being Shipped 05/02/2017

| Product                               | Quantity | Price      | PV     | Frequency | LRP Points Earned |
|---------------------------------------|----------|------------|--------|-----------|-------------------|
| Lifelong Vitality Pack (NEW 2016)     | 1        | USCD 84.50 | 64.00  | MONTHLY   | 12.80             |
| US Single Intro to Essential Oils Kit | 1        | USCD 21.20 | 15.50  | MONTHLY   | 3.10              |
| Petal Diffuser                        | 2        | USCD 90.00 | 38.70  | MONTHLY   | 7.74              |
| Fractionated Coconut Oil 3.8oz.       | 1        | USCD 12.72 | 12.72  | MONTHLY   | 2.54              |
|                                       | 5        | 208.42     | 130.92 |           | 26.18             |

<<CONTINUE SHOPPING ?

<< RETURN TO CART ?

**ORDER SUMMARY** (Ships: 05/02/2017)

|                                  |                        |
|----------------------------------|------------------------|
| Item(s) Subtotal                 | USCD 208.42            |
| Shipping                         | USCD 12.99             |
| Estimated Shipping Reward Points | +13.00                 |
| Tax                              | USCD 0.00              |
| <b>Total Amount Due</b>          | <b>USCD 221.41</b>     |
|                                  | <b>TOTAL PV 130.92</b> |

**SHIPPING OPTIONS**

|                        |            |
|------------------------|------------|
| UPS TradeDirect Canada | USCD 12.99 |
|------------------------|------------|

? [PROCESS ORDER NOW](#)

? [PROCESS AS SCHEDULED ON 05/22](#)

To prevent duplicate orders, please click once

(image 5)

Voilà votre commande est passée!! Le procédé se répète d'un mois à l'autre. Si vous avez des questions, n'hésitez pas à demander à votre conseillère doTERRA.