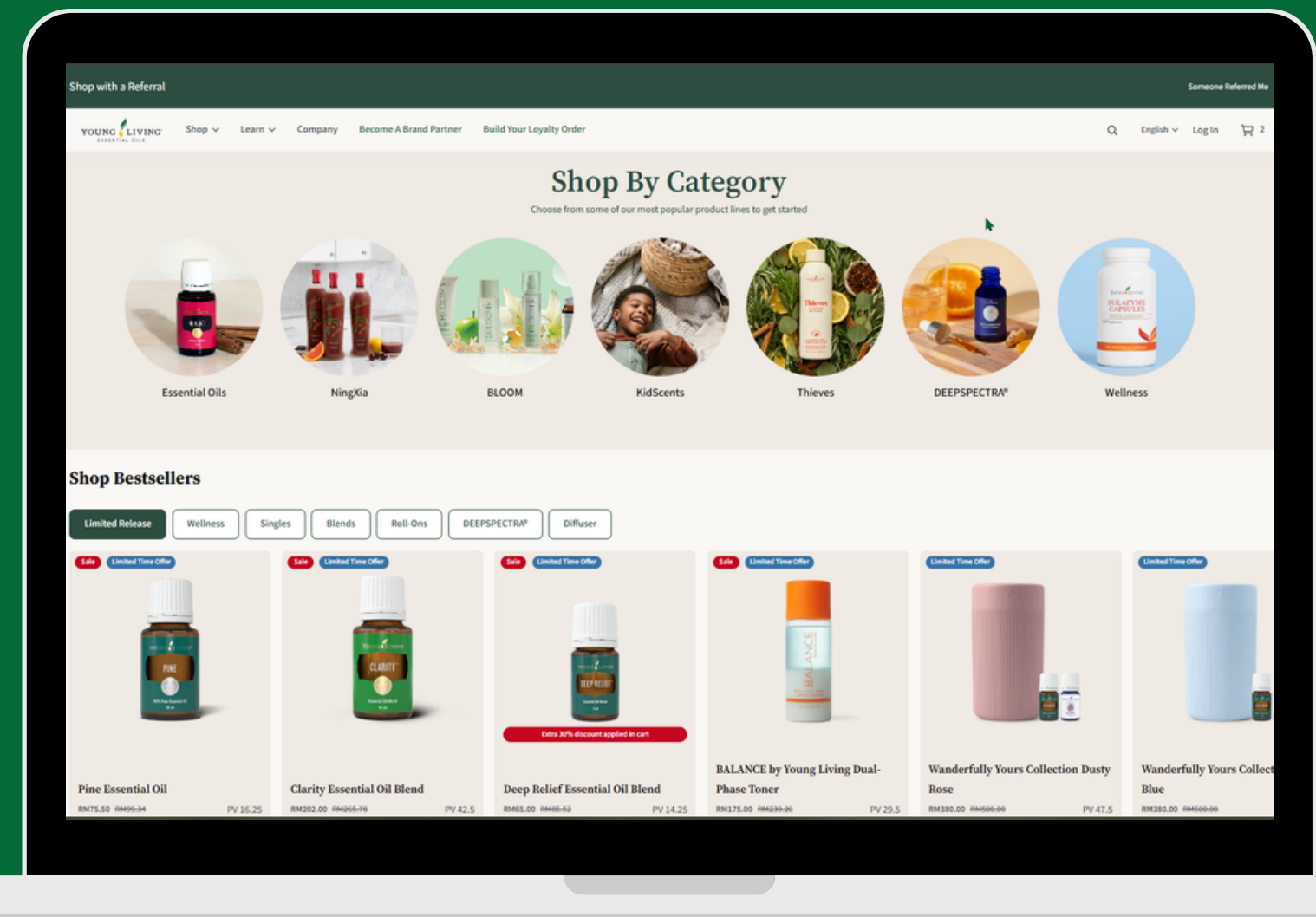




The New Shopping Platform User Guide



Contents

1 Getting Started

- Login to Young Living account
- Becoming a Young Living member
 - Attribution link
 - Sponsor & Enroller ID
 - Placement Program
- Reactivate Young Living account

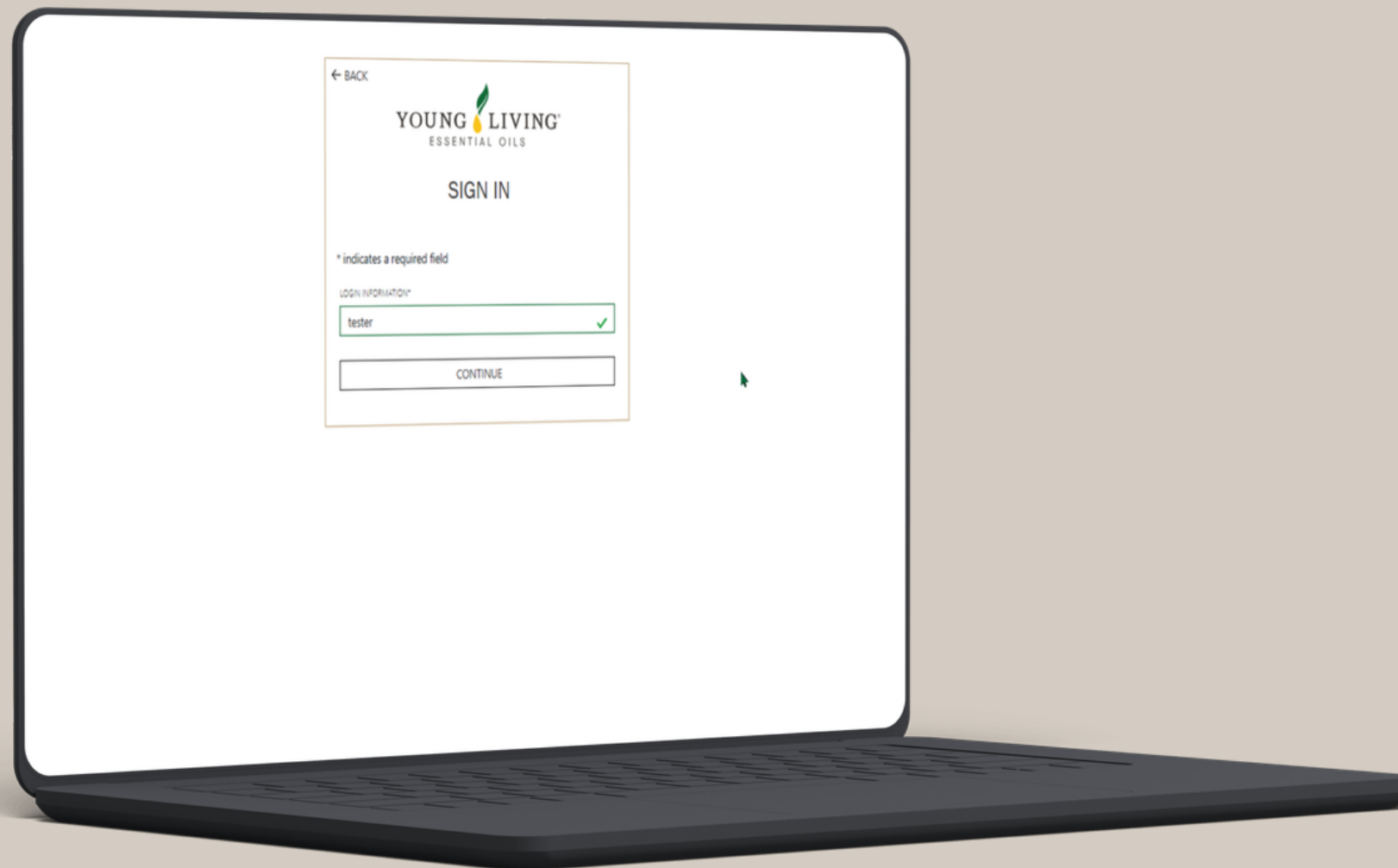
2 Account Information

- Profile Details
- Loyalty Points Overview
- Order History
- Virtual Office



Placing Order

- How to place Standard Order
- How to place Loyalty Order
- How to update monthly Loyalty Order
- How to setup PV Assist
- How to place Redemption Order



1

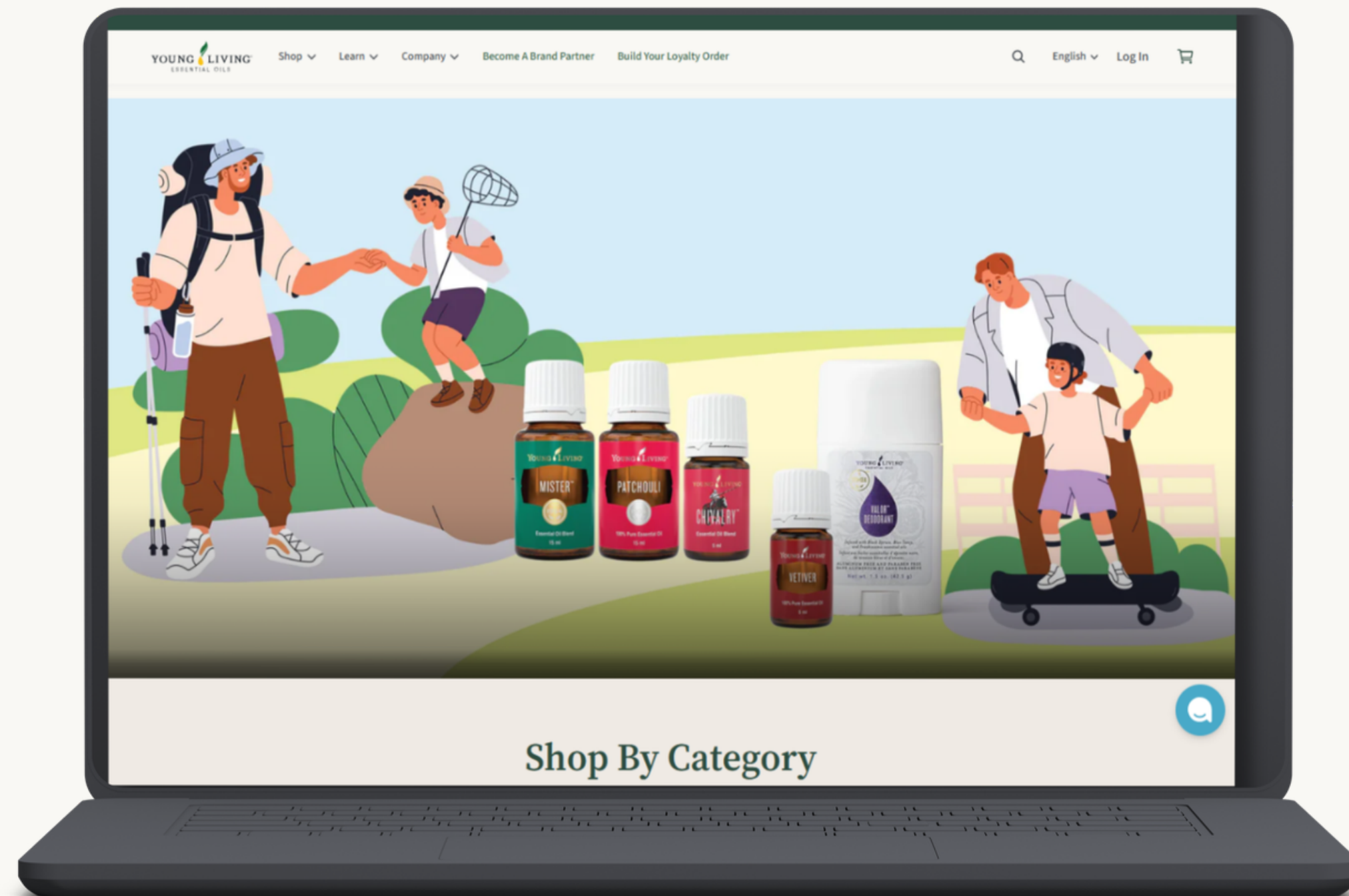
Getting Started

GETTING STARTED

Login to
Young Living
account

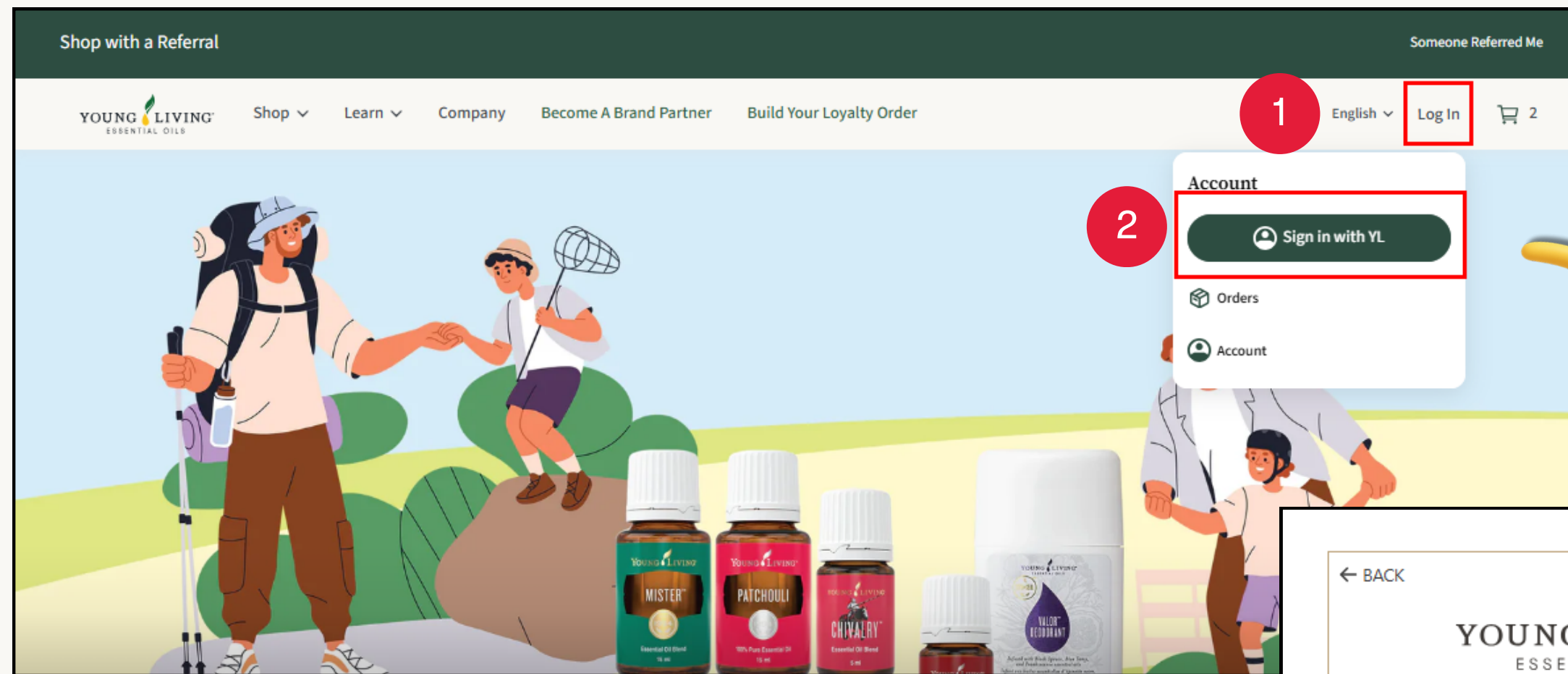
Our official site has moved to:

NEW <https://my.youngliving.com/en-my>



GETTING STARTED

Login to Young Living account

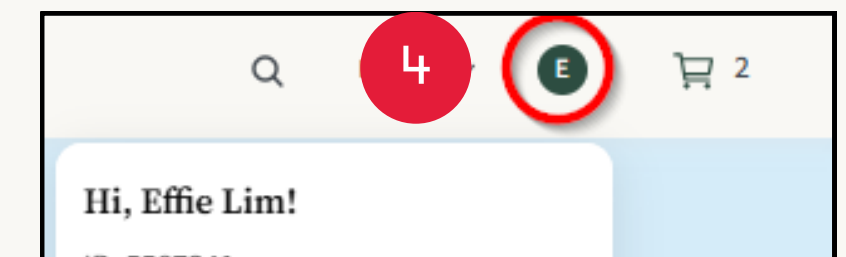


1 To log in to your account, click on “Log In” at top right corner

2 Click “Sign in with YL” button

3 Enter your resgitered email address / member ID and password and click “Sign In”

4 You name initial will display at the top right corner once you are successfully log in

A screenshot of the Young Living 'SIGN IN' page. At the top, there's a 'BACK' link. The Young Living logo is centered. Below the logo, it says 'SIGN IN'. A note states '* indicates a required field'. Under 'LOGIN INFORMATION*', there's a text input field for 'Email Address or Member Number' and a 'CONTINUE' button. A red circle with the number '3' is around the input field. A yellow arrow points from the input field to the next screenshot.

Becoming a Young Living member

1 Attribution link

2 Sponsor & Enroller ID

3 Placement Program

Enroller – Share Attribution Link

Inspire Your Prospects by Sharing Your Wellness Journey Through
Products and Promotions

- Collection
- Product
- Cart



GETTING STARTED

Becoming a Young Living member

1 Attribution link

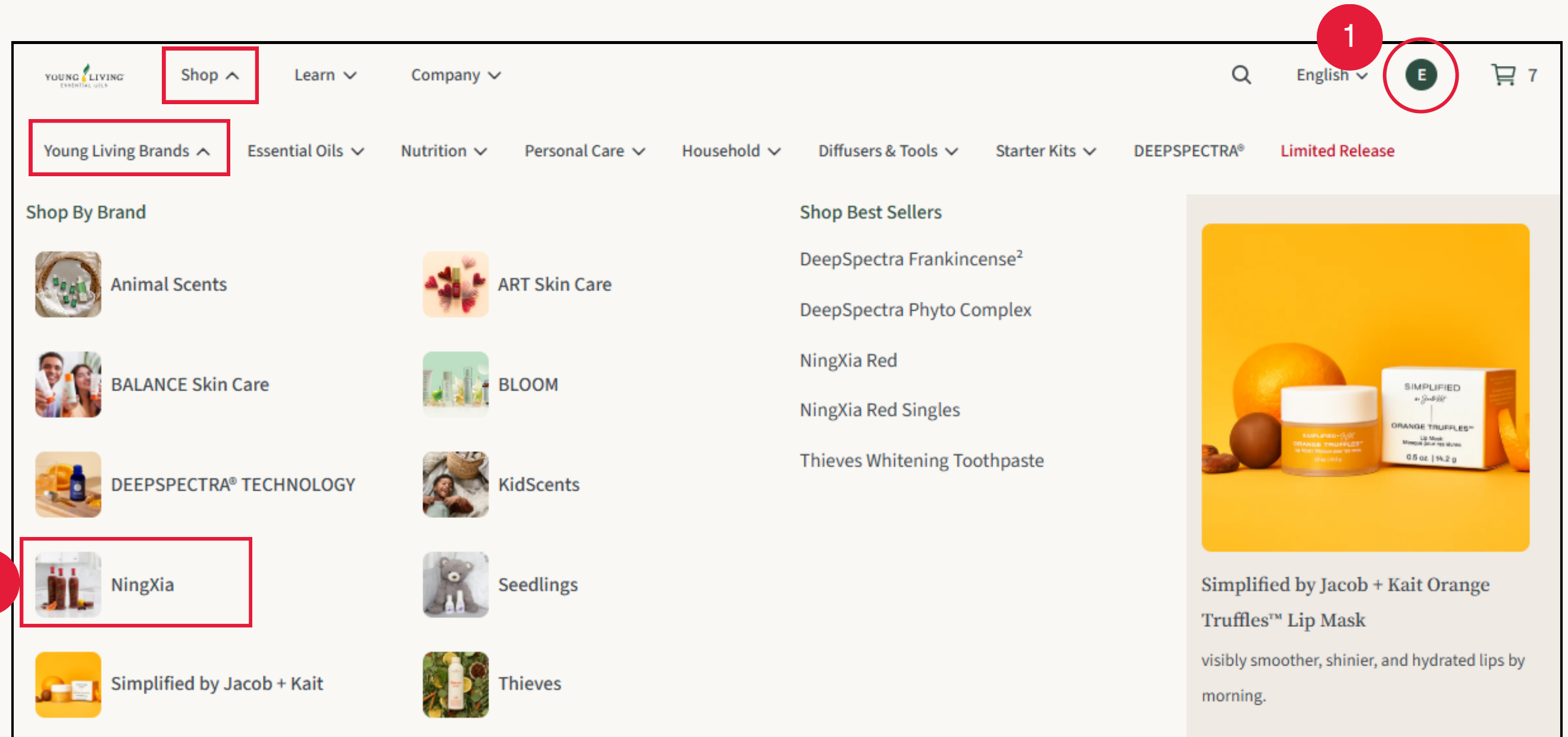
a Collection

b Product

c Cart

2 Sponsor & Enroller ID

3 Placement Program



1 Ensure you have login to your own account

2 Under the “Shop” category, click on the Collection that you would like to share, eg. NingXia

GETTING STARTED

Becoming a Young Living member

1 Attribution link

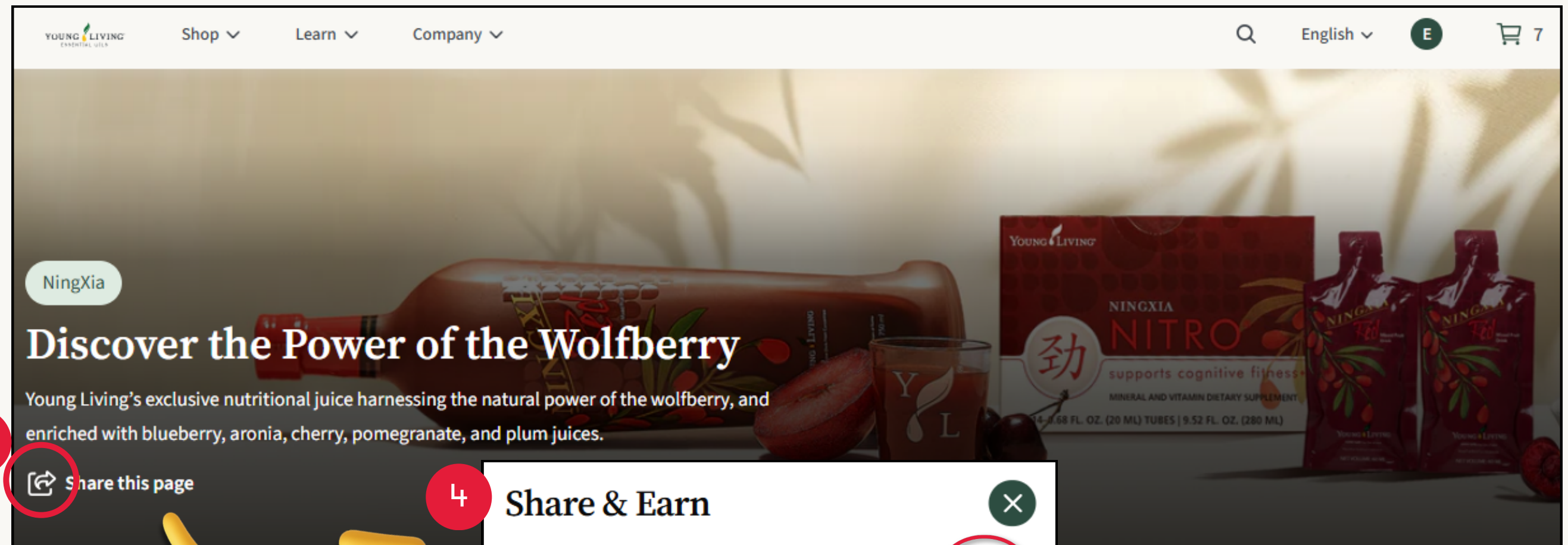
a Collection

b Product

c Cart

2 Sponsor & Enroller ID

3 Placement Program



3 Click on the share icon  to share the whole NingXia collection to your prospect

4 Edit the Sponsor & Enroller information if needed. Then share the link through your preferred platform or simply copy the link to share.

GETTING STARTED

Becoming a Young Living member

1 Attribution link

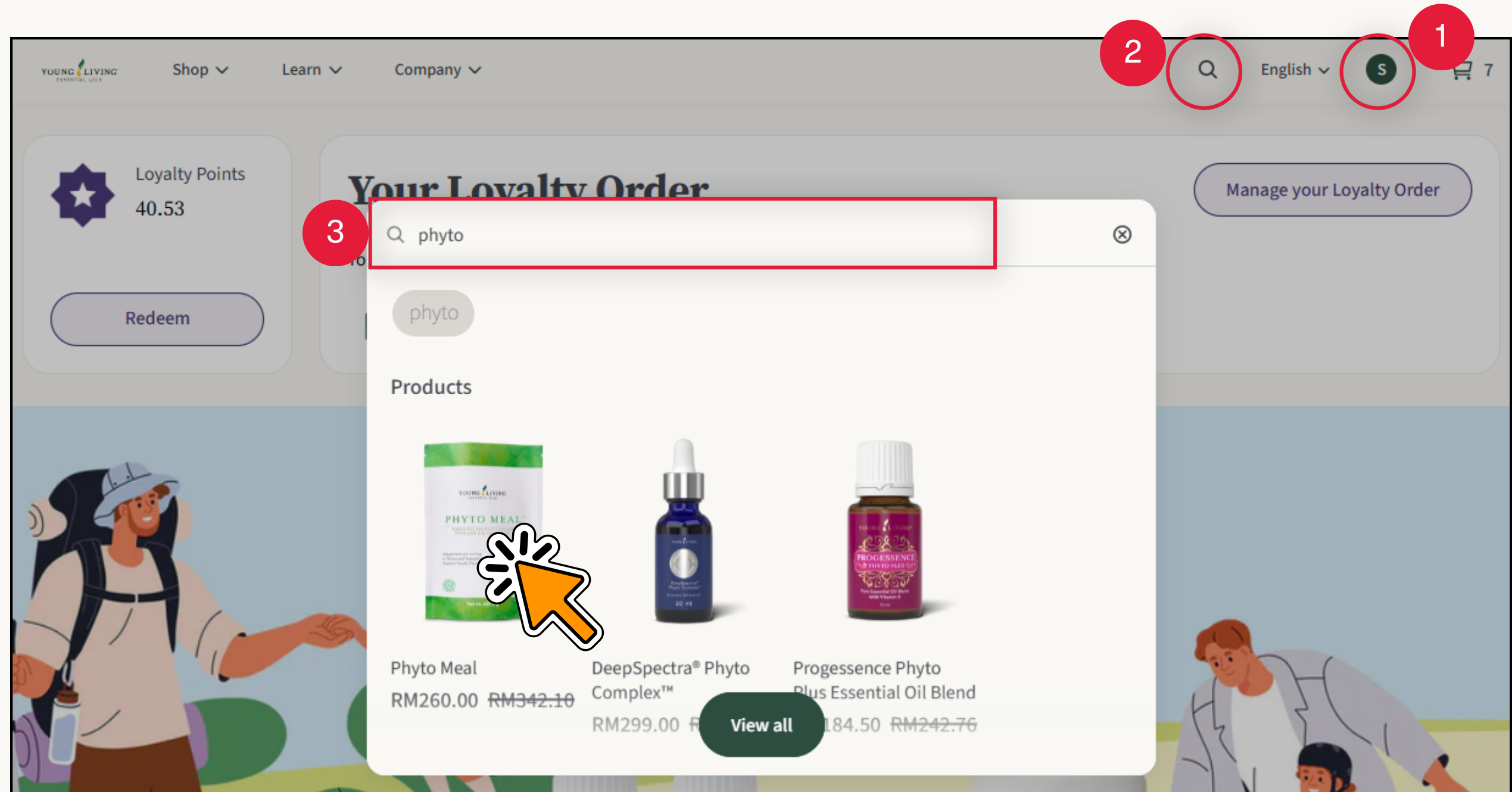
a Collection

b Product

c Cart

2 Sponsor & Enroller ID

3 Placement Program



1 Ensure you have login to your own account

2 Click the magnifying glass icon  at the top right of the banner to search for the product you would like to share with your prospect.

3 Enter the product name in the search bar, then click on the product image to select it (e.g., Phyto Meal).

GETTING STARTED

Becoming a Young Living member

1 Attribution link

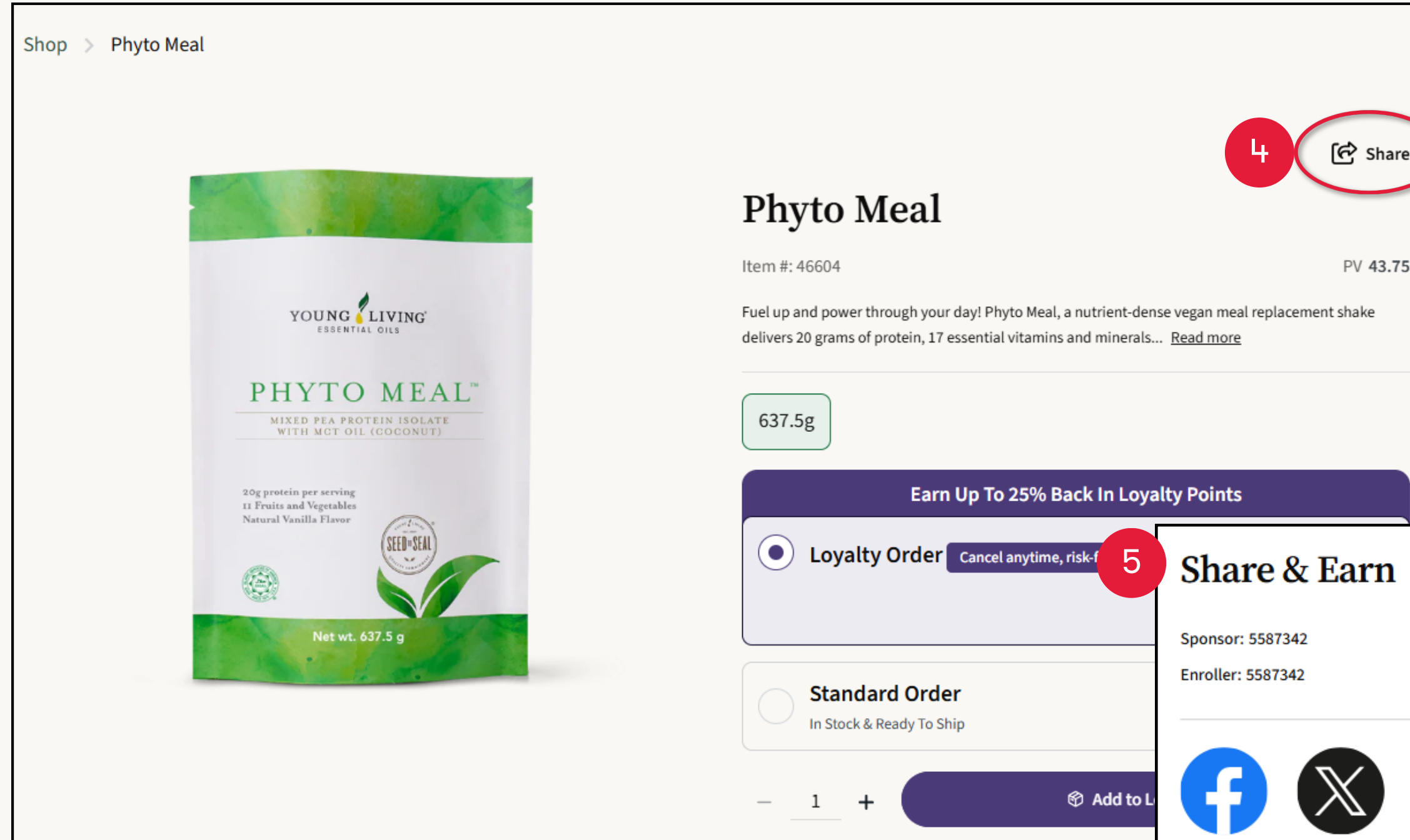
a Collection

b Product

c Cart

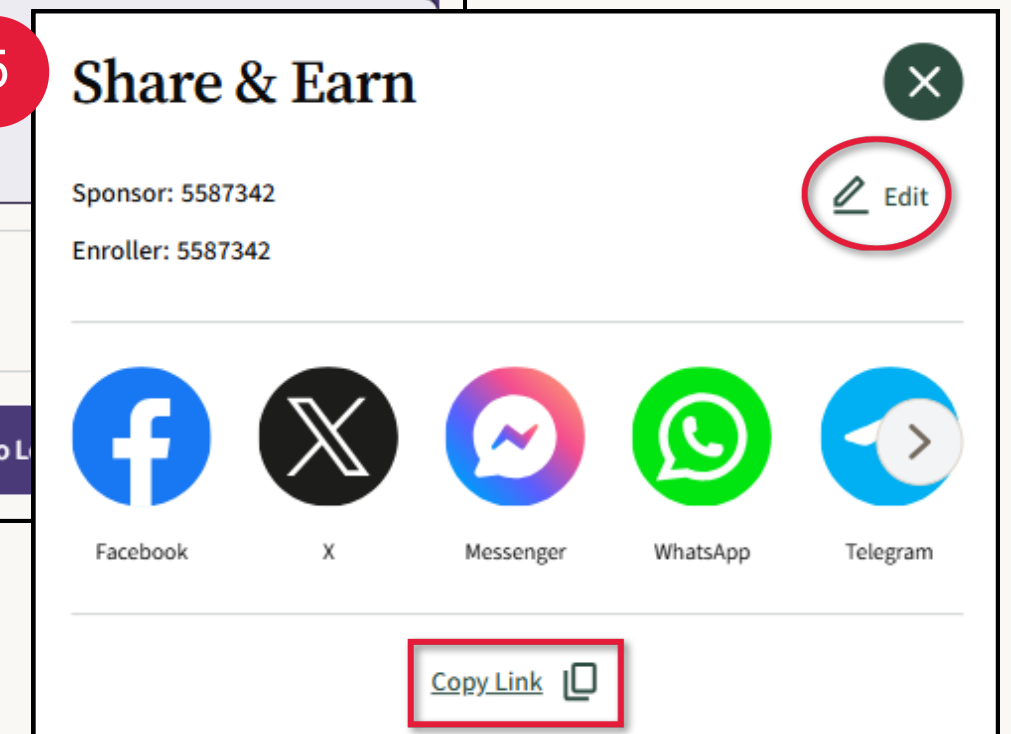
2 Sponsor & Enroller ID

3 Placement Program



4 Click on the share icon  to share the Phyto Meal product page to your prospect

5 Edit the Sponsor & Enroller information if needed. Then share the link through your preferred platform or simply copy the link to share.



GETTING STARTED

Becoming a Young Living member

1 Attribution link

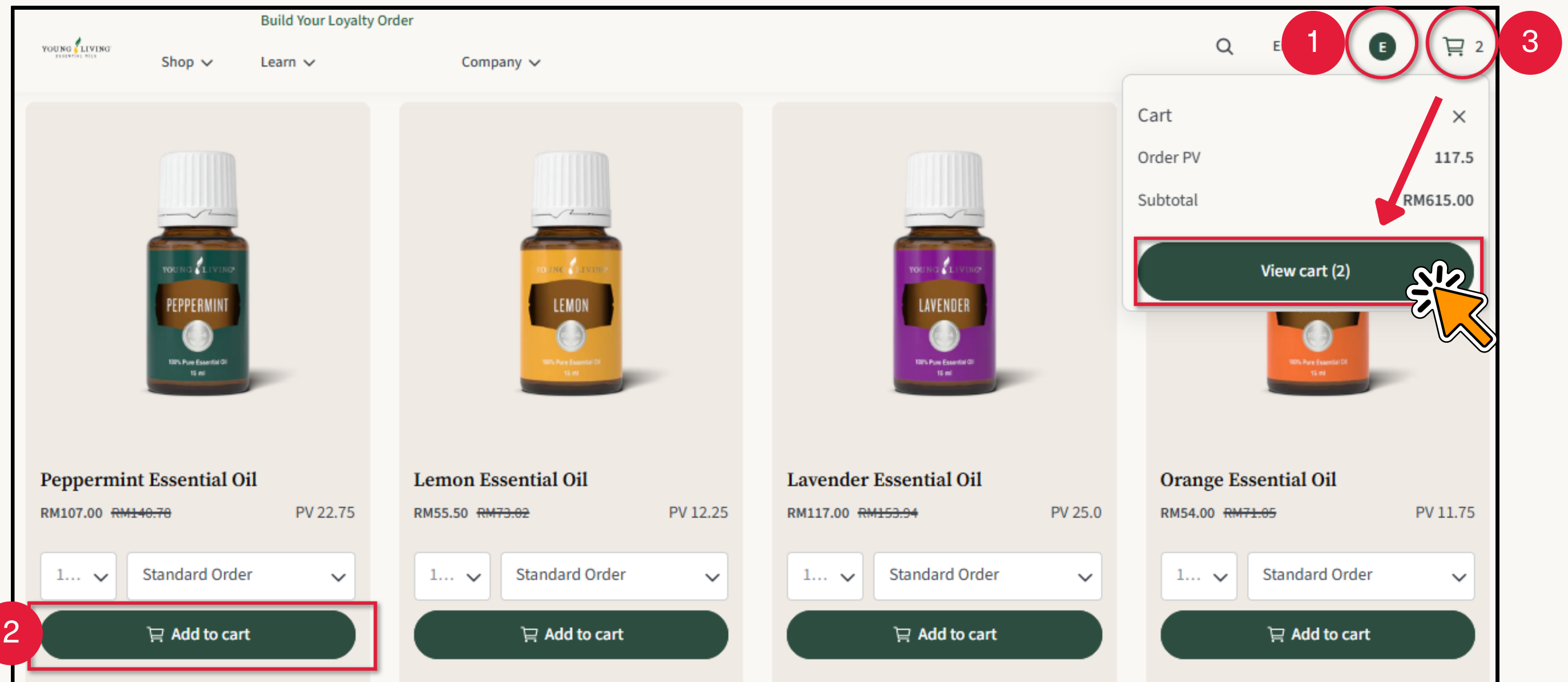
a Collection

b Product

c Cart

2 Sponsor & Enroller ID

3 Placement Program



1 Ensure you have login to your own account

2 Add all the products you would like to recommend to your prospect into the cart

3 Once you have added all the products, click the cart icon  at the top right corner then click "View Cart"

GETTING STARTED

Becoming a Young Living member

1 Attribution link

a Collection

b Product

c Cart

2 Sponsor & Enroller ID

3 Placement Program

Standard Order (3)

	Peppermint Essential Oil 15 ml ☐ Get it monthly - 1 + Remove	RM107.00 RM140.70 PV: 22.75
	NingXia Red 2 pk ☐ Get it monthly - 1 + Remove	RM355.00 RM467.10 PV: 73.75
	Phyto Meal 637.5g ☐ Get it monthly - 1 + Remove	RM260.00 RM342.10 PV: 43.75

View free gifts

PV250 PV400
Order PV 140.25

 **Patchouli Essential Oil - 15 ml**
(RM222.36 Value) 109.75 PV Away

Summary

Shipping and promo codes are applied at checkout



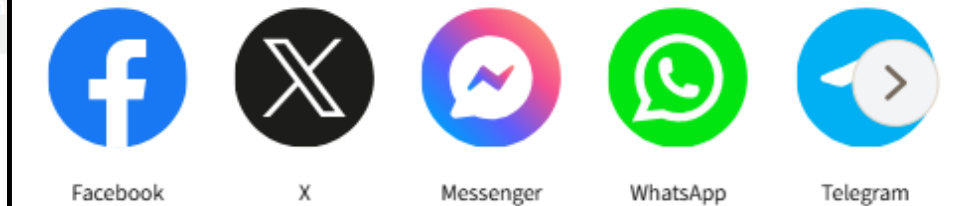
Complete Your Routine

 **Lemon Essential Oil**
RM55.50 ~~RM73.02~~
PV: 12.25
[Add to cart](#)

 **Vitamin C**
PV: 25
[Add to cart](#)

Share & Earn

Sponsor: 5587342
Enroller: 5587342



[Copy Link](#)

4 Click on the share cart icon  to share the complete cart you have created with your prospect

5 Edit the Sponsor & Enroller information if needed. Then share the link through your preferred platform or simply copy the link to share

Becoming a Young Living member

1 Attribution link

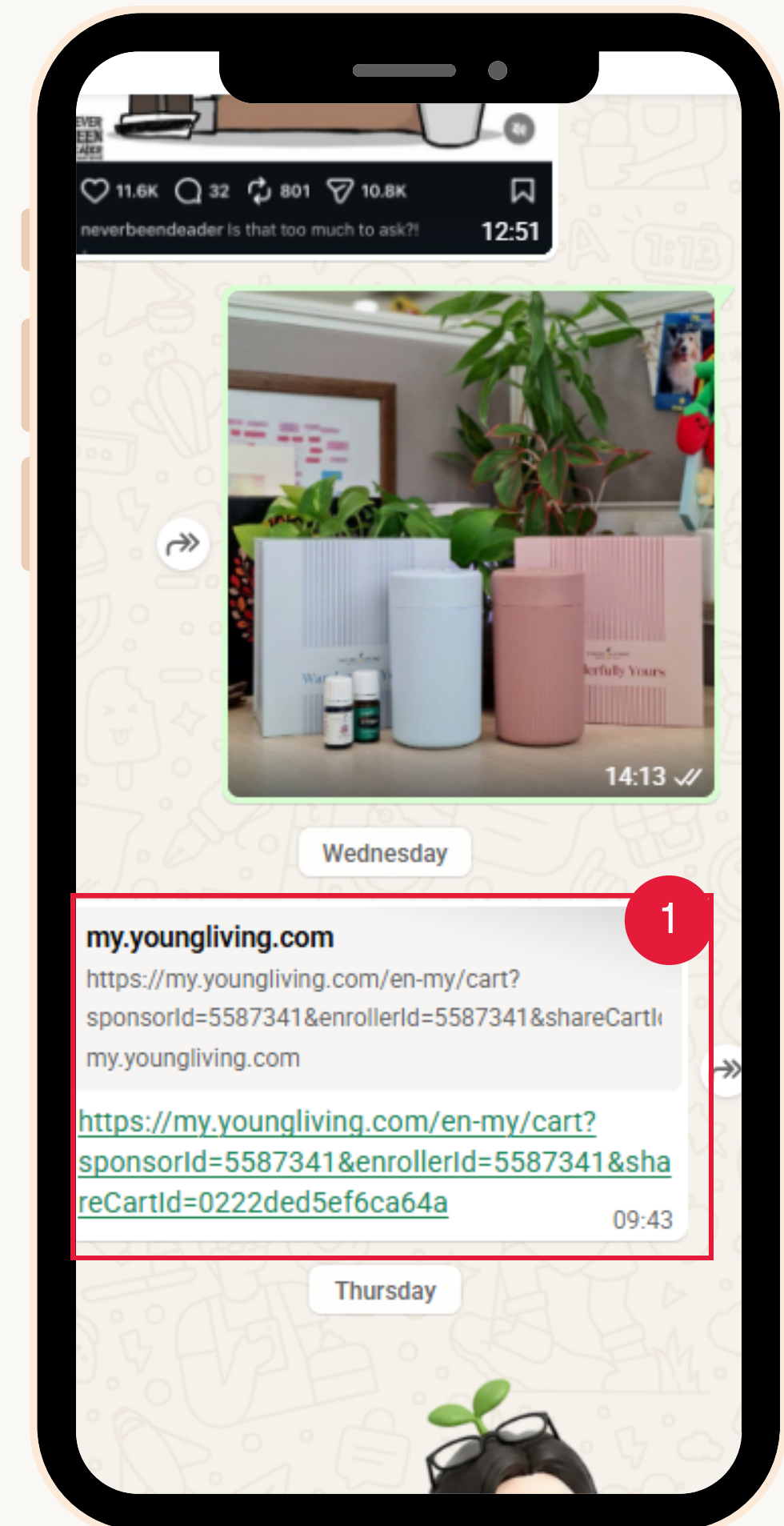
2 Sponsor & Enroller ID

3 Placement Program

Enrollee View

1 Prospect will receive a link from "https://my.youngliving.com/en-my/....."

By clicking the link, they will be redirected to the official Young Living website, where they can view the product recommendations curated by our Brand Partner.



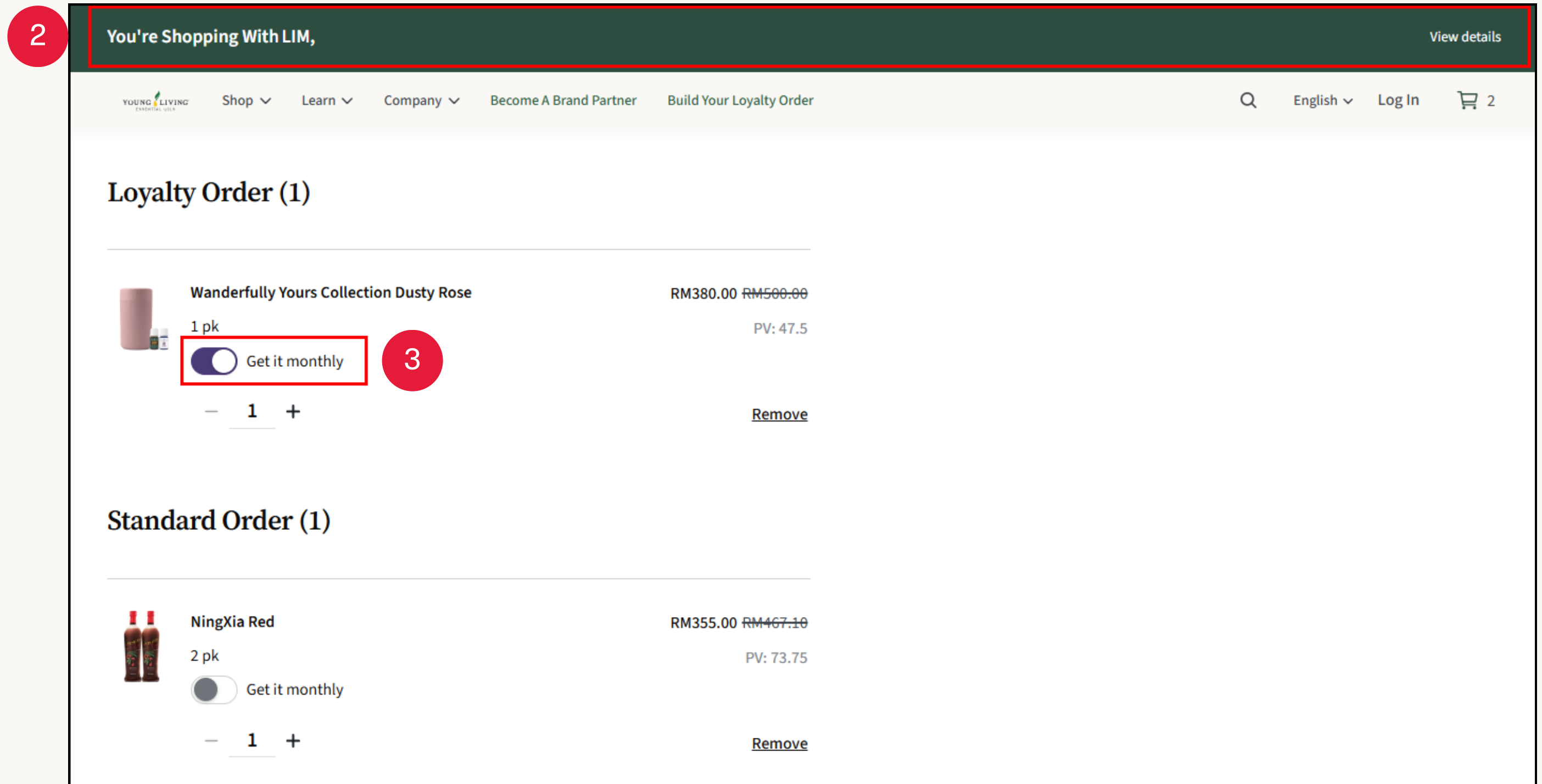
GETTING STARTED

Becoming a Young Living member

1 Attribution link

2 Sponsor & Enroller ID

3 Placement Program



2 Prospect will see the enroller information at the top banner. If changes is required, click on the “View details” on the top right of the banner.

3 Review the items in the cart. If you'd like to include this item in your Loyalty Template, toggle on the 'Get it monthly' option. (Learn more about the Loyalty Rewards Program at Order Placement).

GETTING STARTED

Becoming a Young Living member

1 Attribution link

2 Sponsor & Enroller ID

3 Placement Program

You're Shopping With LIM, [View details](#)

YOUNG LIVING ESSENTIAL OILS Shop ▾ Learn ▾ Company ▾ Become A Brand Partner Build Your Loyalty Order

English ▾ Log In  2

Welcome to the Young Living Family!

From our farms to your home, everything we do is guided by nature and rooted in your wellness. We're so excited to be part of your journey.

Free at 100PV **FREE** RM75.00

Free Gifts (7)

	YL Recycle Bag - S Free Gift	 Free Gift RM2.10
	YL Recycle Bag - M Free Gift	 Free Gift RM3.42

Summary

Total Loyalty Points 4.75

Subtotal **RM735.00**

Shipping and promo codes are applied at checkout

[Checkout](#)

Loyalty Progress:

PV100 PV120 **PV190** PV250 PV400

Order PV 121.25

[View free gifts](#)

 **Citronella Essential Oil - 15 ml**
(RM126.31 Value) 68.75 PV Away

4 After reviewing your order, click "Checkout" to proceed.

5 If you're new to Young Living, click "Checkout as a New User" to create an account.

Already have an account? 

[Sign In](#) [Checkout as a new user](#)

5

GETTING STARTED

Becoming a Young Living member

1 Attribution link

2 Sponsor & Enroller ID

3 Placement Program

6

Contact

[Sign in](#)

Email

First name

Last name

7

Delivery

Ship

Pickup

Country/Region
Malaysia

First name

Last name

Address

Apartment, suite, etc. (optional)

Postcode

City

State/territory
Kuala Lumpur

Phone

☐ Save this information for next time

Shipping method

Enter your shipping address to view available shipping methods.

6

Enter the email address you would like to use for your Young Living account.

- The email address MUST NOT already be registered with Young Living.
- Make sure you can access this email address, as you'll receive instructions to set up your password once your order has been completed.

7

Choose your preferred delivery method:

- **Ship** - Your order will be delivered to your selected address. Shipping fees apply and vary according to the parcel's weight.
- **Pickup** - Collect your order from the Kuala Lumpur Experience Centre located at:

Young Living Malaysia Sdn Bhd
Ground Floor, Tower 7 Avenue 3,
Bangsar South, No. 8 Jalan Kerinchi,
59200 Kuala Lumpur, Malaysia

1 Attribution link

8



Scroll for more items ↓

FREE

FREE

~~RM 4.34~~
FREE

4342

~~RM 2.10~~
FREE

~~RM 90.70~~
FREE

9

Apply

10

Recurring subtotal ⓘ RM 500.00 every month

GETTING STARTED

Becoming a Young Living member

1 Attribution link

2 Sponsor & Enroller ID

3 Placement Program

Payment

All transactions are secure and encrypted.

11

Credit card 

Card number 

Expiration date (MM / YY) Security code 

Name on card

☒ Use shipping address as billing address

☐ Save my payment information for a faster checkout

Your cart contains an automatically renewing subscription. By clicking "Pay now," you expressly and affirmatively agree that you will be automatically charged the recurring amount(s) shown in your cart (plus shipping and taxes) until the subscription(s) ends or you cancel. You may cancel anytime by going to your account or contacting the store. Please see the [cancellation policy](#).

12

New Brand Partner Information

To complete your first purchase as a Brand Partner, please review and agree to the following Young Living documents:

Date of Birth (YYYY-MM-DD)

Tax Profile Type
Individual 

MyKAD

☐ By checking this box, I agree to the following documents:
[Brand Partner Agreement](#), [Policies and Procedures](#), [Privacy Policy](#), and [Sales Compensation Plan](#).

13

Pay now 

11

Enter the credit card details you would like to use for this order.

- If any items are selected as a Loyalty Order, this card will be automatically saved as the payment method for future monthly processing.

12

Enter your personal details and review the four agreements:

- Brand Partner Agreement
- Policies and Procedures
- Privacy Policy
- Sales Compensation Plan

13

Click "Pay Now" to complete your order. After your payment is successful, your Young Living Brand Partner enrollment is complete. 🎉

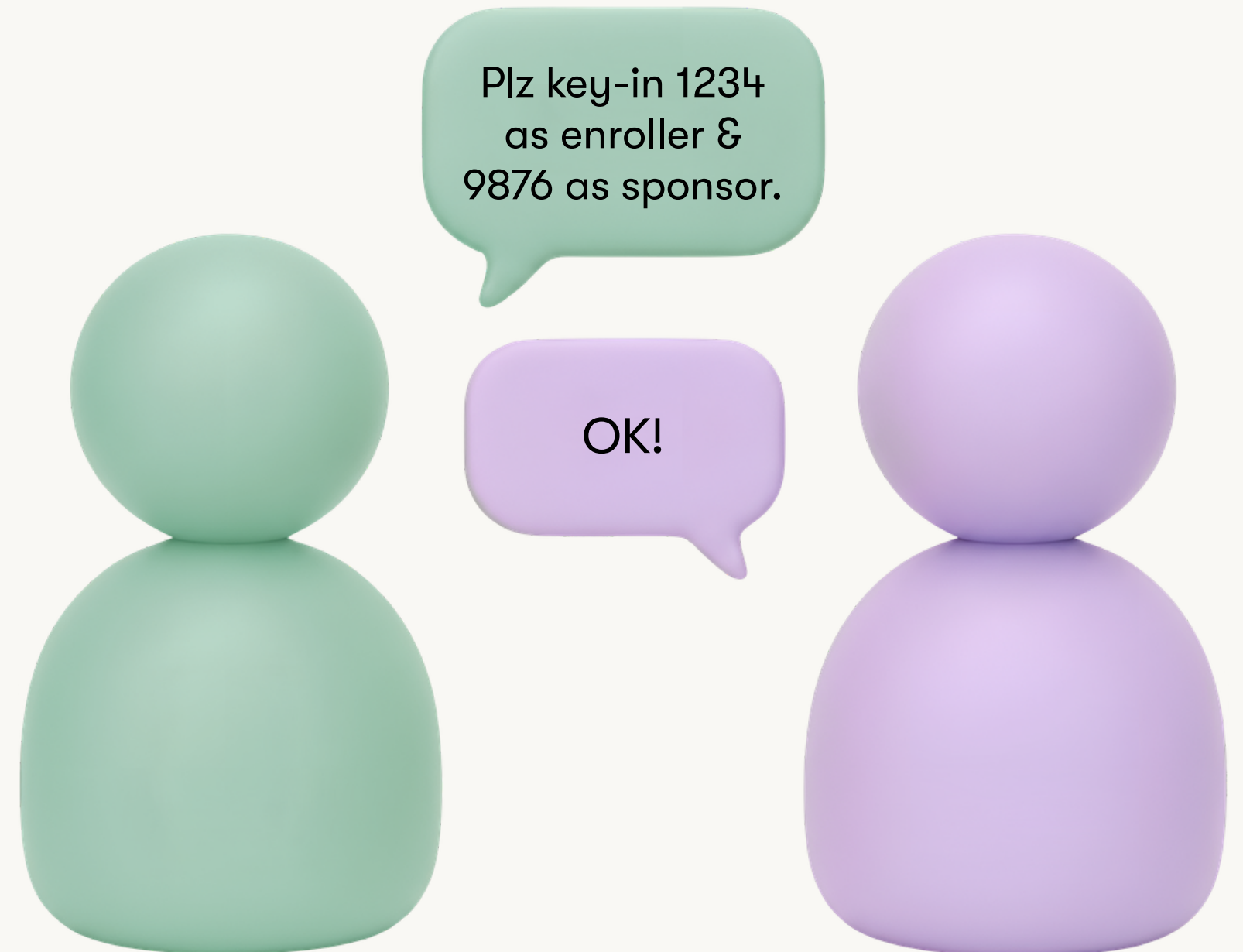
Becoming a Young Living member

1 Attribution link

2 Sponsor & Enroller ID

3 Placement Program

Enroll using Enroller ID (Traditional Enrollment Process)



GETTING STARTED

Becoming a Young Living member

1 Attribution link

2 Sponsor & Enroller ID

3 Placement Program

Shop with a Referral

1 Someone Referred Me

YOUNG LIVING
ESSENTIAL OILS

Become A Brand Partner

Build Your Loyalty Order

Shop ▾

Learn ▾

Company ▾

Q English ▾ Log In

NingXia

Discover the Power of the Wolfberry

Young Living's exclusive nutritional juice harnessing the natural power of the wolfberry, and enriched with blueberry, aronia, cherry, pomegranate, and plum juices.

Who referred you to YL?

Sponsor

Brand Partner ID

Search member ID Q

Enroller

Brand Partner ID

Search member ID Q

☐ My sponsor and enroller are the same

2

3

Continue

[No one referred me](#)

Did you know?

Our farms span five continents, ensuring global sourcing of quality ingredients.



1 Click "Someone Referred Me" on the top right corner.

2 Enter your preferred Sponsor ID and Enroller ID

3 Click Continue to complete the process.

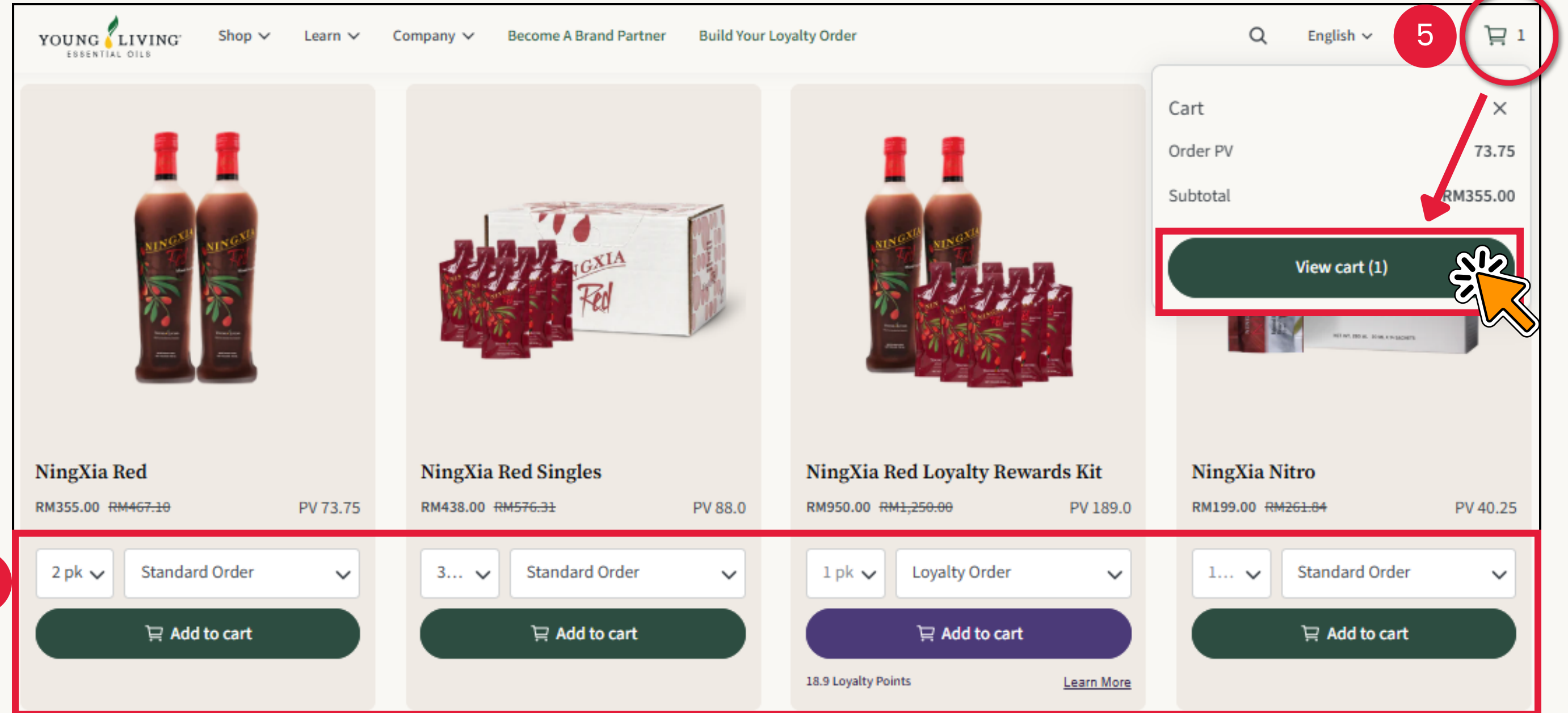
GETTING STARTED

Becoming a Young Living member

1 Attribution link

2 Sponsor & Enroller ID

3 Placement Program



- 4 Add the products you wish to purchase to your cart.
- If applicable, select the preferred product variant and order type from the dropdown menu.
 - The "Add to Cart" button will be:
 - GREEN for Standard Orders; and
 - PURPLE for Loyalty Orders.
- 5 Once you have added all the products, click the cart icon  at the top right corner and select "View Cart"

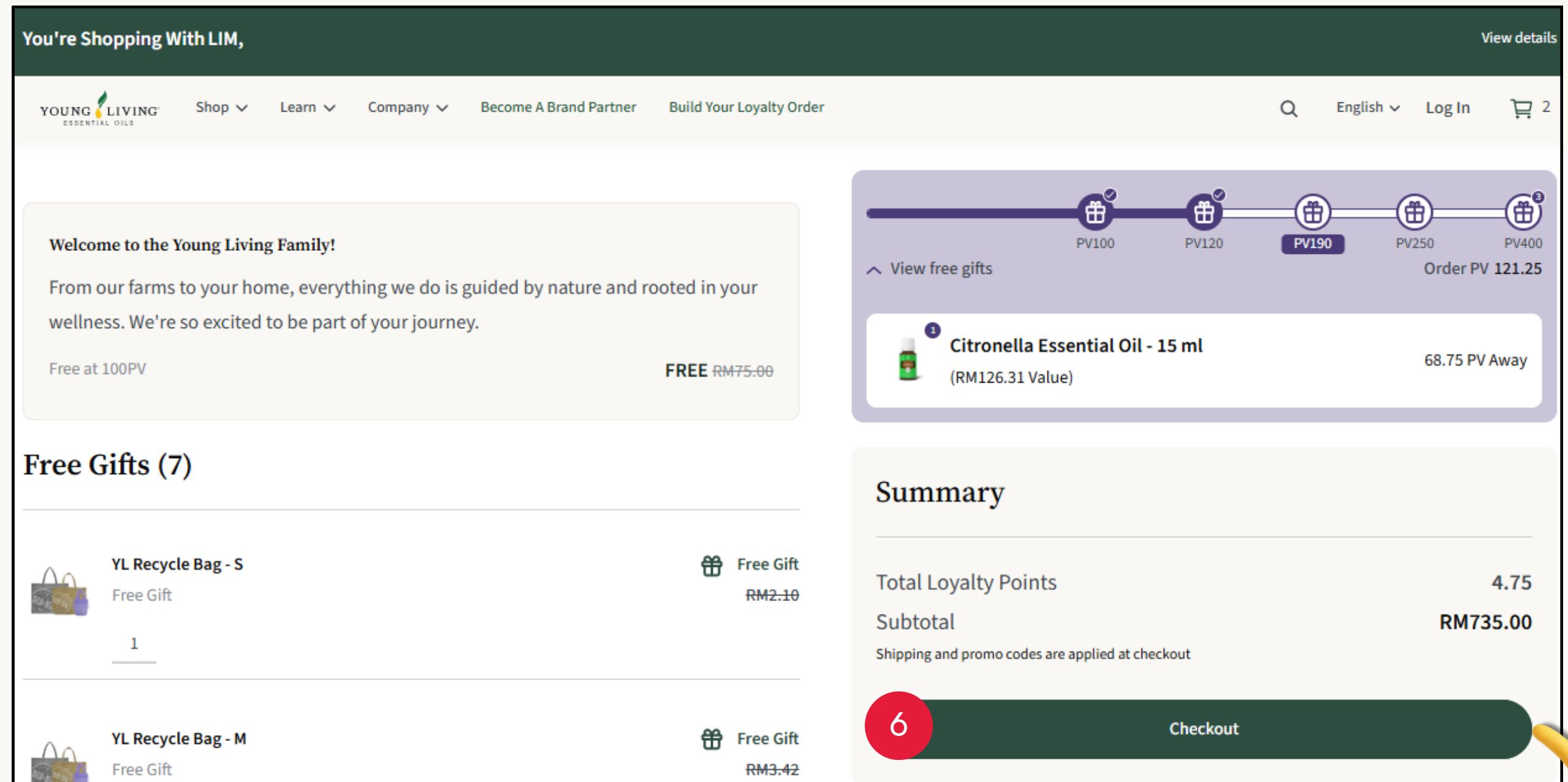
GETTING STARTED

Becoming a Young Living member

1 Attribution link

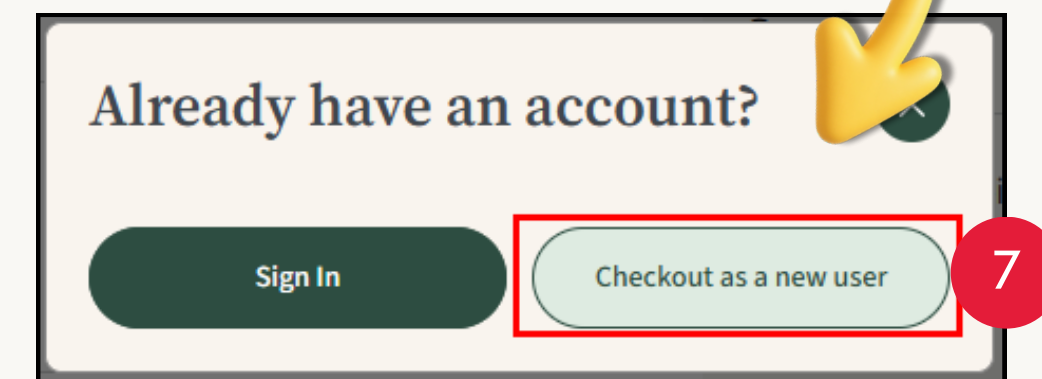
2 Sponsor & Enroller ID

3 Placement Program



- 6 Review your order, then click "Checkout" to proceed.
- Orders with 100 PV or more qualify for a RM75 membership fee waiver.

- 7 Click "Checkout as a New User" to create an account.



GETTING STARTED

Becoming a Young Living member

1 Attribution link

2 Sponsor & Enroller ID

3 Placement Program

8

✓ You are shopping with Aweff Awef

Contact [Sign in](#)

Email

First name Last name

Delivery

Ship Pickup

Country/Region
Malaysia

First name Last name

Address

8 Final review of your preferred Sponsor & Enroller information here.

9 Complete all the required fields and review the final payment amount. Once everything is correct, click "Pay Now."

After your payment is successful, your Young Living Brand Partner enrollment is complete. 🎉

New Brand Partner Information

To complete your first purchase as a Brand Partner, please review and agree to the following Young Living documents:

Date of Birth (YYYY-MM-DD)

Tax Profile Type
Individual

MyKAD

☐ By checking this box, I agree to the following documents:
[Brand Partner Agreement](#), [Policies and Procedures](#), [Privacy Policy](#), and [Sales Compensation Plan](#).

Pay now

9

Total PV	73.75
Subtotal - 6 items	RM 430.00
Shipping	Enter shipping address
Total	MYR RM 430.00
🎁 TOTAL SAVINGS RM 121.96	

Becoming a Young Living member

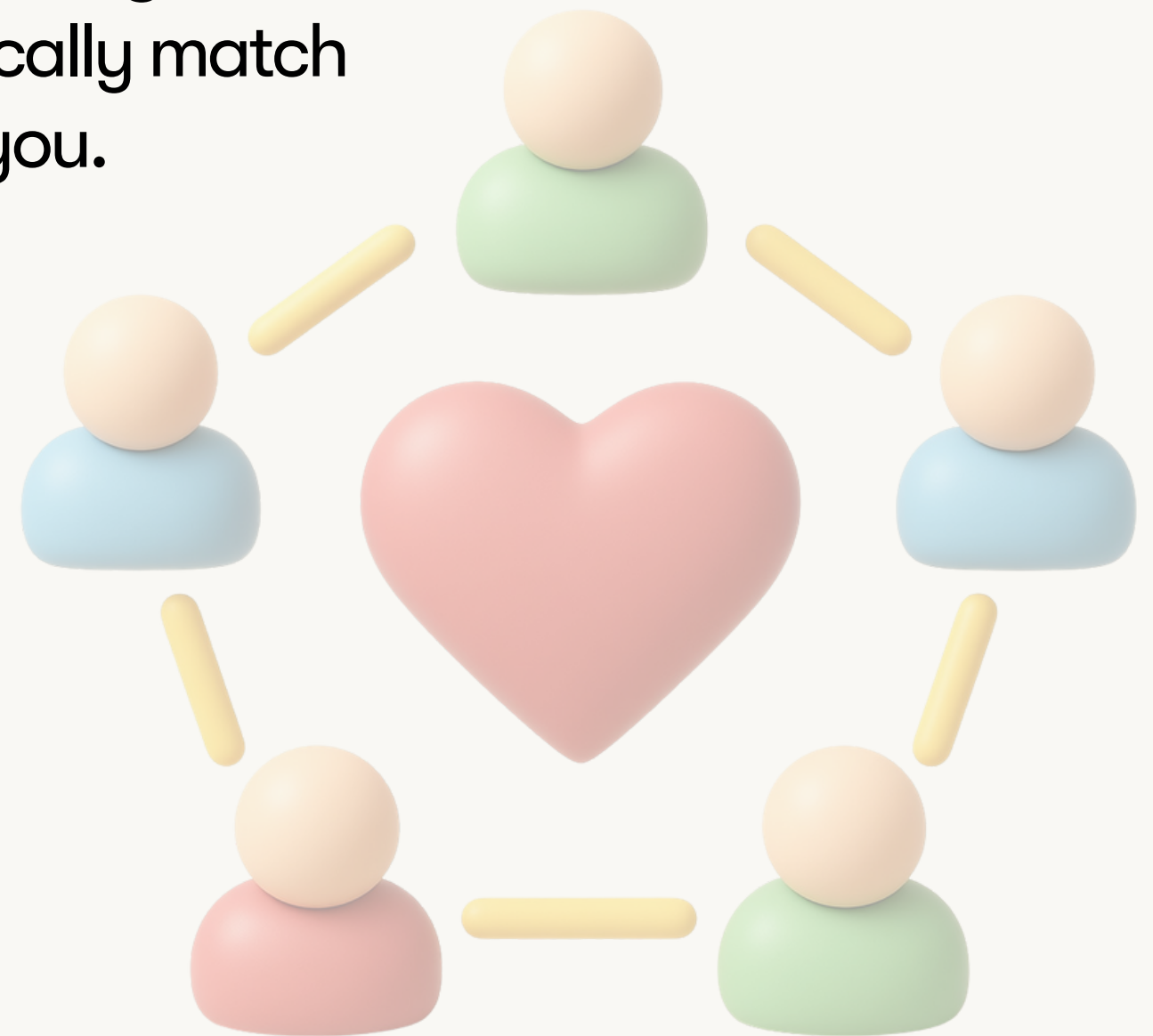
1 Attribution link

2 Sponsor & Enroller ID

3 Placement Program

Placement Program

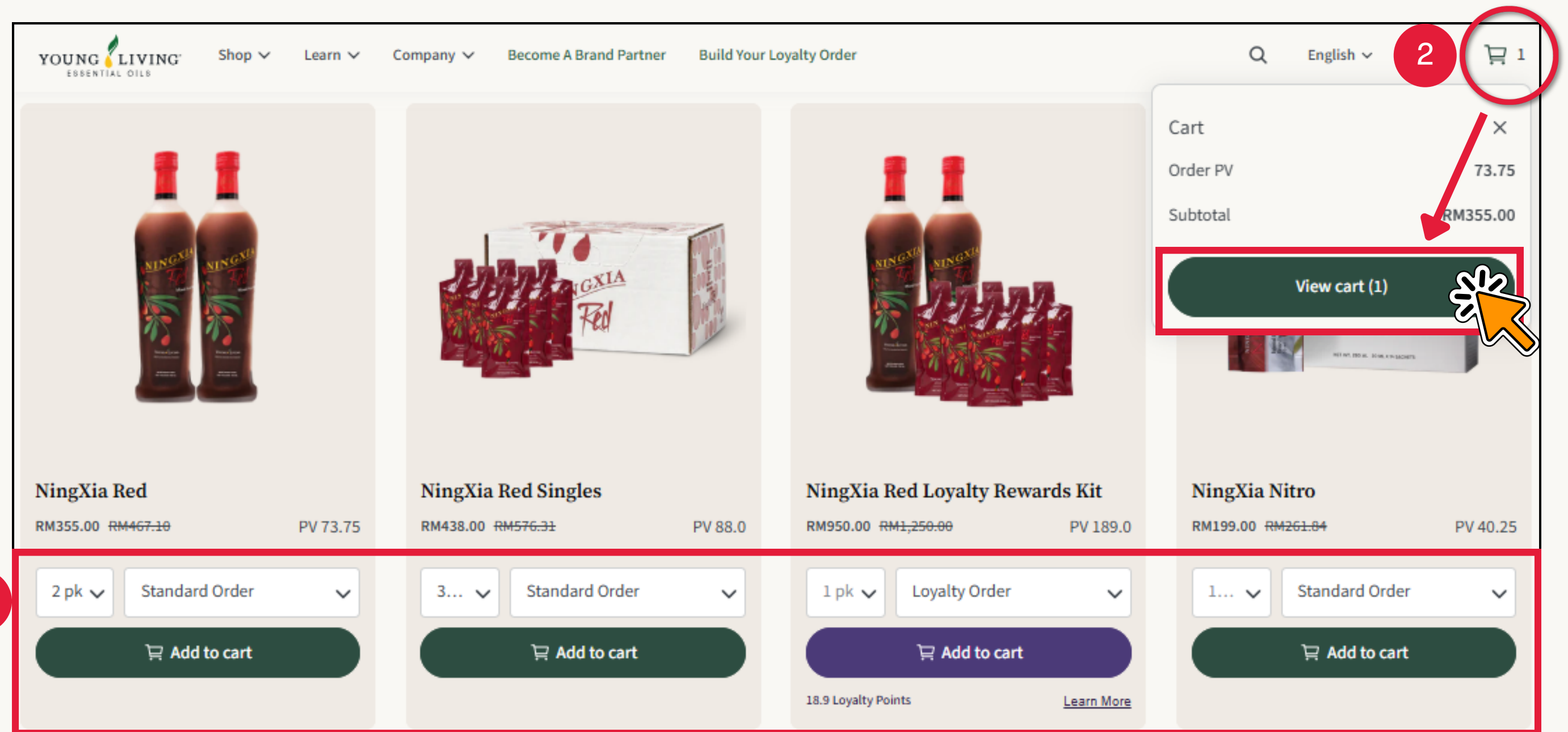
New here and don't know any Young Living Brand Partners? No worries — we'll automatically match you with a sponsor and enroller near you.



GETTING STARTED

Becoming a Young Living member

- 1 Attribution link
- 2 Sponsor & Enroller ID
- 3 Placement Program



- 1 Add the products you wish to purchase to your cart.
 - If applicable, select the preferred product variant and order type from the dropdown menu.
 - The "Add to Cart" button will be:
 - GREEN for Standard Orders; and
 - PURPLE for Loyalty Orders.
- 2 Once you have added all the products, click the cart icon  at the top right corner and select "View Cart"

GETTING STARTED

Becoming a Young Living member

- 1 Attribution link
- 2 Sponsor & Enroller ID
- 3 Placement Program

Shop with a Referral Someone Referred Me

YOUNG LIVING ESSENTIAL OILS Shop ▾ Learn ▾ Company ▾ Become A Brand Partner Build Your Loyalty Order

Q English ▾ Log In  2

Welcome to the Young Living Family!

From our farms to your home, everything we do is guided by nature and rooted in your wellness. We're so excited to be part of your journey.

Free at 100PV **FREE RM75.00**

View free gifts

 **Citronella Essential Oil - 15 ml** (RM126.31 Value) **68.75 PV Away**

PV100 PV120 **PV190** PV250 PV400 **Order PV 121.25**

Free Gifts (7)

 YL Recycle Bag - S Free Gift 1	 Free Gift RM2.10
 YL Recycle Bag - M Free Gift	 Free Gift RM3.42

Summary

Total Loyalty Points **4.75**

Subtotal **RM735.00**

Shipping and promo codes are applied at checkout

3 **Checkout**

- 3 Review your order, then click "Checkout" to proceed.
 - Orders with 100 PV or more qualify for a RM75 membership fee waiver.
- 4 Click "Checkout as a New User" to create an account.

Already have an account? 

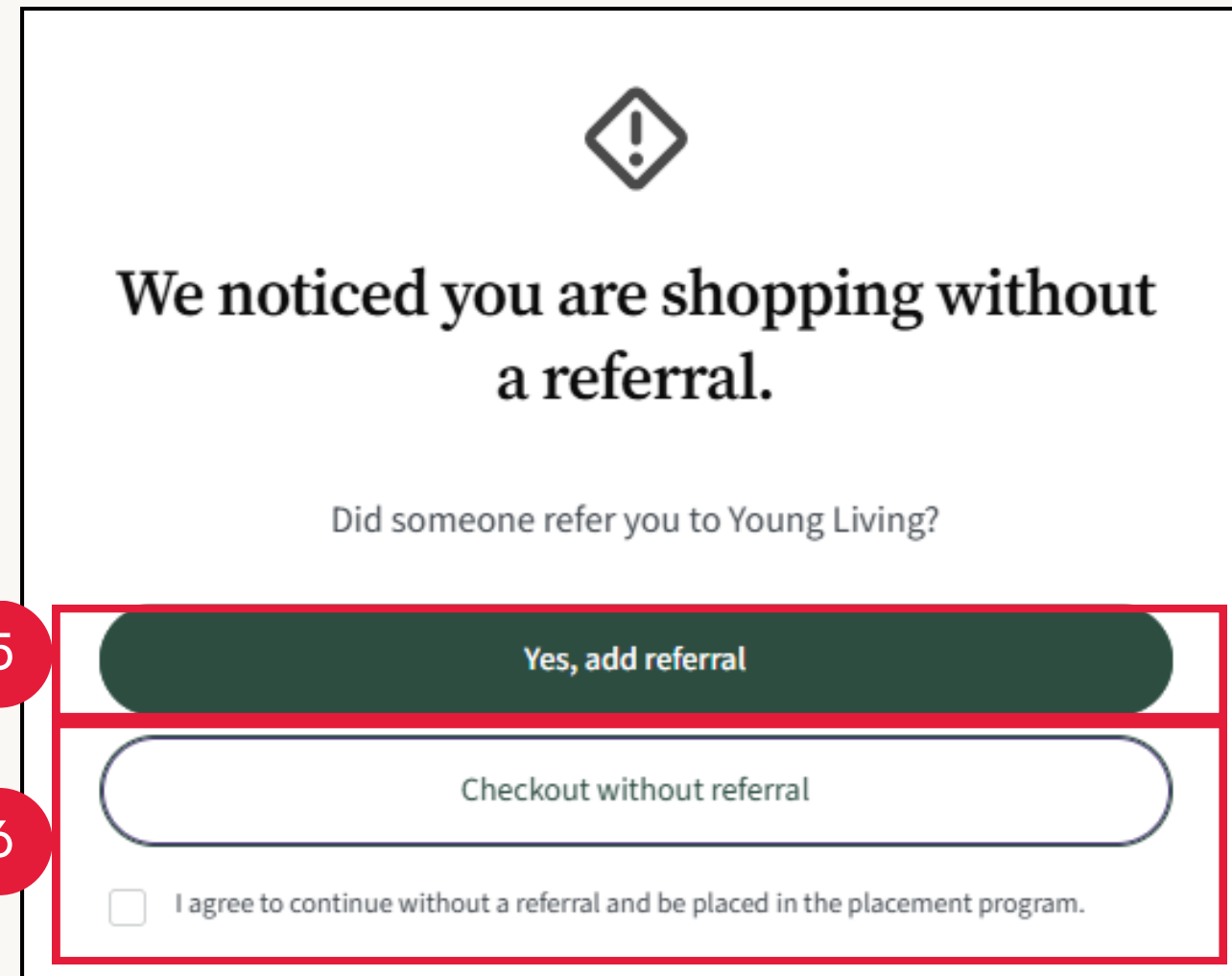
Sign In **Checkout as a new user** **4**

Becoming a Young Living member

1 Attribution link

2 Sponsor & Enroller ID

3 Placement Program



The screenshot shows a checkout screen with a warning icon at the top. The main text reads: "We noticed you are shopping without a referral." Below this is the question "Did someone refer you to Young Living?". There are two buttons: "Yes, add referral" (dark green) and "Checkout without referral" (light blue). A red box highlights both buttons, with a red circle containing the number 5 next to the first button and a red circle containing the number 6 next to the second button. Below the buttons is a checkbox with the text "I agree to continue without a referral and be placed in the placement program."

You'll be prompted with a reminder indicating that no referral has been added.

5 If you have a referral, go ahead and add it at this step by clicking "Yes, add referral."

6 If not, simply check the box to agree to proceed with the Placement Program, then click "Checkout without referral."

- You will later be assigned to a Young Living Brand Partner near you.

GETTING STARTED

Becoming a Young Living member

- 1 Attribution link
- 2 Sponsor & Enroller ID
- 3 Placement Program

7 Hey! We noticed you are shopping without a referral.
Did someone refer you to Young Living?
[Yes, add referral](#) [Continue without referral](#)

Contact [Sign in](#)

Email

First name Last name

Delivery

Country/Region
Malaysia

First name Last name

New Brand Partner Information
To complete your first purchase as a Brand Partner, please review and agree to the following Young Living documents:

Date of Birth (YYYY-MM-DD)

Tax Profile Type
Individual

MyKAD

☐ By checking this box, I agree to the following documents:
[Brand Partner Agreement](#), [Policies and Procedures](#), [Privacy Policy](#), and [Sales Compensation Plan](#).

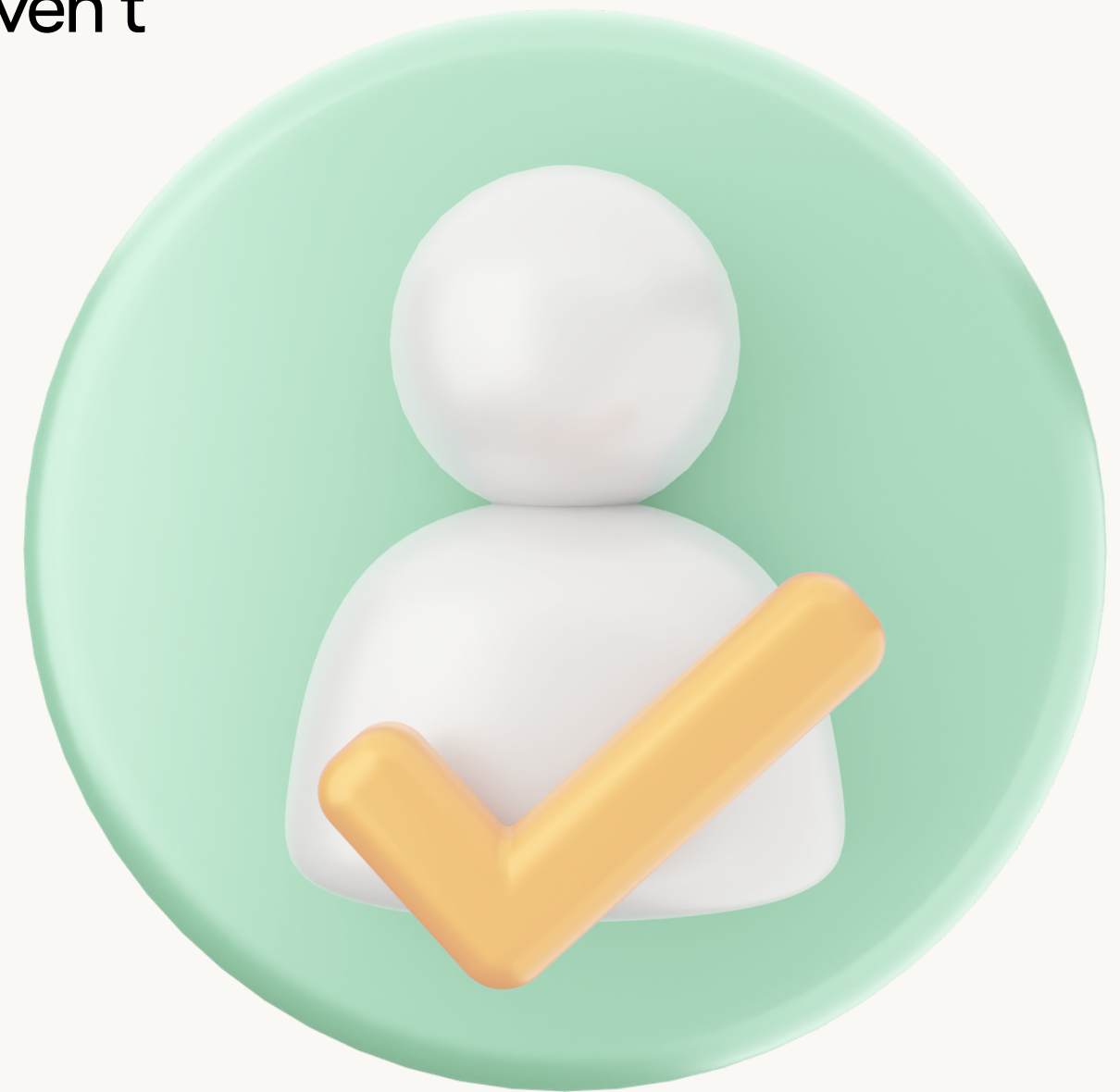
8 [Pay now](#)

Total PV 73.75
Subtotal - 6 items RM 430.00
Shipping Enter shipping address
Total MYR RM 430.00
TOTAL SAVINGS RM 121.96

Reactivate a Young Living account

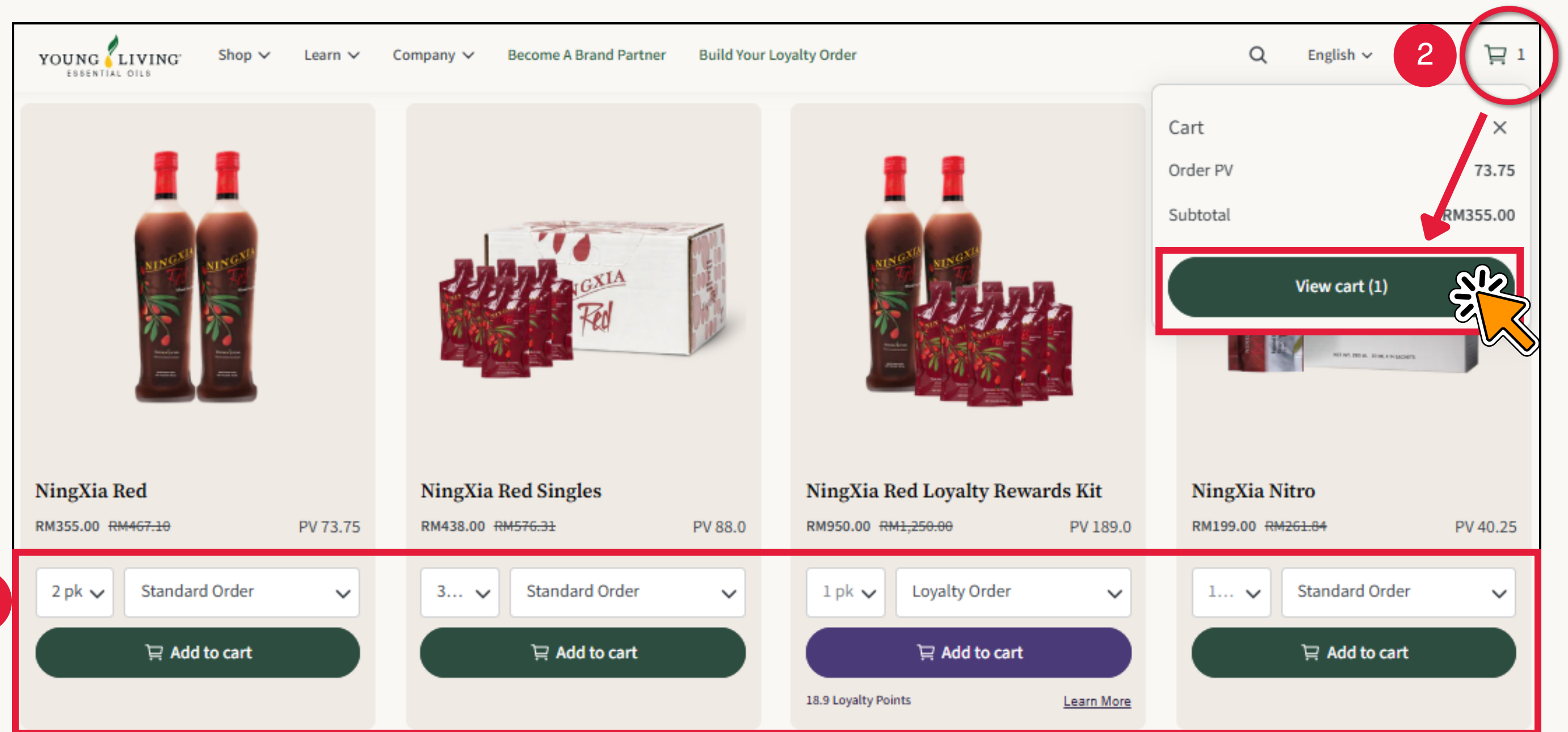
Reactivation

I'm not a new member. I already have an account with Young Living, though I haven't made a purchase in quite some time.



GETTING STARTED

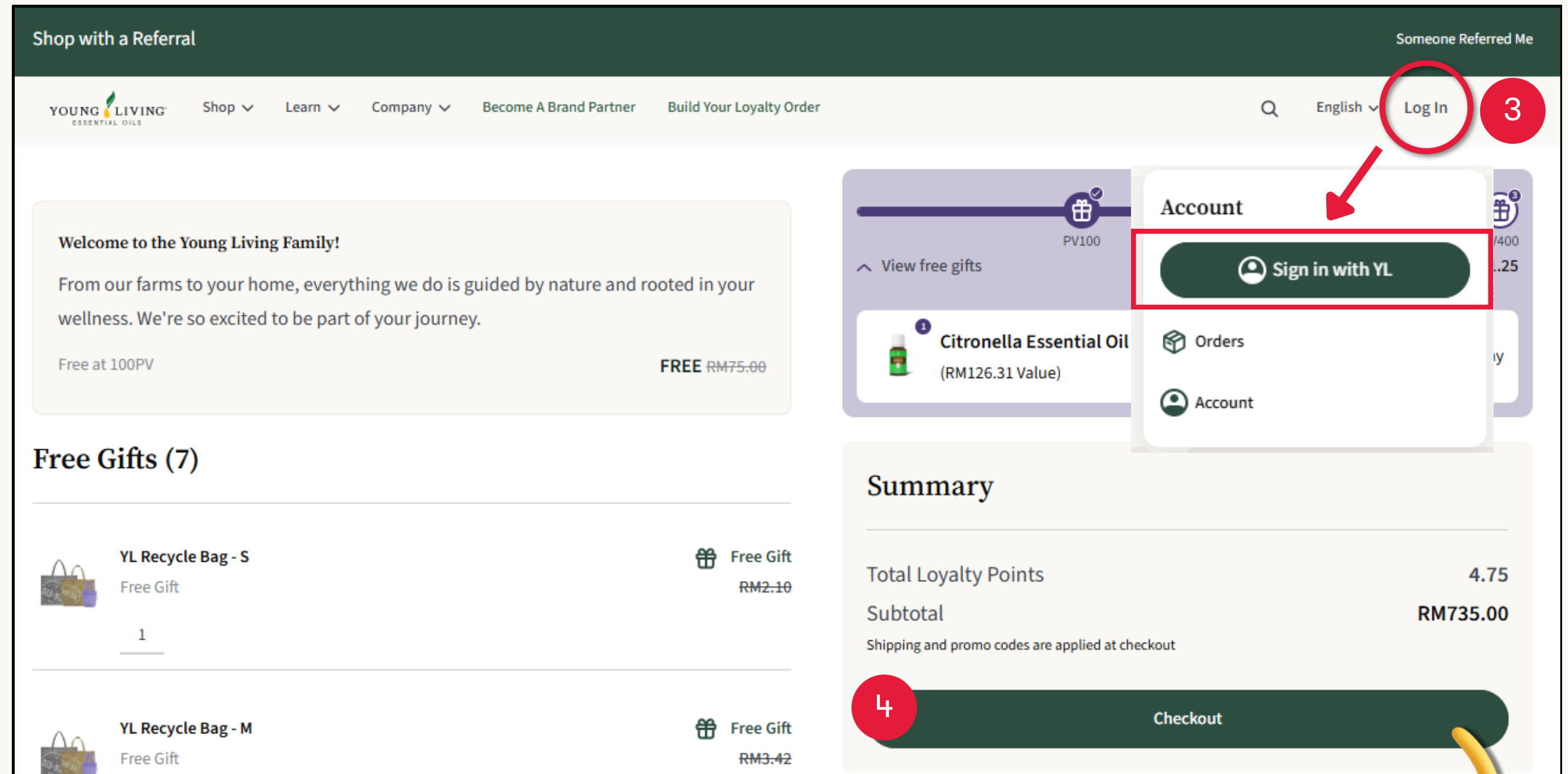
Reactivate a Young Living account



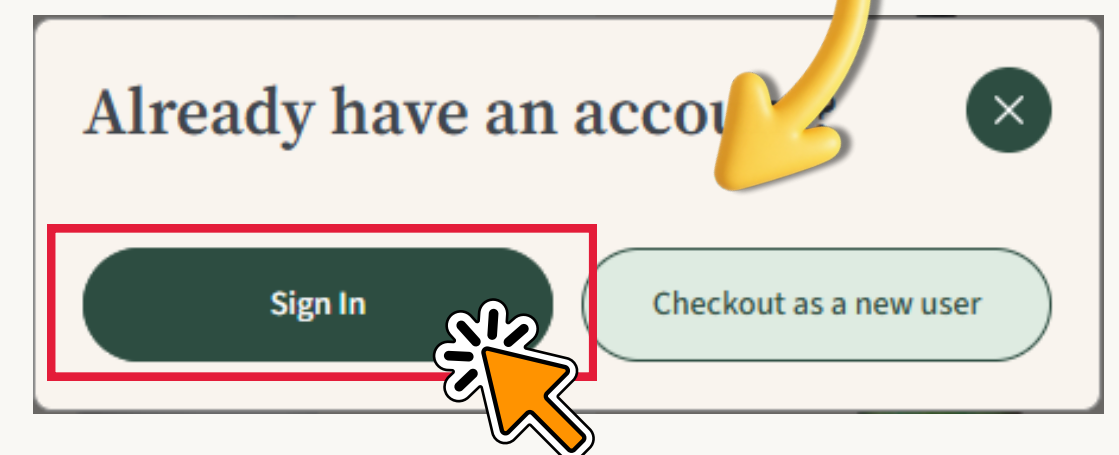
- 1 Add the products you wish to purchase to your cart.
 - If applicable, select the preferred product variant and order type from the dropdown menu.
 - The "Add to Cart" button will be:
 - GREEN for Standard Orders; and
 - PURPLE for Loyalty Orders.
- 2 Once you have added all the products, click the cart icon  at the top right corner and select "View Cart"

GETTING STARTED

Reactivate a Young Living account



- 3 Upon reviewing your order, click "Log In" at the top-right corner, then select "Sign in with YL".
- 4 Alternatively, click "Checkout" to proceed to "Sign In" through the pop-up window.



Reactivate a Young Living account

← BACK

YOUNG LIVING[®]
ESSENTIAL OILS

SIGN IN

* indicates a required field

5 LOGIN INFORMATION *

Email Address or Member Number or Username

CONTINUE



← BACK

YOUNG LIVING[®]
ESSENTIAL OILS

SIGN IN

* indicates a required field

4150747 CHANGE

PASSWORD*

Password

SIGN IN

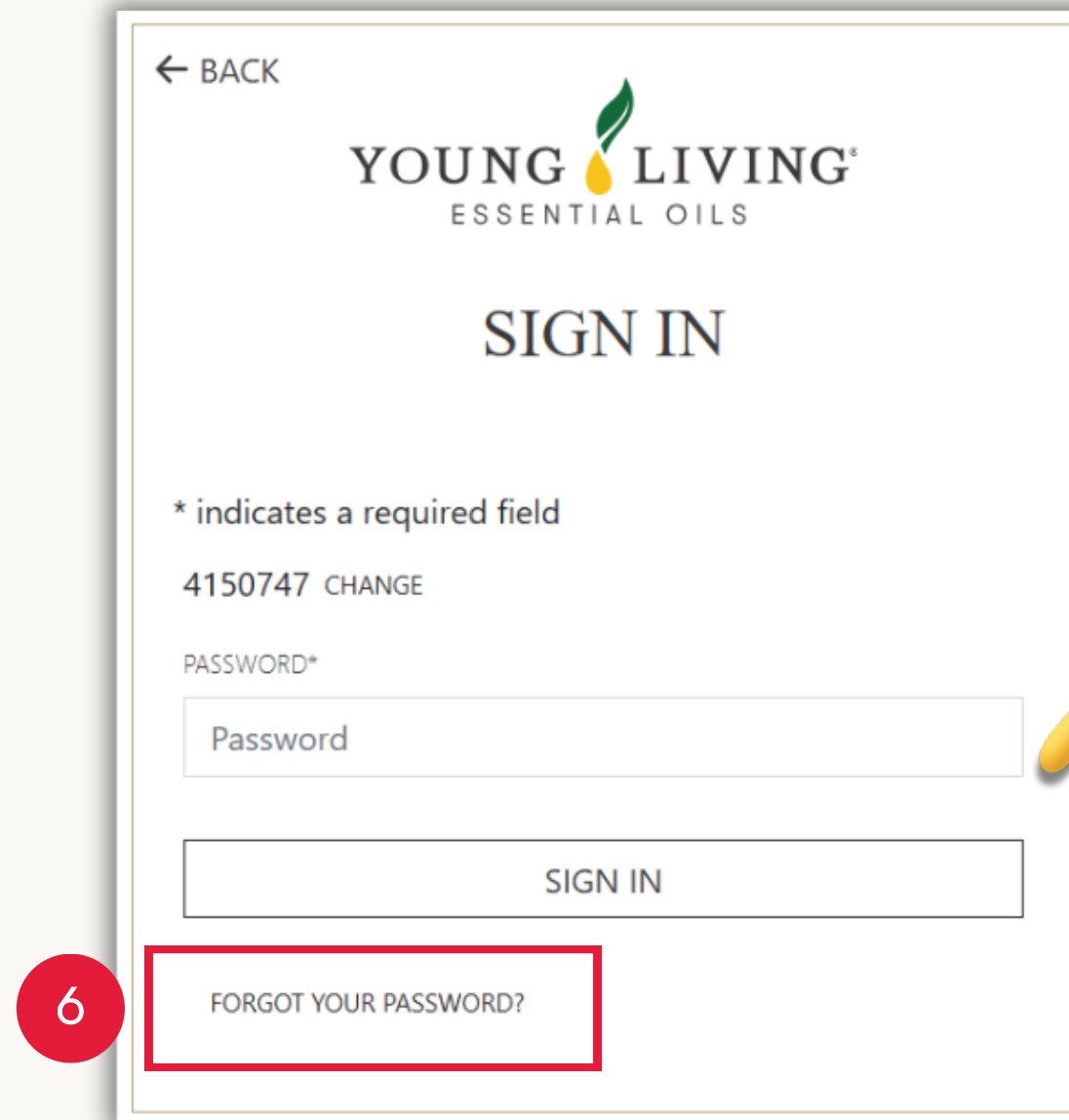
[FORGOT YOUR PASSWORD?](#)

To access the account, key in either one:-

- Email address (registered previously)
- Member Number

Enter password

Reactivate a Young Living account



← BACK

YOUNG LIVING[®]
ESSENTIAL OILS

SIGN IN

* indicates a required field

4150747 CHANGE

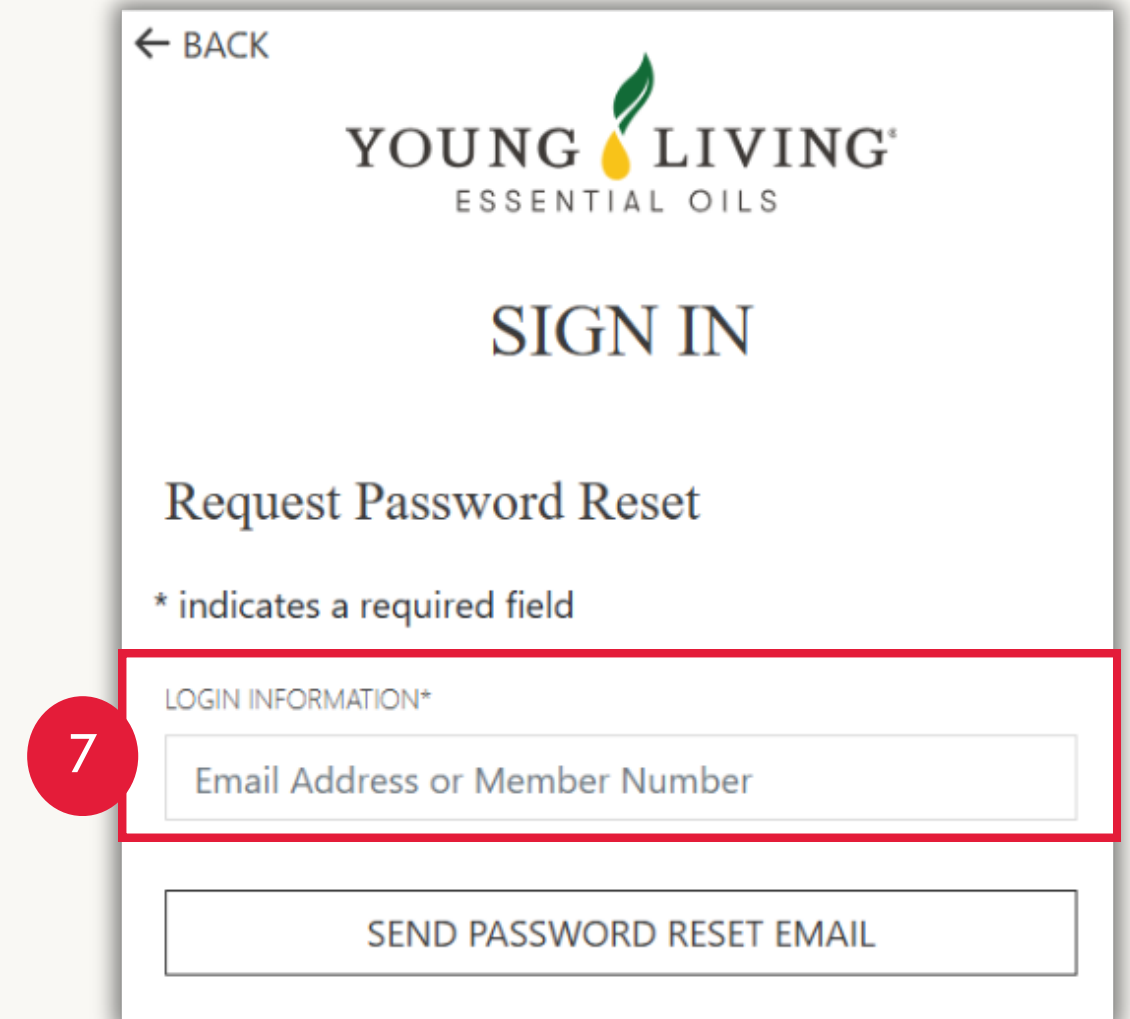
PASSWORD*

Password

SIGN IN

6 FORGOT YOUR PASSWORD?

If you cannot recall your password, click
"Forgot Your Password?" to reset it.



← BACK

YOUNG LIVING[®]
ESSENTIAL OILS

SIGN IN

Request Password Reset

* indicates a required field

7 LOGIN INFORMATION*

Email Address or Member Number

SEND PASSWORD RESET EMAIL

Enter information required field and click
"Send Password Reset Email."

GETTING STARTED

Reactivate a Young Living account

8

YOUNG LIVING
ESSENTIAL OILS

Hey! We noticed you are shopping without a referral.

Did someone refer you to Young Living?

Yes, add referral Continue without referral

Contact [Sign in](#)

Email

First name Last name

Delivery

Ship

Country/Region
Malaysia

First name Last name

8

You may update your referral information upon reactivation by clicking on “Yes, add referral” button

9

Complete all the required fields and review the final payment amount. Once everything is correct, click "Pay Now."

After your payment is successful, your Young Living account is reactivated. 🎉

New Brand Partner Information

To complete your first purchase as a Brand Partner, please review and agree to the following Young Living documents:

Date of Birth (YYYY-MM-DD)

Tax Profile Type
Individual

MyKAD

☐ By checking this box, I agree to the following documents:
[Brand Partner Agreement](#), [Policies and Procedures](#), [Privacy Policy](#), and [Sales Compensation Plan](#).

Pay now

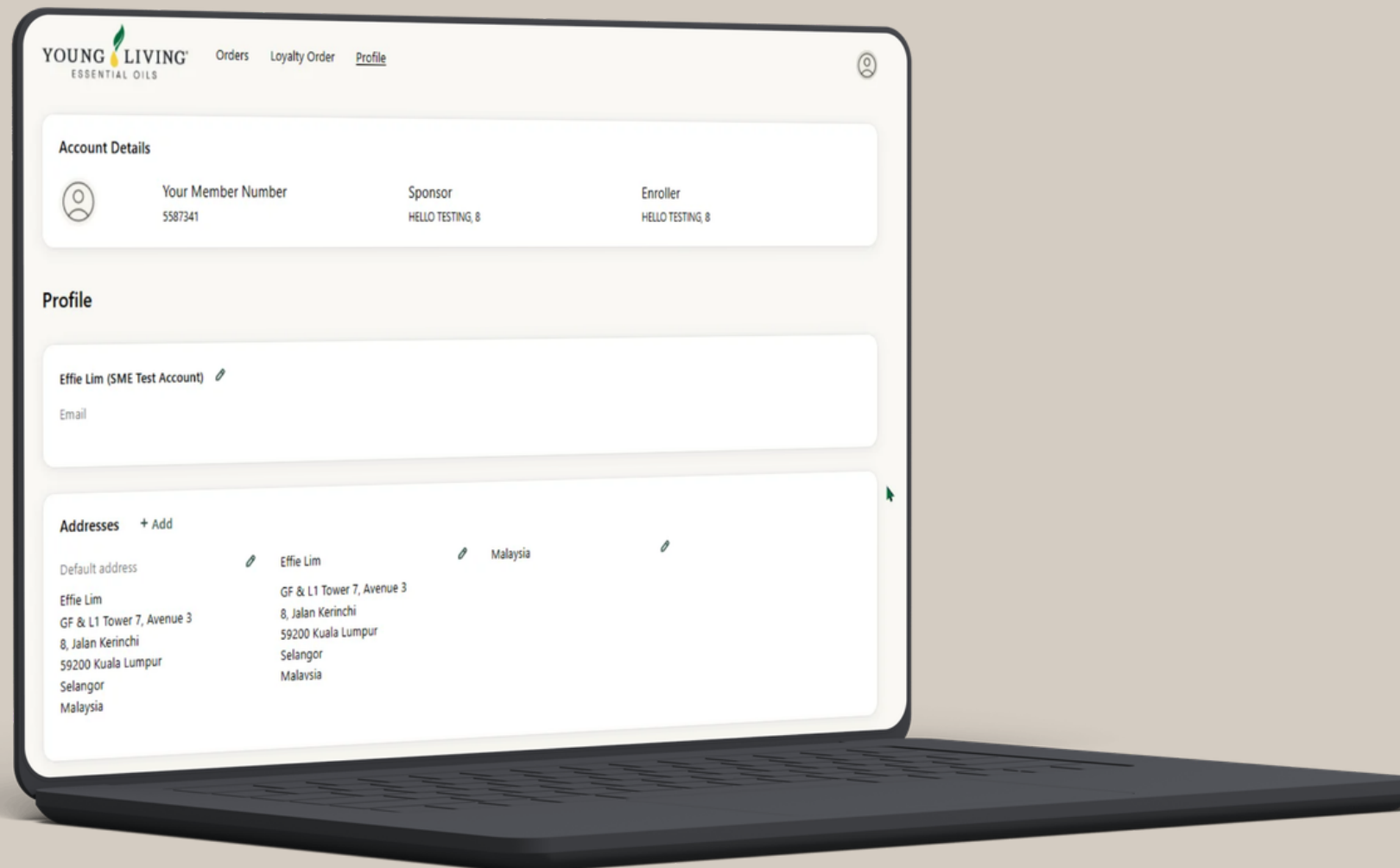
Total PV 73.75

Subtotal - 6 items RM 430.00

Shipping Enter shipping address

Total MYR **RM 430.00**

TOTAL SAVINGS RM 121.96

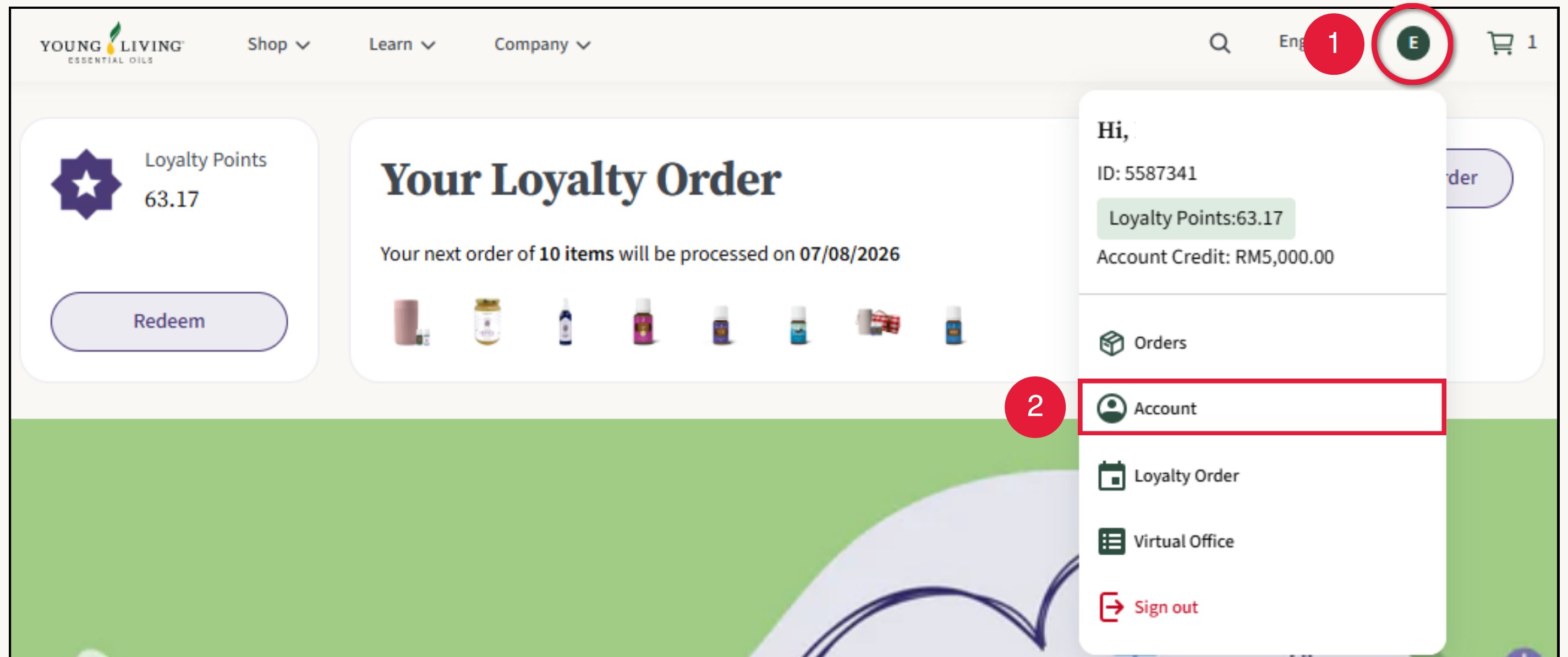


2

Account Information

ACCOUNT INFORMATION

Account Page



1 Click on round icon with your initial at top right corner

2 Click on “Account” to go to your profile page

Your Young Living Profile Details

View and manage your Young Living profile information, including personal details and credit cards saved.



Profile Details

- 1 Account Details & Name
- 2 Addresses
- 3 Payment methods

YOUNG LIVING
ESSENTIAL OILS

Orders

Loyalty Order

Point History

Profile

1

Account Details



Your Member Number

5587341

Sponsor

HELLO TESTING, 8

Enroller

HELLO TESTING, 8

Effie Lim

2

Edit

Email

@youngliving.com

- 1 Account Details displays your Member ID, Sponsor, and Enroller information.
- 2 You can update your display name by clicking the "Edit" button.
 - Your email address, however, cannot be changed here. To update your email address, the account owner must contact Member Services.

Edit profile

First name

Effie Lim

Last name

Email

@youngliving.com

Email can't be edited

Cancel

Save

Profile Details

1 Account Details & Name

2 Addresses

3 Payment methods

Orders

Loyalty Order

Point History

Profile

Addresses

1

Add

Effie Lim

Default

GF & L1 Tower 7, Avenue 3, 8, Jalan Kerinchi, 59200 Kuala Lumpur, Selangor, Malaysia

>

Effie Lim

GF & L1 Tower 7, Avenue 3, 8, Jalan Kerinchi, 59200 Kuala Lumpur, Selangor, Malaysia

2

>

- 1 You may add your desired address by clicking on the “Add” button.
- 2 To edit or delete an existing address, click the “>” arrow next to the address.
 - Do take note that only address with Phone number inserted will be available for selection for shipping during checkout.

Edit address

Country/region

Malaysia

First name

Effie

Last name

Lim

Address

GF & L1 Tower 7, Avenue 3

Apartment, suite, etc (optional)

8, Jalan Kerinchi

Postcode

59200

City

Kuala Lumpur

State/territory

Selangor

Phone

+6012

Delete

Cancel

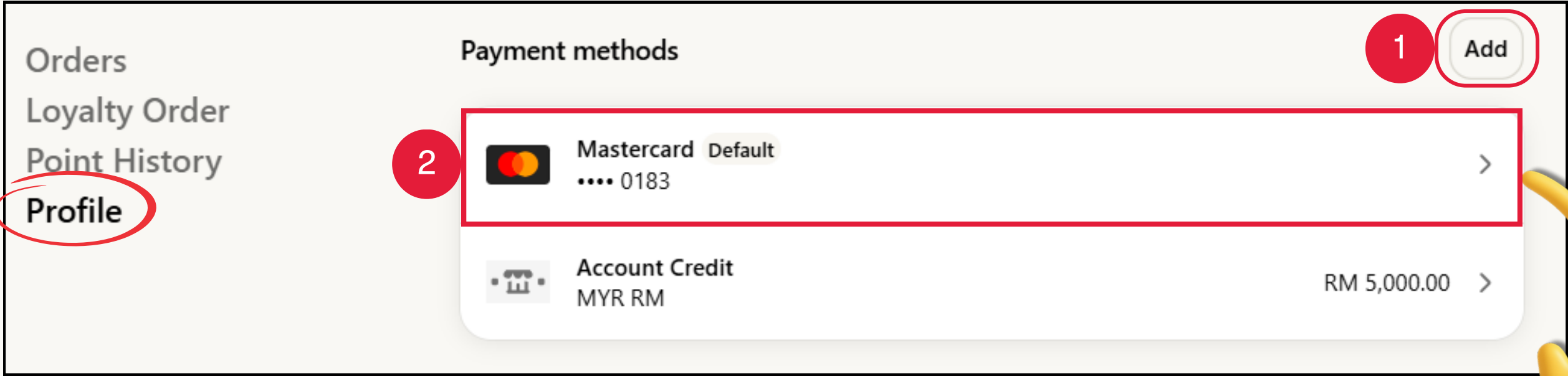
Save

Profile Details

1 Account Details & Name

2 Addresses

3 Payment methods

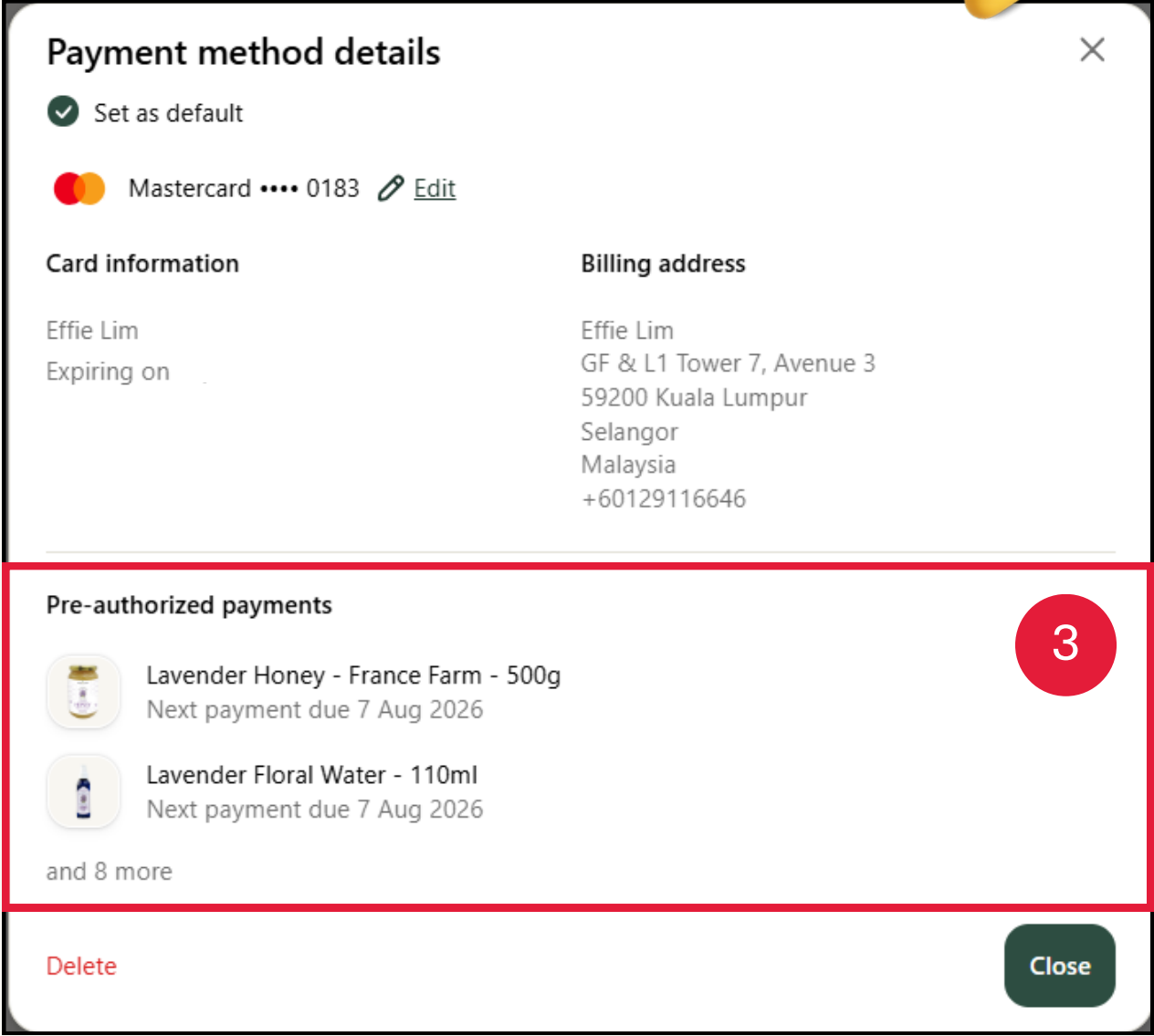


1 Click “Add” to save a new card to your account.

2 To edit or delete an existing card, click the “>” arrow next to the card.

3 If the card is assigned to Loyalty Template, "Pre-authorized Payment" will be displayed at the bottom of the card.

- Cards assigned to Loyalty Template cannot be deleted. Select a different card in the Loyalty Template before deleting the card from the Profile page.



Profile Details

1 Account Details & Name

2 Addresses

3 Payment methods

Orders

Loyalty Order

Point History

Profile

Payment methods



Mastercard

Default

.... 0183

>



Account Credit

MYR RM

RM 5,000.00

>

Add

- 1 Your Account Credit balance is displayed under Payment Method.
- 2 Click the > arrow to view your Account Credit transaction history.
 - Account Credit can currently be used for Standard Orders only.

Account Credit

Balance

RM 5,000.00 MYR

Total expirable amount

—

Date	Event	Amount
30 Apr 2026 at 10:34 am	Order refund MY14733	RM 716.51
23 Apr 2026 at 10:34 am	Order payment MY14733	-RM 716.51
22 Apr 2026 at 10:59 am	Order refund MY14268	RM 1,341.00
22 Apr 2026 at 10:43 am	Order payment MY14268	-RM 1,341.00
16 Apr 2026 at 5:34 am	Adjustment	RM 5,000.00

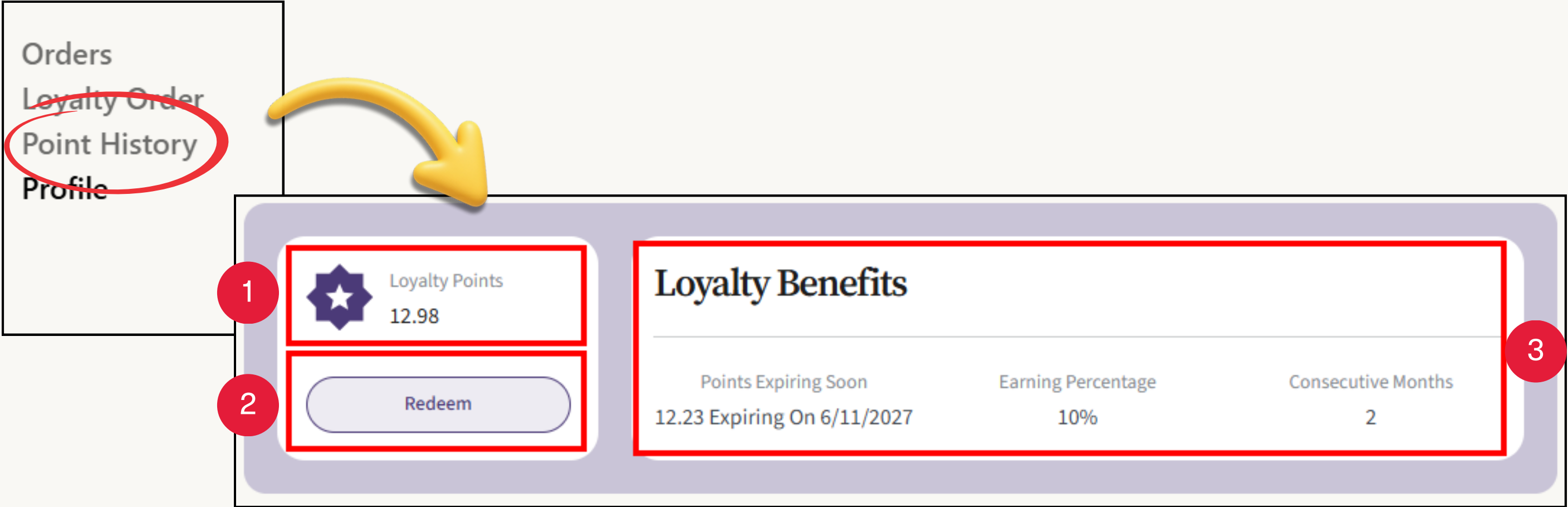
Close

Loyalty Points History

View a detailed record of Loyalty Points earned from Loyalty Rewards orders and points used for redemption.



Points History



- 1 Loyalty Points displays the member's current total points balance.
- 2 “Redeem” button appears when the member is enrolled in LR and is eligible to redeem points. Click to be redirected to the Redemption page.
 - If the button displays "Enroll to Redeem", the member is not enrolled in the LR and must first place a LR order to activate redemption eligibility.

- 3 Loyalty Benefits shows the member's points expiry date, earning percentage, and total consecutive months enrolled in LR.

Month Enrolled	Earning Percentage
1 - 3 months	10%
4 - 24 months	20%
25+ months	25%

Points History

4

Point History

Date	Status	Notes	Points Earned	Order #
07/07/2026	Earned	Points earned from order	+40.05	MY40767
04/30/2026	Adjusted	Refund — points reversed	-15.00	MY14733
04/30/2026	Adjusted	Refund — points reversed	-3.12	MY11181
04/30/2026	Adjusted	Refund — points reversed	-4.99	MY10390
04/23/2026	Earned	Points earned from order	+15.00	MY14733
04/23/2026	Earned	Points earned from order	+3.12	MY11181
04/23/2026	Earned	Points earned from order	+4.99	MY10390
04/16/2026	Adjusted	Refund — points reversed	-10.33	MY9612

- 4

Point History displays all points transactions and the corresponding order number.

 - Green - point earned
 - Red - point deducted

Order History

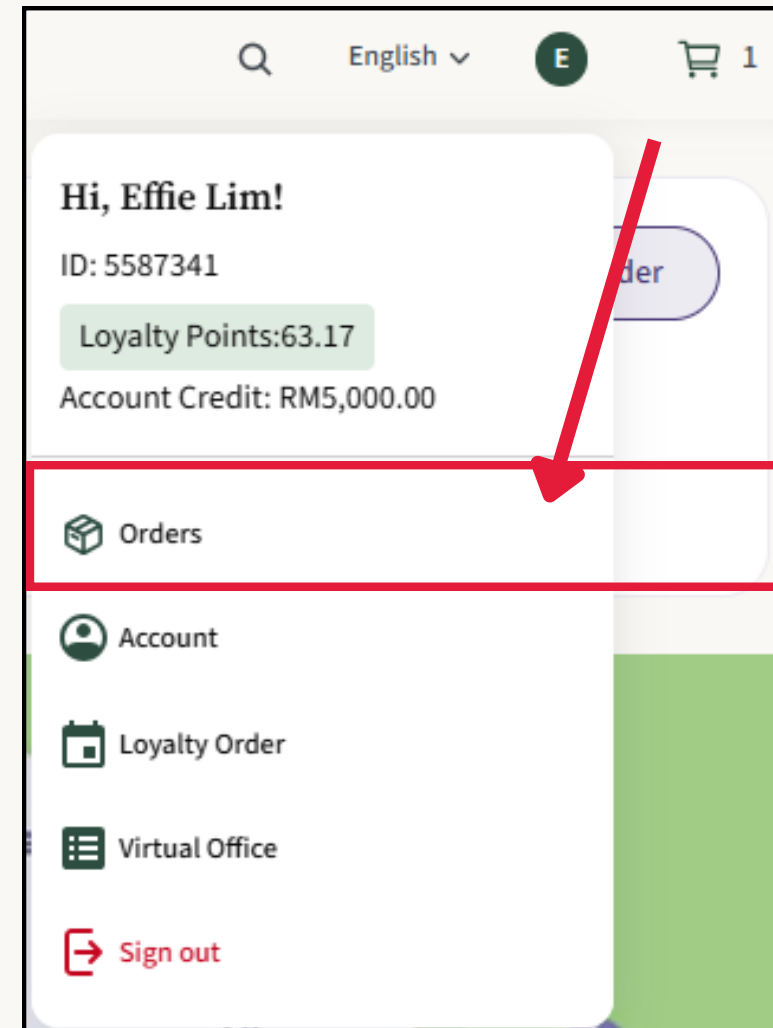
Order History

View and track all your past orders, including order details, order status, and transaction history.



Order History

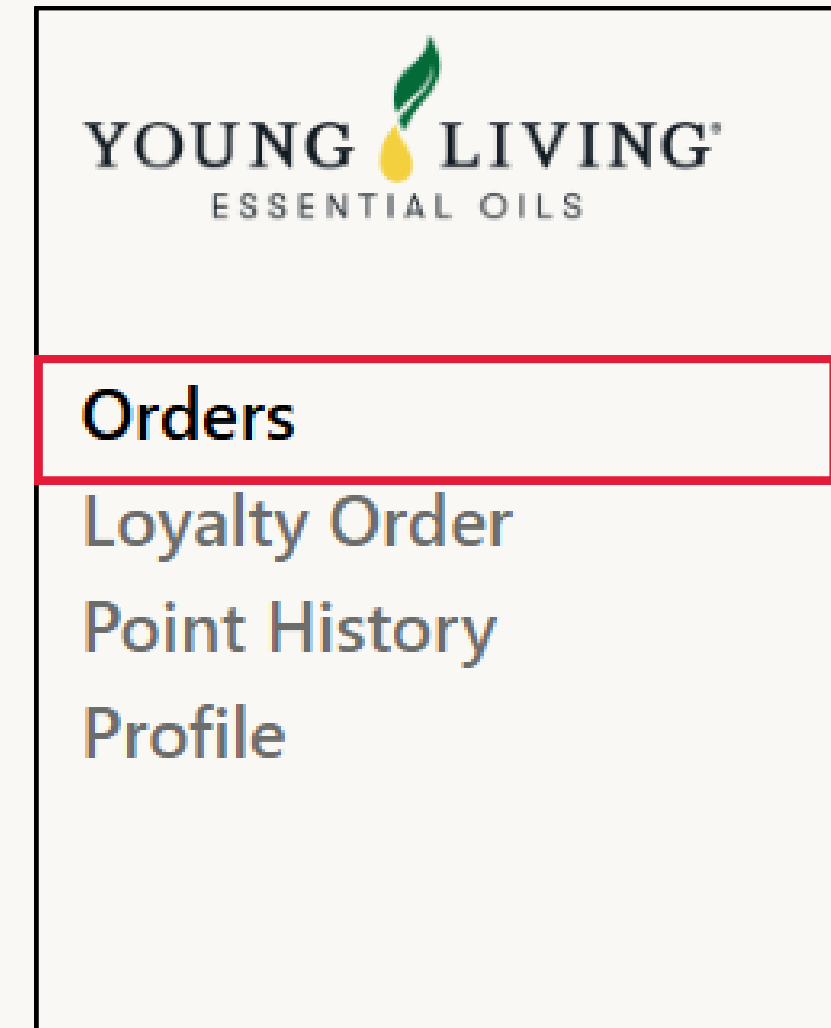
From HOME page



Click your initials icon at the top-right corner, then select “Orders” to access Order page.

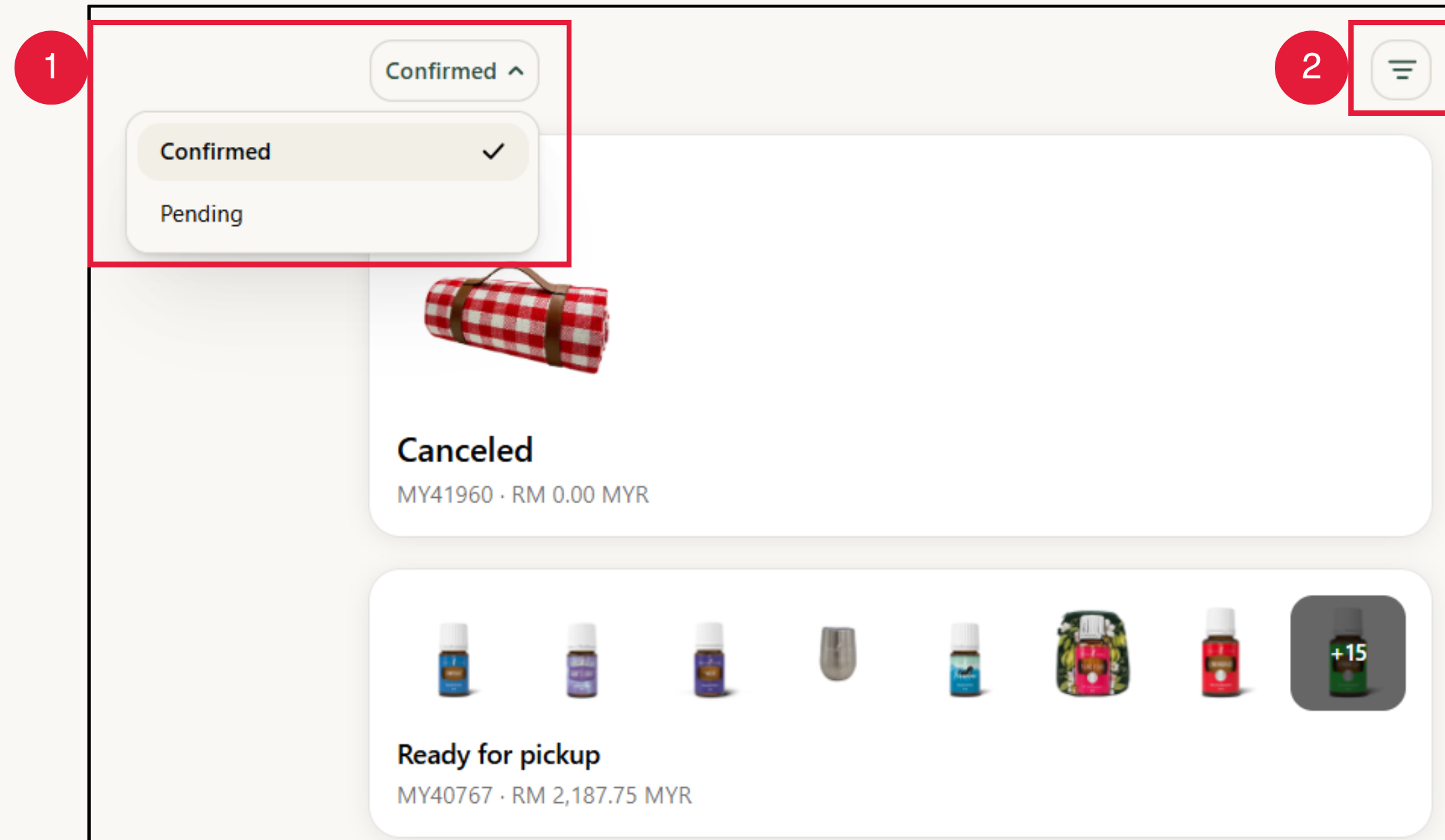
OR

From ACCOUNT page



Click “Orders” on the left panel to go to the Orders page.

Order History

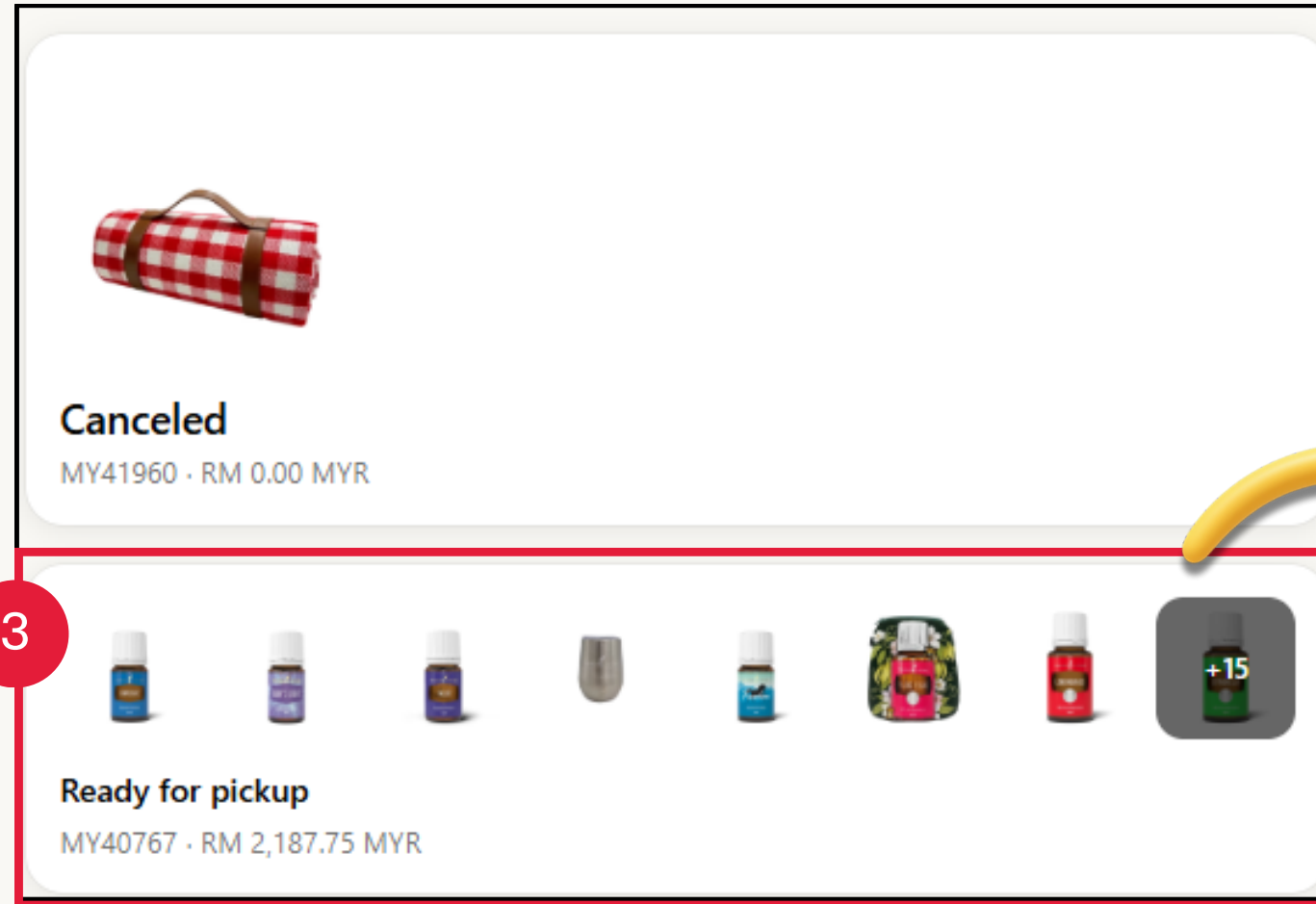


1 If you have any order which still pending payments, click the drop-down menu to view them.

- By default, only “Confirmed” orders are displayed.
- Pending orders here will not include Loyalty Rewards Orders with unsuccessful payments.

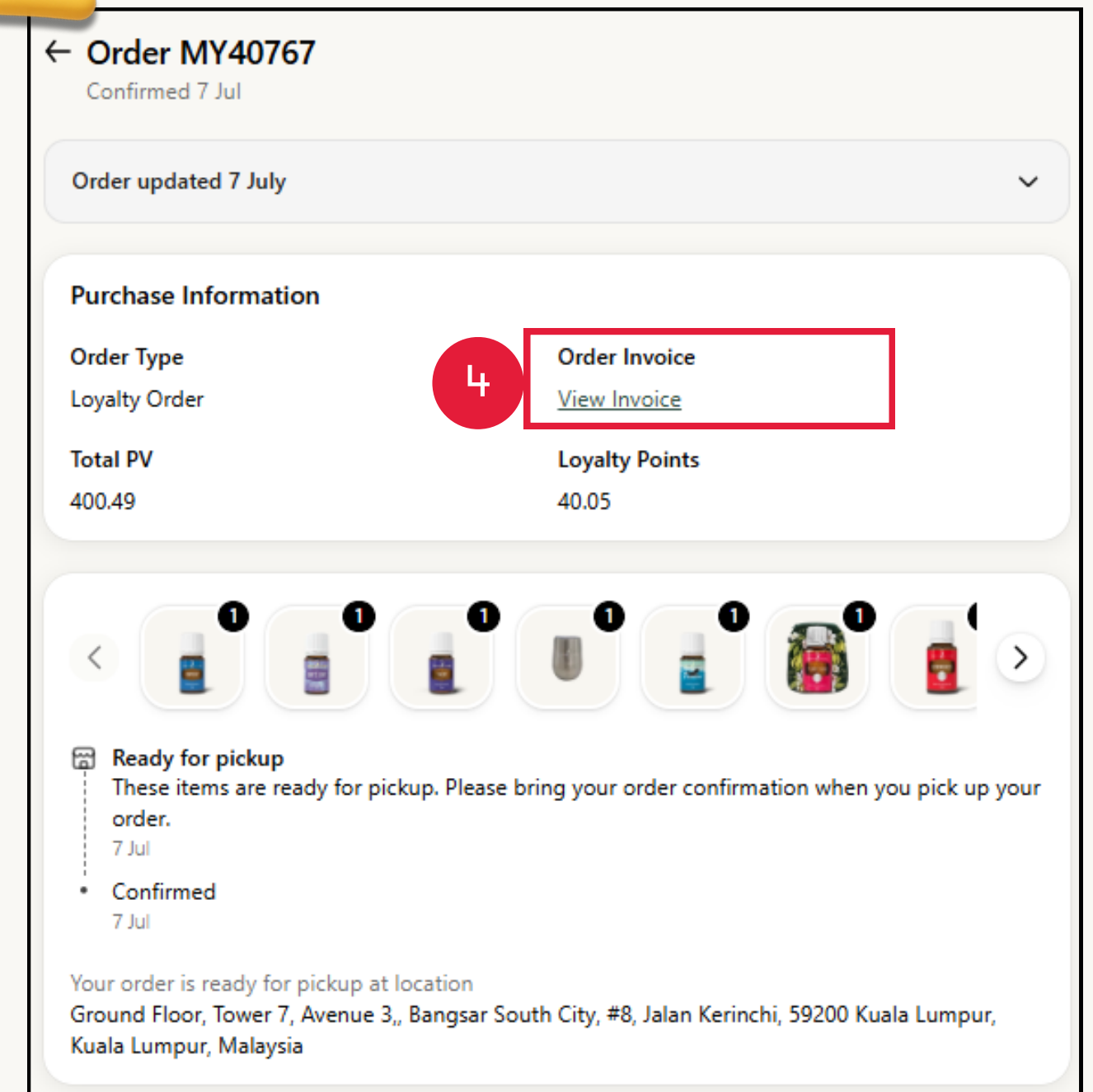
2 Click on the arrow at the right side to filter orders based on your preferred criteria, such as order total value or order date.

Order History



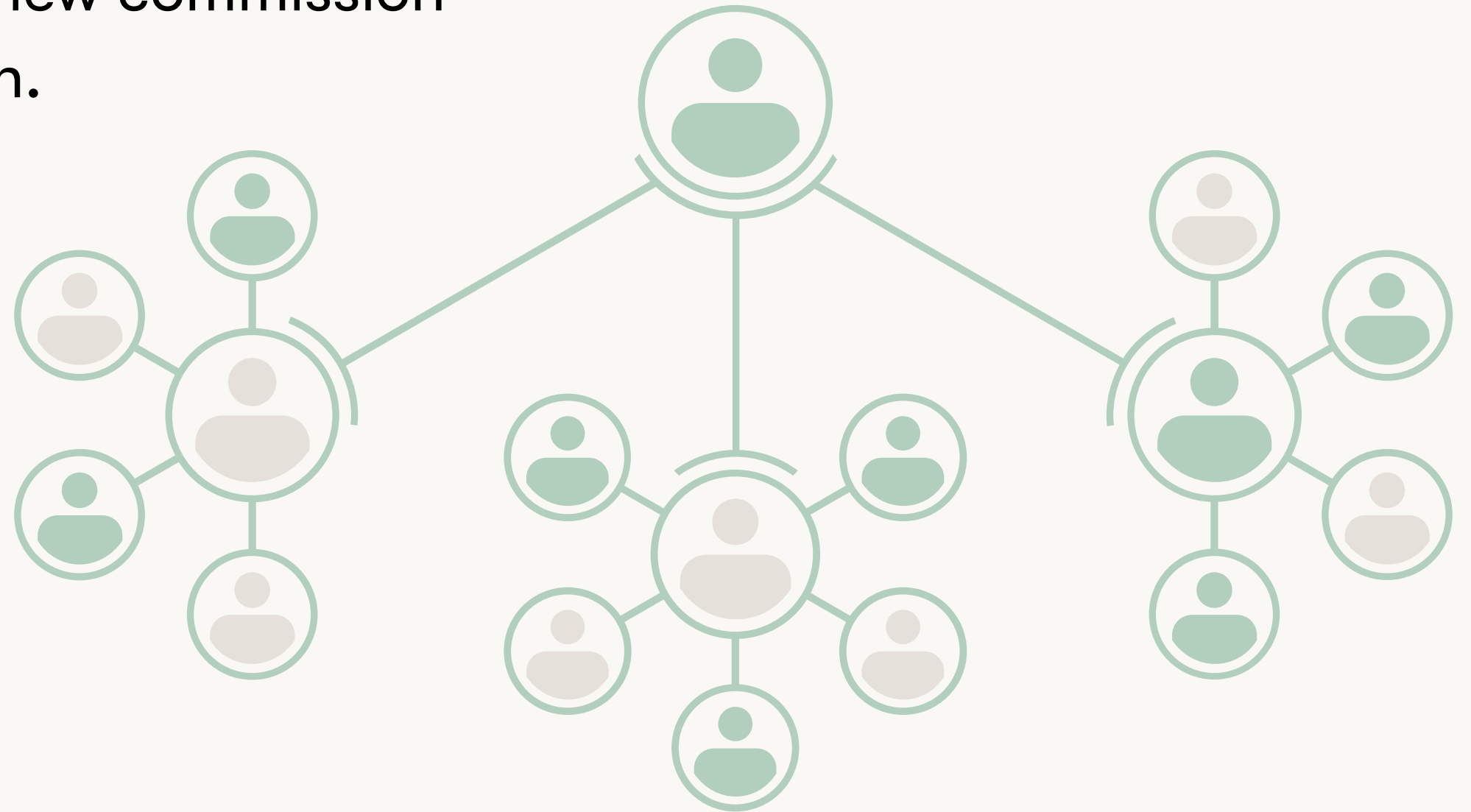
- 3 Click an order to view more details, such as:
- Order Type - Standard Order / Loyalty Order
 - Total PV
 - Loyalty Points earned
 - Shipping Method - Pickup / Ship to home
 - Items purchased

- 4 You can download the invoice by clicking “View Invoice”.

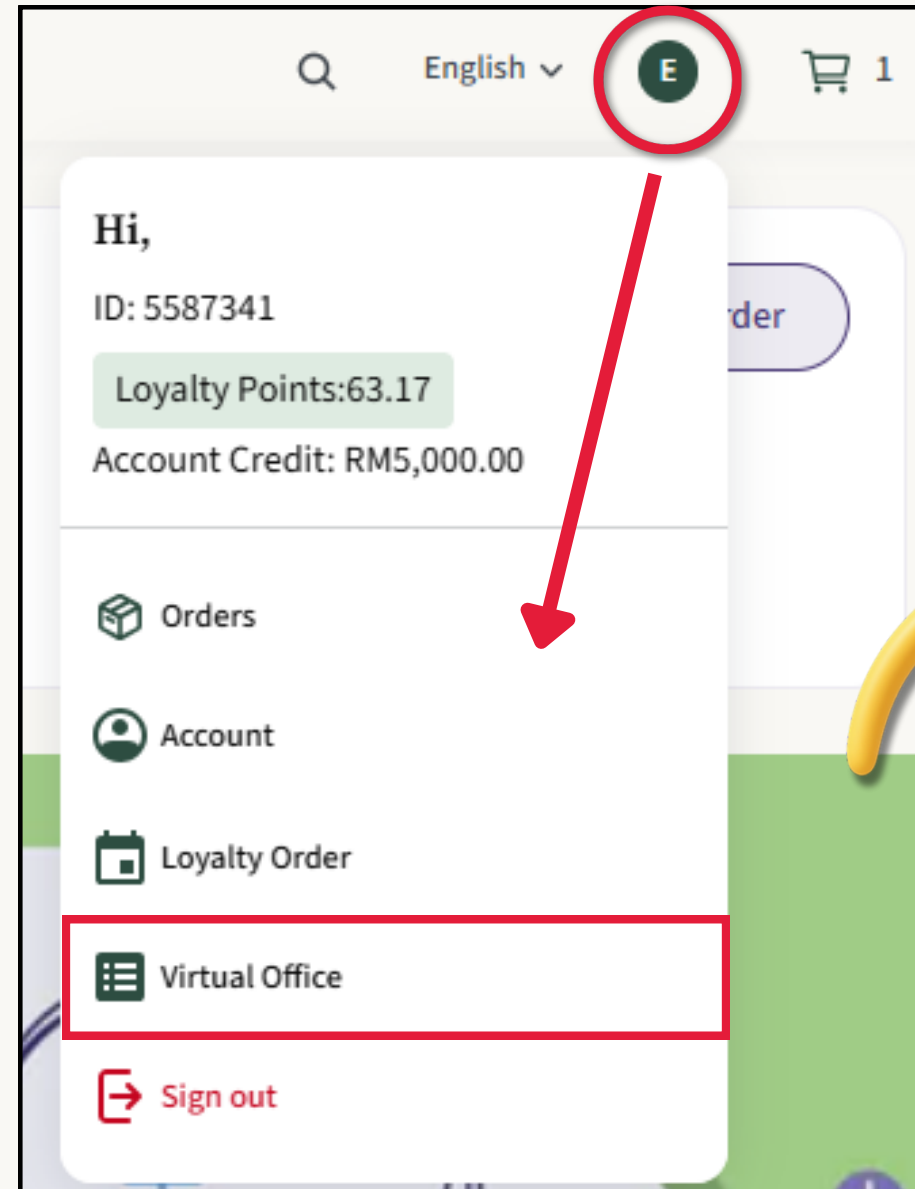


Redirect to Virtual Office (VO)

Access Virtual Office to manage your organization and view commission-related information.



Virtual Office



- Click your initials icon at the top-right corner, then select Virtual Office.
- You will be redirected to the Virtual Office page to manage your organization.

