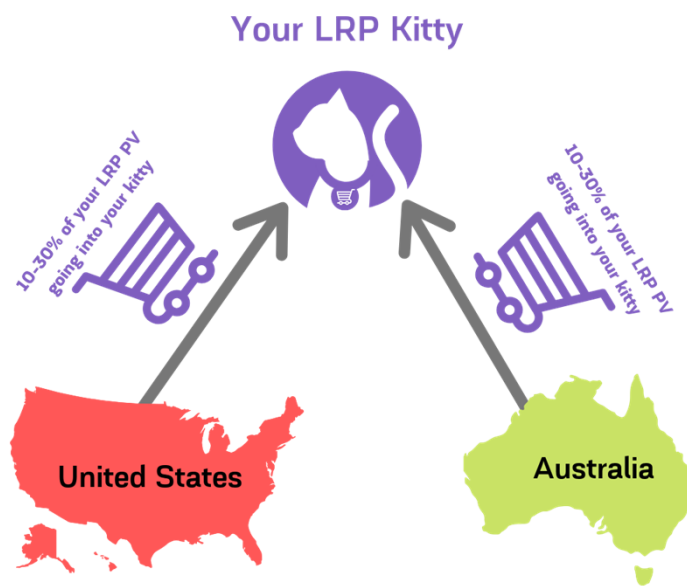


# Placing a Local LRP Order



1

Your Loyalty Rewards Orders from BOTH US and AU Markets feed the Same LRP Kitty



2

## What Else You Should Know...

- You can do an AU and US LRP in the same month. Or, you can do one from US this month and then swap back to AU market next month
- **YOU can only get a POM once a month.** So, if you really want the USA POM, you must do your LRP order from the USA market (not in the AU market, otherwise you will get the AU POM)
- To access the POM from either market, **you must place an LRP of 125PV+ before the 15<sup>th</sup> of the month**
- **Postage is \$7.95 within Australia (you get 8 shipping credits added back into your LRP kitty)**
- **For US orders, postage is \$13.95US (you get 14 shipping credits added back into your LRP kitty)**

3

## Member Services – For Your Support!



**Any difficulties with ordering,  
ring Member Services on  
(02) 8015 5080**

**OPENING HOURS (AUSTRALIAN EASTERN)**

**Monday:** 12pm – 6pm

**Tuesday – Friday:** 6am – 6pm

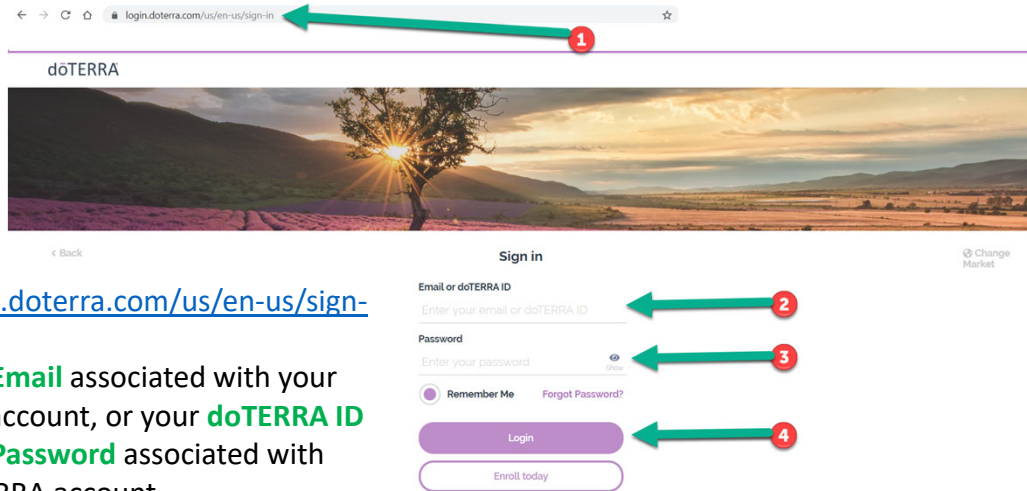
**Saturday:** 6am – 2pm

**Sunday:** closed

**Public Holidays:** closed

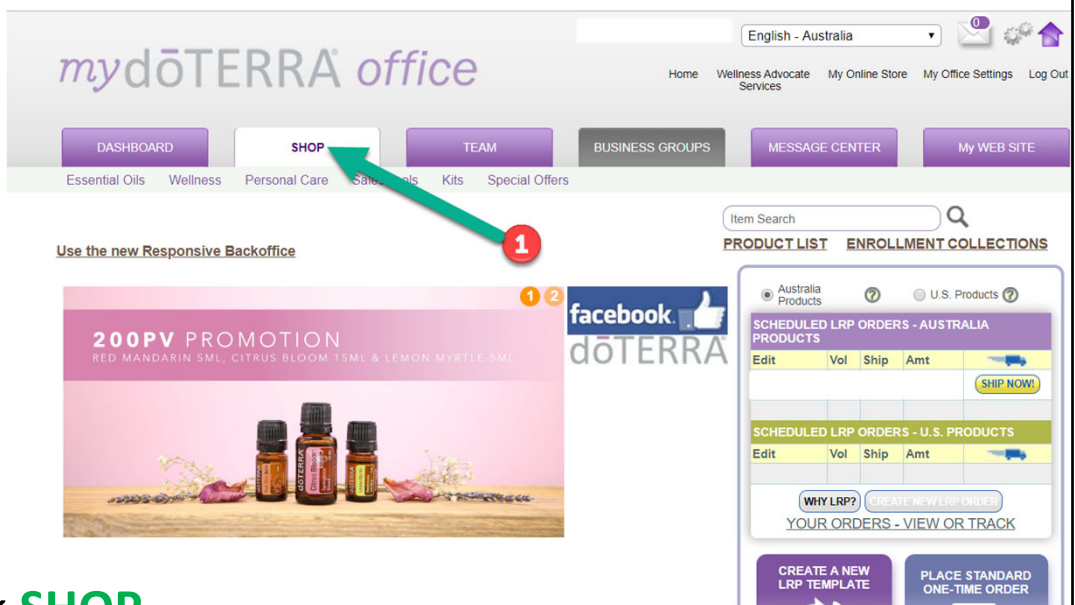
4

# Log into your Back Office



1. [www.login.doterra.com/us/en-us/sign-in](http://www.login.doterra.com/us/en-us/sign-in)
2. Enter the **Email** associated with your doTERRA account, or your **doTERRA ID**
3. Enter the **Password** associated with your doTERRA account
4. Click **Login**

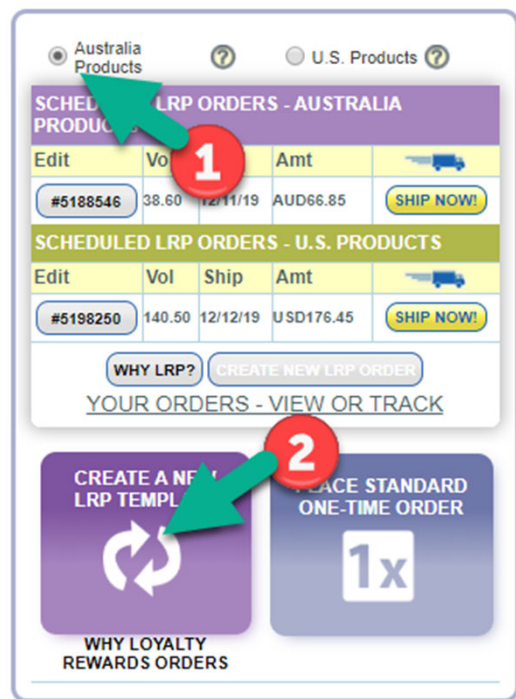
5



1. Click **SHOP**

6

1. Select **Australia Products**
2. Select **CREATE A NEW LRP TEMPLATE**



7

1. Select the **date** you would like your order to be shipped

REMINDER: to qualify for the free Product of the Month oil, you must ship an LRP of 125PV<sup>+</sup> before the 15<sup>th</sup> of the month

2. Click **Next, add products to your cart>>**

Your LRP is set to be shipped out of Australia ✕  
 Note: If you would like to change this, please make the change on the main shop page.

Select your order shipping date.

November

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

December

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).

**Next, add products to your cart >>**

8

You are **Now Creating**  
**A New Local LRP**  
**Template** and it's time  
to add items to your  
cart.

↻ **Now Creating**  
 A New Local LRP Template  
 Order Processing Date: 12/09/2019 📅  
[edit](#)  
 Want to ship it now? SHIP NOW [edit](#)

---

**CART SUMMARY**

Total Items: 0

Item(s)	Subtotal	AUD0.00
Shipping	AUD---	AUD---
<span style="background-color: yellow; border: 1px solid black; padding: 2px;">VIEW TOTALS</span> (---%)		
Total Amount Due:		AUD---
<b>TOTAL PV 0.00</b>		

**SHIPPING OPTIONS** ?

- Air Express- \$17.95
- Road Express- \$9.95
- Standard- \$7.95
- Australia Will Call

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.*

9

1. An easy way to add items to cart is by the quick add to cart section - **Item Search**

PRODUCT LIST
ENROLLMENT COLLECTIONS

↻ **Now Creating**  
 A New Local LRP Template  
 Order Processing Date: 12/09/2019 📅  
[edit](#)  
 Want to ship it now? SHIP NOW [edit](#)

---

**CART SUMMARY**

Total Items: 0

Item(s)	Subtotal	AUD0.00
Shipping	AUD---	AUD---
<span style="background-color: yellow; border: 1px solid black; padding: 2px;">VIEW TOTALS</span> (---%)		
Total Amount Due:		AUD---
<b>TOTAL PV 0.00</b>		

**SHIPPING OPTIONS** ?

- Air Express- \$17.95
- Road Express- \$9.95
- Standard- \$7.95
- Australia Will Call

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.*

2. e.g. Type in Lavender and all the Lavender products will come up – **click to select item**

PRODUCT LIST
ENROLLMENT COLLECTIONS

↻ **Now Creating**  
 A New Local LRP Template  
 Order Processing Date: 12/09/2019 📅  
[edit](#)  
 Want to ship it now? SHIP NOW [edit](#)

---

**CART SUMMARY**

Total Items: 0

Item(s)	Subtotal	AUD0.00
Shipping	AUD---	AUD---
<span style="background-color: yellow; border: 1px solid black; padding: 2px;">VIEW TOTALS</span> (---%)		
Total Amount Due:		AUD---
<b>TOTAL PV 0.00</b>		

**SHIPPING OPTIONS** ?

- Air Express- \$17.95
- Road Express- \$9.95
- Standard- \$7.95
- Australia Will Call

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.*

3. The item you select will come up, click **ADD TO CART**

PRODUCT LIST
ENROLLMENT COLLECTIONS

↻ **Now Creating**  
 A New Local LRP Template  
 Order Processing Date: 12/09/2019 📅  
[edit](#)  
 Want to ship it now? SHIP NOW [edit](#)

---

**Single Oils**

↻ **Now Creating**  
 A New Local LRP Template  
 Order Processing Date: 12/09/2019 📅  
[edit](#)  
 Want to ship it now? SHIP NOW [edit](#)

---

**CART SUMMARY**

Total Items: 0

Item(s)	Subtotal	AUD0.00
Shipping	AUD---	AUD---
<span style="background-color: yellow; border: 1px solid black; padding: 2px;">VIEW TOTALS</span> (---%)		
Total Amount Due:		AUD---
<b>TOTAL PV 0.00</b>		

**SHIPPING OPTIONS** ?

- Air Express- \$17.95
- Road Express- \$9.95
- Standard- \$7.95
- Australia Will Call

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.*

**Lavender**

Our most popular oil, lavender has been cherished for its unmistakable aroma for thousands of years.

#30110004	Your Price	Retail	PV
	AUD28.00	AUD37.33	25.50

enlarge

ADD TO CART

10

5

**Now Creating**  
 A New Local LRP Template  
 Order Processing Date: 12/09/2019 [edit](#)  
 Want to ship it now? [SHIP NOW!](#) [edit](#)

**CART SUMMARY**

---

**Total Items: 1**

Item(s) Subtotal	AUD28.00
Shipping	AUD--.--
(---.-%)	AUD--.--
<a href="#" style="background-color: yellow; border: 1px solid black; padding: 2px;">VIEW TOTALS</a>	
Total Amount Due:	AUD--.--

TOTAL PV 25.50

**SHIPPING OPTIONS** ?

- Air Express- \$17.95
- Road Express- \$9.95
- Standard- \$7.95
- Australia Will Call

Once you click ADD TO CART, the item will show up in the cart

*In our example here, you can see the value of Lavender has been added to the cart.*

11

**Now Creating**  
 A New Local LRP Template  
 Order Processing Date: 12/09/2019 [edit](#)  
 Want to ship it now? [SHIP NOW!](#) [edit](#)

**CART SUMMARY**

---

**Total Items: 1**

Item(s) Subtotal	AUD28.00
Shipping	AUD--.--
(---.-%)	AUD--.--
<a href="#" style="background-color: yellow; border: 1px solid black; padding: 2px;">VIEW TOTALS</a>	
Total Amount Due:	AUD--.--

TOTAL PV 25.50

**SHIPPING OPTIONS** ?

- Air Express- \$17.95
- Road Express- \$9.95
- Standard- \$7.95
- Australia Will Call

[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.

Once you've added an item to the cart, click **REVIEW CART**

12

You now have the option to keep on adding items you know you want by choosing **Quick Add to Cart**, or by browsing the **<<CONTINUE SHOPPING** button

(and then click ADD TO CART, click REVIEW CART, click ADD TO CART, click REVIEW etc.)

**My Cart** Monthly LRP Order Processing Date 12/09/2019 edit

Ship to: edit Payment: edit Send confirmation to: edit

Shipping from: Australia

**ORDER** Quick Add to Cart

Product	Quantity	PV	Frequency	Price	Use Points?	Remove Item
Lavender Essential Oil 15mL #30110004	1	25.50	MONTHLY	AUD28.00	Selec	X

25.50 PV Subtotal AUD28.00 0 Points Used

MY REMAINING REWARDS POINTS = 301.85

<<CONTINUE SHOPPING CLEAR CHANGES SAVE CHANGES CONTINUE >>

13

(order items changed)

Here once you have reached your desired point (PV) amount in **green** to qualify for the free items, they will show. The POM shows right at the end once you've gone through payment processing part.

If you elect to **APPLY AR BALANCE** you will get an additional message (next slide)

**AR balance** = Accounts Receivable and is the money doTERRA OWES YOU!!

**My Cart** Monthly LRP Order Processing Date 12/09/2019 edit

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

Shipping from: Australia

**LRP ID #5243155** Quick Add to Cart

Product	Quantity	PV	Frequency	Price	Use Points?	Remove Item
Lavender Essential Oil 15mL #30110004	1	25.50	MONTHLY	AUD28.00	Selec	X
Lifelong Vitality Pack #60201778	1	60.00	MONTHLY	AUD115.00	N/A	X
Balance Essential Oil Blend #31010004	1	24.50	MONTHLY	AUD27.00	Selec	X
Lemon Essential Oil 15mL #30110004	1	12.50	MONTHLY	AUD13.50	Selec	X

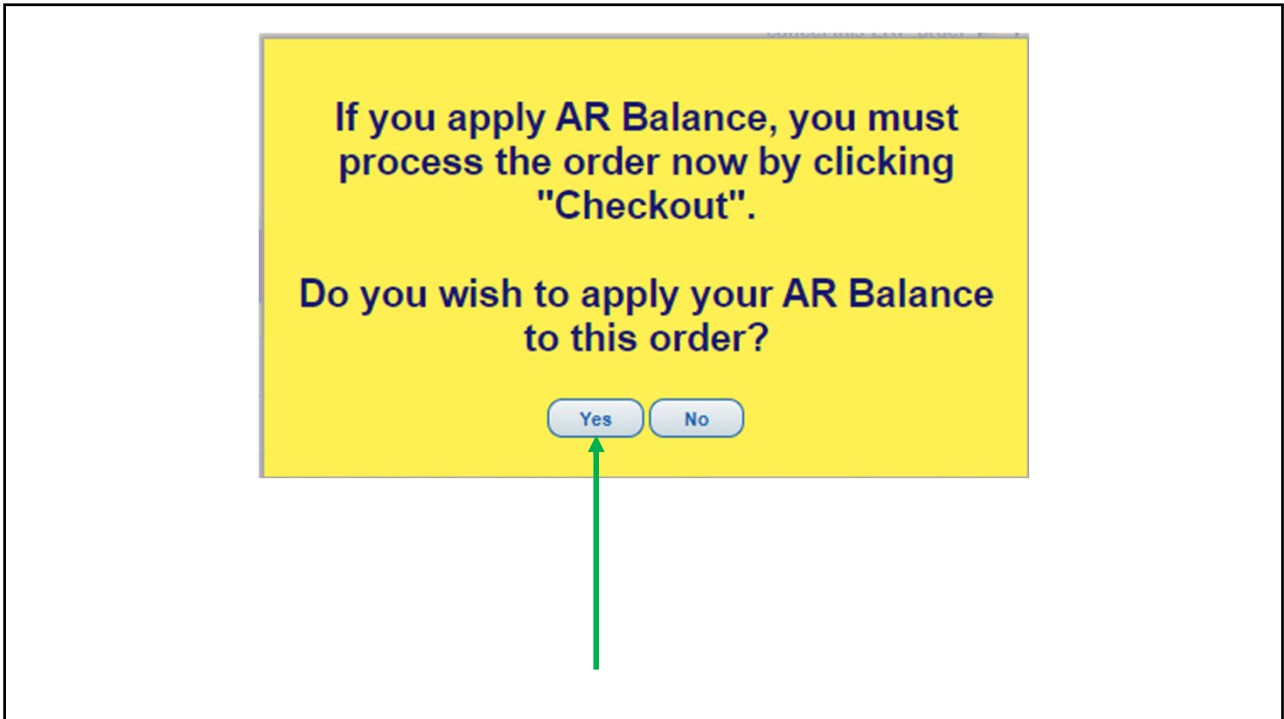
122.50 PV Subtotal AUD183.50 0 Points Used

MY REMAINING REWARDS POINTS = 301.85

**APPLY AR BALANCE AUD15.67 available**

<<CONTINUE SHOPPING CLEAR CHANGES CONTINUE >>

14



15

**Review Your Order**

If all good to go, click **PROCESS ORDER NOW** (only click ONCE!)

Review Your Order

Ship to:  Bill to:  Payment:

---

Being Shipped 11/26/2019

Product	Quantity	Price	PV	Frequency	LRP Points Earned
Lavender Essential Oil 15mL	1	AUD28.00	25.50	MONTHLY	7.65
Lifelong Vitality Pack	1	AUD115.00	60.00	MONTHLY	18.00
Balance Essential Oil Blend	1	AUD27.00	24.50	MONTHLY	7.35
Lemon Essential Oil 15mL	1	AUD13.50	12.50	MONTHLY	3.75
<b>TOTAL</b>	<b>4</b>	<b>183.50</b>	<b>122.50</b>		<b>36.75</b>

This scheduled order (#5243155) will process again on 12/09/2019

Product	Quantity	Price	PV	Frequency	LRP Points Earned
Lavender Essential Oil 15mL	1	AUD28.00	25.50	MONTHLY	7.65
Lifelong Vitality Pack	1	AUD115.00	60.00	MONTHLY	18.00
Balance Essential Oil Blend	1	AUD27.00	24.50	MONTHLY	7.35
Lemon Essential Oil 15mL	1	AUD13.50	12.50	MONTHLY	3.75
<b>TOTAL</b>	<b>4</b>	<b>183.50</b>	<b>122.50</b>		<b>36.75</b>

**ORDER SUMMARY** (Ships: 11/26/2019)

Item(s) Subtotal (GST)	AUD183.50
Shipping (GST)	AUD7.95
Estimated Shipping Reward Points	+8.00
GST	AUD17.38
AR Balance Credit	-AUD15.67
<b>Total Amount Due</b>	<b>AUD175.78</b>
<b>TOTAL PV</b>	<b>122.50</b>

**SHIPPING OPTIONS**

Standard-	\$7.95	AUD7.95
-----------	--------	---------

In order to prevent multiple charges, please click "Process Order Now" button one time. If you are unsure the order has processed successfully, please contact member services (02) 8015 5080


By placing your LRP order, you agree to dōTERRA's Loyalty Rewards Program (LRP) Terms and Conditions and authorize dōTERRA to charge your default payment method or another payment method on file. Your participation in the Loyalty Rewards Program continues until cancelled.

I acknowledge and confirm that I want my credit card stored for future purchases and agree to dōTERRA's Privacy Policy.

16

Confirmation “Thank you” on screen, which you can print, or print from the email confirmation you will receive.

Thank you for placing your order!

 [Printer Friendly Version](#)

Your Autoship Number is

Order Date:

Wellness Advocate ID:

Bill To: Ship To:

Email:

Item Code	Qty Ship	Qty Order	Item Description	Item Volume	Total Volume	Item Price	Total Price

17

The local order you have just placed will **roll over** and show up as a scheduled order for NEXT month – so **remember to amend it before it ships.**

18

If you want to cancel the AU LRP order (if you have a US LRP already in place to ship next month), click on the order and then click **cancel this LRP order**.

My Cart Monthly LRP Order Processing Date

Ship to: edit Payment: edit Send confirmation to: edit 10/09/2019 edit

Shipping from: Australia

cancel this LRP order

LRP ID # [redacted] Quick Add to Cart

Product	Quantity	PV	Frequency	Price	Use Points?	Remove Item
On Guard Foaming Hand Wash Single (AUS) #38010004	3	70.50	MONTHLY	AUD78.00	Selec	X
On Guard Foaming Hand Wash Dispenser #38030000	1	0.00	MONTHLY	AUD3.50	N/A	X

70.50 PV Subtotal AUD81.50 0 Points Used

MY REMAINING REWARDS POINTS =

<<CONTINUE SHOPPING CLEAR CHANGES SAVE CHANGES CONTINUE >>

My Cart Monthly LRP Order Processing Date

Ship to: edit Payment: edit Send confirmation to: edit 10/09/2019 edit

Shipping from: Australia

cancel this LRP order

Are you sure you wish to cancel this LRP order?

CANCEL YES, DELETE ORDER

LRP ID # [redacted] Quick Add to Cart

Product	Quantity	PV	Frequency	Price	Use Points?	Remove Item
On Guard Foaming Hand Wash Single (AUS) #38010004	3	70.50	MONTHLY	AUD78.00	Selec	X
On Guard Foaming Hand Wash Dispenser #38030000	1	0.00	MONTHLY	AUD3.50	N/A	X

70.50 PV Subtotal AUD81.50 0 Points Used

MY REMAINING REWARDS POINTS =

<<CONTINUE SHOPPING CLEAR CHANGES SAVE CHANGES CONTINUE >>

**ALWAYS** have a 100PV LRP set up if you have a downline and are earning commission.