



# Virtual Office Self-Help Guide

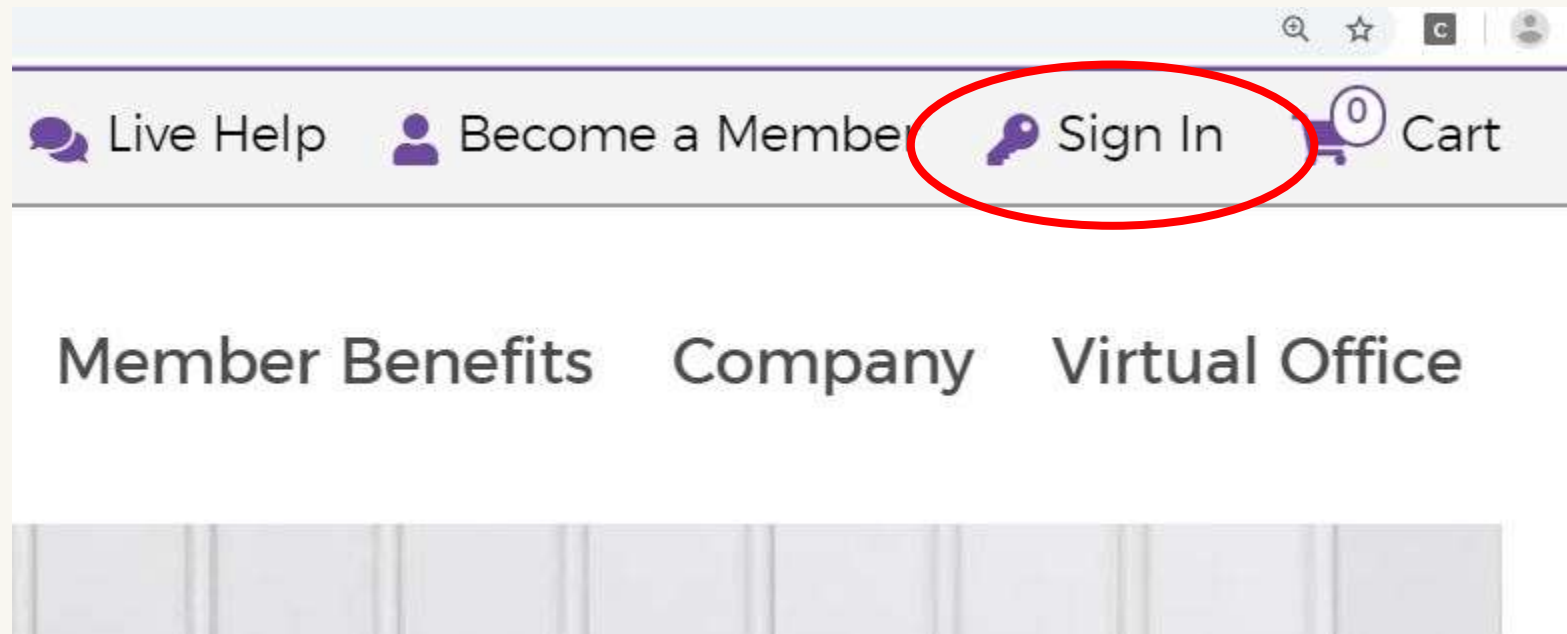
# Virtual Office Self-help Guide

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# Standard Order (SO)

# Creating SO order in Virtual office

**Step 1:** Log in to Virtual Office



**Step 2:** Click 'STANDARD ORDER' in the side menu.



The screenshot shows a user's rewards dashboard. On the left is a vertical side menu with the following items: DASHBOARD (Summary, Rank Qualification, Silver Bound), MEMBER NEWS, ESSENTIAL REWARDS (Standard Order, My Organisation), MEMBER RESOURCES, and MY ACCOUNT. The 'STANDARD ORDER' item is circled in red. The main content area has three tabs: Summary (selected), Rank Qualification, and Silver Bound. It is divided into several sections: 'Shopping' with 'Monthly Order' (318.50 PV) and 'Quick Order' (0); 'Balances' with 'Rewards Points' (132.97) and 'Available Credits' (RM932.56); 'Volume / Rank' with 'OCV' (0), 'PV' (0), 'PCV' (0), and 'Qualified Rank' (Distributor); 'OCV HISTORY' with a bar chart and a month selector (A S O N D J F M A M J J A); and 'Dream 500' with the logo and 'My Points' (0).

**Step 3:** Look for the product you want to purchase by using the search bar or by using the categories below.

Standard Order

Young Living » Standard Order

Rewards Points Balance  
132.97 Details

lemon  View All  View Cart (3) Select Category

DASHBOARD

MEMBER NEWS

ESSENTIAL REWARDS

STANDARD ORDER

MY ORGANISATION

MEMBER RESOURCES

MY ACCOUNT

### Savvy Minerals by Young Living

Mascara  
Blush  
Eyeshadow  
Foundation

Bronzer  
Brushes  
Lip Gloss

### Limited Release Promo

Limited Release Promo

### Essential Oils & Blends

Essential Oil Flavoring  
Essential Oil Singles  
Essential Oil Blends

Roll-ons  
Massage Oils

### Beauty

Bath, Body & Hair Care  
Facial Care

### Home

Animal Scents  
Thieves

YL Seedlings  
Kidscents

### Wellness

Slique  
NingXia Red

Nutrition  
Supplements  
Gary's True Crit

**Step 4:** Click 'Add Product'.

Bar Soap - Lemon Sandalwood 3.5 oz 3675	<input type="text" value="1"/>	10.50 PV	\$10.50 USD	Add Product
Jade Lemon Essential Oil 4685	<input type="text" value="1"/>	11.00 PV	\$11.00 USD	Add Product
Jade Lemon Vitality 5ml 5589	<input type="text" value="1"/>	11.00 PV	\$11.00 USD	Add Product
Lemon Essential Oil 15 ml 3578	<input type="text" value="1"/>	11.50 PV	\$11.50 USD	Add Product
Lemon Essential Oil Sample 10 ct 4772	<input type="text" value="1"/>	5.00 PV	\$10.00 USD	Add Product
Lemon Myrtle Essential Oil 5 ml 3079	<input type="text" value="1"/>	23.25 PV	\$23.25 USD	Add Product
Lemon Vitality 5ml 5625	<input type="text" value="1"/>	6.25 PV	\$6.25 USD	Add Product
Lemongrass Essential Oil 15 ml 3581	<input type="text" value="1"/>	11.50 PV	\$11.50 USD	Add Product
Lemongrass Vitality 5ml 5626	<input type="text" value="1"/>	6.25 PV	\$6.25 USD	Add Product

**Step 5:** Scroll down to ‘Quick Order Selections’ to view your selections. Click ‘Checkout’.

Quick Order Selections

Product	Quantity	Item PV	Price	PV Subtotal	Subtotal	
Lemon Essential Oil (15ml) 15ml	<input type="text" value="1"/>	11.50	RM51.50 MYR	11.50	RM51.50 MYR	<input type="checkbox"/>
				Subtotals:	11.50	RM51.50 MYR

Delete All Delete

[Checkout](#)



**Step 6:** Confirm your shipping address and shipping method then click 'Next Step'.

### Checkout - Shipping

Young Living » Checkout » Checkout - Shipping

Shipping      Payment      Review

[Next Step »](#)

1 Primary Delivery ?	Product	Quantity
<p><b>Shipping Address</b></p> <p>GF &amp; LT, TOWER 7, AVENUE 5, BANGSAR SOUTH, KUALA PUMPUR, KUL 59200 MYS</p> <p><a href="#">Change Address</a></p>	Lemon Essential Oil (15ml) 15ml	1 <input type="checkbox"/>

Delete All Delete

**Shipping Method**

Pick a Shipping Method

Pick a Shipping Method

Local Delivery - Standard RM20.00

Pick up at Kota Kinabalu RM0.00

**Malaysia - Experience Center RM0.00**

[Next Step »](#)

## Step 7: Confirm your payment method then click 'Next Step'.

Checkout - Payment

Young Living » Checkout » Checkout - Payment

Shipping      Payment      Review

How Would You Like to Pay for Your Order?

Account Credits

Payment

Only methods allowed for all markets in your order are displayed below  
Select payment type

Amount to Pay

RM 51.50 MYR

« Back to Shipping

Next Step »

Subtotal	RM51.50 MYR
Shipping	RM0.00 MYR
<b>Total</b>	<b>RM51.50 MYR</b>

Payments Applied

Visa - \*\*\*\*\*1111      RM51.50 MYR

Donate to the Young Living Foundation

To donate an additional amount in dollars, enter amount here

RM 0.00 MYR

Select Programme or Project

General Donation

Next Step »

**Step 8:** Review your order and make sure all details are correct then click 'Place Order'. A window will appear with a confirmation number.

### Checkout - Order Review

Young Living » Checkout » Checkout - Order Review

Shipping      Payment      Review

[Place Order](#)

#### Items

Delivery 1	Product	PV Subtotal	Subtotal	Quantity
Shipping Address Ground Floor & Level 1, Tower 7 Avenue 3, Bangsar South #8 Jalan Kerinchi, KUL 59200 MYS	Lemon Essential Oil (15ml) 15ml	11.50	RM51.50 MYR	1
	<a href="#">Edit Order</a>			Delivery Weight: 0.20 Lbs

Shipping Method  
Malaysia - Experience Center (RM0.00 MYR)  
[Edit Shipping Information](#)

Subtotal	RM51.50 MYR
Shipping	RM0.00 MYR
<b>Total</b>	<b>RM51.50 MYR</b>
PV Total	11.50

**Payments Applied**

Visa - *****1111	RM51.50 MYR
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I agree to comply with the terms and conditions stated in Young Living Malaysia's return policy that is included on the Young Living Malaysia's Policies and Procedures. Please [click here to view the policy.](#)

[« Back to Payments](#)      [Place Order](#)

# Essential Rewards Enrollment

# Where to enroll?

- Members can enroll in Virtual Office or by contacting Member Services.

The screenshot displays the 'Welcome' page of the Young Living member dashboard. The breadcrumb trail at the top reads 'Young Living > Dashboard > Welcome'. The main content area is divided into several sections:

- Summary**: Includes tabs for 'Rank Qualification' and 'Silver Bound'. The 'Rewards Points Balance' section is circled in red, showing 'Not Enrolled' with an 'Enrol' button.
- Shopping**: Displays 'Monthly Order' at 0.00 PV and 'Quick Order' at 0. It includes links for 'Details' and 'Shop'.
- Balances**: Shows 'Rewards Points' at 1.50 and 'Available Credits' at RM0.00. It includes a 'Details' link.
- Volume / Rank**: A table showing 'OCV' at 0, 'PV' at 0, and 'PCV' at 0. The 'Qualified Rank' is listed as 'Distributor'.
- OCV HISTORY**: A table with columns for 'OCV' and 'Rank'.
- Dream 500**: Features the 'Dream 500 BORA BORA' logo and a 'My Points' section showing 0 points with a 'View' link.

Volume / Rank	
OCV	PV
0	0
PCV	Qualified Rank
0	Distributor

OCV HISTORY	
	1
	0.8
	0.6
	0.4
	0.2

**Step 1:** Go to Virtual Office and click 'Enroll' at the top of the side menu.

The screenshot displays the 'Welcome' page of the Young Living Virtual Office. The breadcrumb trail at the top left reads 'Young Living > Dashboard > Welcome'. The main header area contains 'Welcome' and a navigation menu with 'Rewards Points Balance' and 'Not Enrolled' (circled in red) with an 'Enroll' button next to it. Below the navigation menu are sections for 'DASHBOARD', 'MEMBER NEWS', 'ESSENTIAL REWARDS', 'STANDARD ORDER', 'MY ORGANISATION', 'MEMBER RESOURCES', and 'MY ACCOUNT'. The main content area is divided into several sections: 'Summary', 'Rank Qualification', and 'Silver Bound'. The 'Shopping' section shows 'Monthly Order' at 0.00 PV and 'Quick Order' at 0. The 'Balances' section shows 'Rewards Points' at 1.50 and 'Available Credits' at RM0.00 MYR. The 'Volume / Rank' section shows 'OCV' at 0, 'PV' at 0, 'PCV' at 0, and 'Qualified Rank' as 'Distributor'. The 'OCV HISTORY' section shows a list of values: 1, 0.8, 0.6, 0.4, and 0.2. The 'Dream 500' section features the 'Dream 500 BORA BORA' logo. The 'My Points' section shows 0 points and a 'View' button.

**Step 2:** Explain the requirements and benefits to your new member to ensure they are prepared for the monthly commitment of this program then click ‘Join Now’.

The screenshot displays the 'Essential Rewards' dashboard. At the top, the title 'Essential Rewards' is centered. Below it, the breadcrumb 'Young Living » Essential Rewards' is visible. On the left, a navigation menu includes 'Rewards Points Balance Not Enrolled Enrol', 'DASHBOARD', 'MEMBER NEWS', 'ESSENTIAL REWARDS' (with sub-items: 'My Monthly Order', 'Rewards Points', 'PV Assistant', 'Rewards Points History'), 'STANDARD ORDER', 'MY ORGANISATION', 'MEMBER RESOURCES', and 'MY ACCOUNT'. The main content area features a 'My Monthly Order' input field, a 'Welcome to Essential Rewards' heading, and a sub-heading 'Get the Benefits of Young Living Delivered Every Month'. A purple-bordered box titled 'Benefits Of Essential Rewards' lists four items: 'Convenient automatic ordering', 'Discounted shipping', 'Discounted product packages', and 'Up to 20 percent back in points toward free products'. Below this, the text 'Join Essential Rewards Today!' is followed by a purple 'Join Now' button, which is circled in red.

**Step 3:** Click the Member Agreement check box then click 'Continue'.

### Essential Rewards Agreement ✕

This is an agreement through which Independent Distributors of Young Living Essential Oils may participate in the Essential Rewards program.

Participants Enjoy The Following Benefits:

Essential Rewards credits: Credits may be earned on each Essential Reward order placed. These credits may be redeemed for free products. Credits are earned with each consecutive month of participation.

- First to Third month: 10% of Essential Rewards order.
- Fourth to Twenty-Fourth month: 20% of Essential Rewards order.
- Twenty-Fifth month and beyond: 25% of Essential Rewards order.
- Credits are redeemable after two consecutive months of participation and are valid toward full PV products only (excluding Essential Reward Packs). The credits are generally equal to one PV and may not be used towards shipping and taxes. Products purchased with ER credits have no Personal or Organizational Volume. Credits may be redeemed by contacting Member Services Department at +603 2280 1000

Additional Benefits: Essential Rewards members will also be eligible to participate in "members only" specials.

### Member Agreement (Required Field)

Scroll through and read the Member Agreement below and verify that you accept these terms by checking the box at the bottom of the agreement.

20. Cancellation or return of any Essential Rewards order forfeits all unused Essential Rewards product credits and resets the monthly participation in the program to zero.

I have read and agree to the terms of the Young Living Essential Rewards Agreement.

[Continue](#)



**Step 4:** Use the search bar to start searching and adding products to the monthly order.

The screenshot shows the 'Essential Rewards' dashboard. On the left is a navigation menu with sections: 'REWARDS POINTS BALANCE' (Not Enrolled), 'DASHBOARD', 'MEMBER NEWS', 'ESSENTIAL REWARDS' (My Monthly Order, Rewards Points, PV Assistant, Rewards Points History), 'STANDARD ORDER', 'MY ORGANISATION', 'MEMBER RESOURCES', and 'MY ACCOUNT'. The main content area is titled 'Monthly Order Catalog' and includes a search bar (circled in red) with the placeholder text 'Product name or number', a magnifying glass icon, and a 'View All' link. To the right of the search bar are 'Monthly Order Selections (0)' and a 'Select Category' dropdown. Below the search bar are four product category tiles: 'Savvy Minerals by Young Living' (listing Mascara, Blush, Eyeshadow, Foundation, Bronzer, Brushes, Lip Gloss), 'Limited Release Promo' (with an image of a person), 'Essential Oils & Blends' (listing Essential Oil Flavoring, Essential Oil Singles, Essential Oil Blends, Roll-ons, Massage Oils), and 'Beauty' (listing Bath, Body & Hair Care, Facial Care).

**Step 5:** Confirm shipping address and shipping method then click 'Next Step'.

## Checkout - Shipping

Young Living » Checkout » Checkout - Shipping

Shipping Payment Review

[Next Step »](#)

1 Primary Delivery ?

Shipping Address	Product	Quantity	
GF & LT, TOWER 7, AVENUE 5, BANGSAR SOUTH, KUALA PUMPUR, KUL 59200 MYS <a href="#">Change Address</a>	Lemon Essential Oil (15ml) 15ml	1 <span style="font-size: small;">▼</span>	<span style="font-size: small;">🗑️</span> <span style="font-size: small;">☐</span>

🗑️ Delete All 🗑️ Delete

Pick a Shipping Method

Pick a Shipping Method

Local Delivery - Standard RM20.00

Pick up at Kota Kinabalu RM0.00

Malaysia - Experience Center RM0.00

[Next Step »](#)

**Step 6:** Select the Processing Day then click 'Next'.

Rewards Points Balance  
Not Enrolled [Enrol](#)

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DASHBOARD

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MEMBER NEWS

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ESSENTIAL REWARDS

- [My Monthly Order](#)
- [Rewards Points](#)
- [PV Assistant](#)
- [Rewards Points History](#)

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STANDARD ORDER

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MY ORGANISATION

---

MEMBER RESOURCES

---

MY ACCOUNT

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### Change Your Processing Day

Next Scheduled Processing Date: 16 Aug 2020

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	01	02	03	04	05

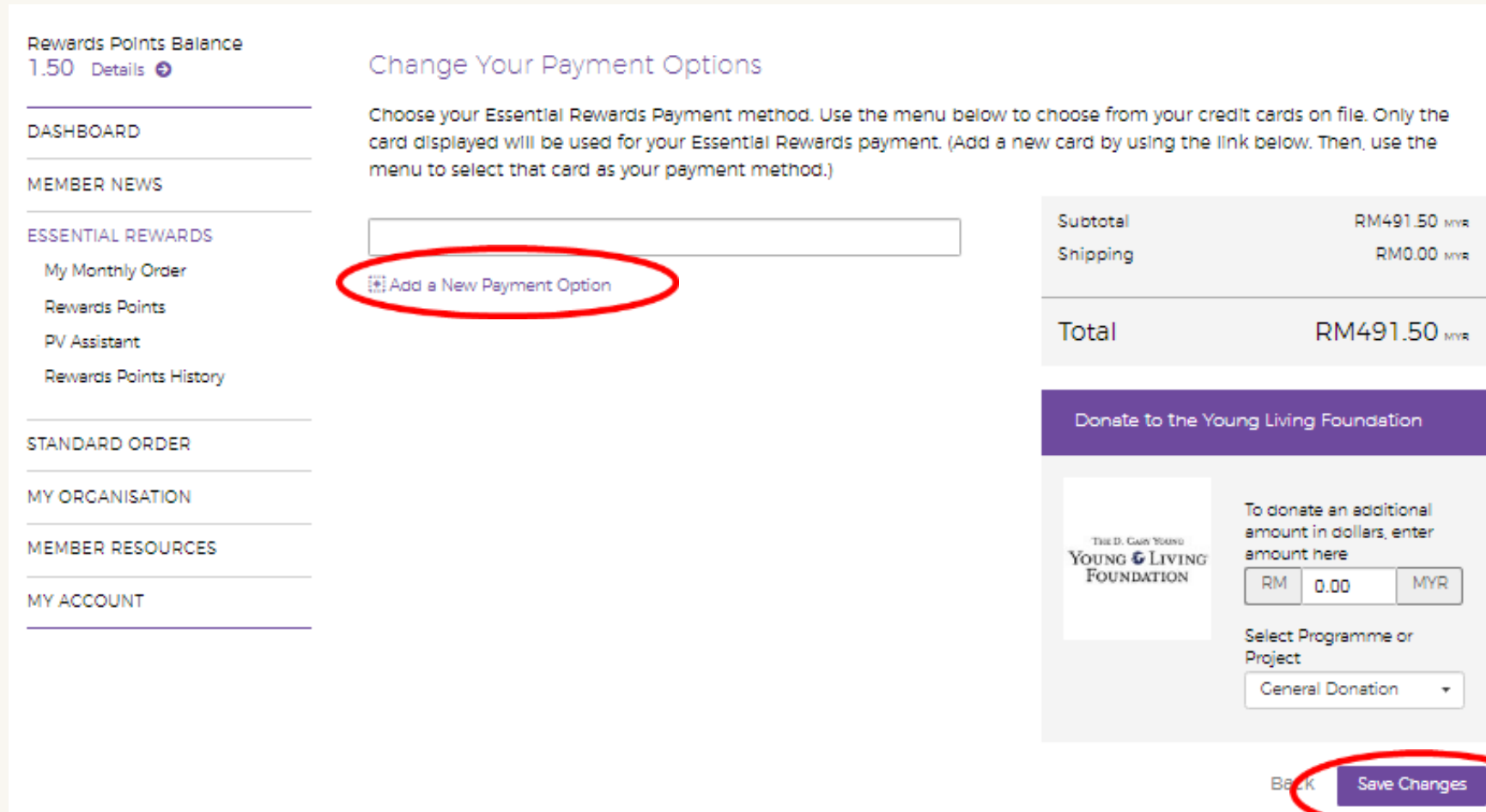
September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	01	02	03
04	05	06	07	08	09	10

■ Current   ■ Selected   ■ Processed   ■ Unavailable

[Back](#) [Next](#)

**Step 7:** Select a payment method or ‘Add a New Payment Option’ then click ‘Save Changes’.



Rewards Points Balance  
1.50 [Details](#)

DASHBOARD

MEMBER NEWS

ESSENTIAL REWARDS

- My Monthly Order
- Rewards Points
- PV Assistant
- Rewards Points History

STANDARD ORDER

MY ORGANISATION

MEMBER RESOURCES

MY ACCOUNT

### Change Your Payment Options

Choose your Essential Rewards Payment method. Use the menu below to choose from your credit cards on file. Only the card displayed will be used for your Essential Rewards payment. (Add a new card by using the link below. Then, use the menu to select that card as your payment method.)

[Add a New Payment Option](#)

Subtotal	RM491.50 MYR
Shipping	RM0.00 MYR
<b>Total</b>	<b>RM491.50 MYR</b>

Donate to the Young Living Foundation

THE D. GARY YOUNG  
**YOUNG LIVING**  
FOUNDATION

To donate an additional amount in dollars, enter amount here

RM 0.00 MYR

Select Programme or Project

General Donation ▾

[BACK](#) [Save Changes](#)

## Step 8: Verify that the Essential Rewards template has been created.

My Monthly Order   Rewards Points   PV Assistant


### My Monthly Order

Manage your Essential Rewards Order by selecting from the options below.  
Next Order Processing Date: 23 Aug 2020

Monthly Order Total  
RM859.00 MYS

Monthly PV  
185.50

[View Order](#)   [Change Order](#)

 [Print Invoice](#)

Shipping Address  
GF & L1, TOWER 7, AVENUE  
5, BANGSAR SOUTH,  
KUALA PUMPUR, KUL 59200  
MYS

Shipping Method  
Local Delivery - Reduced

[Change Shipping](#)

Payment Method  
Visa ending in 1111

Exp: 04/23

YLF Donation  
RM0.00 MYS

[Change Payment](#)

### Processing Date

Current Processing Day  
23 of the month

[Change Processing Day](#)

Manually Process  
Click below to process your  
order before regularly scheduled  
day. (Will process today.)

[Process Today](#)

View My Order History  
View order summary, status, and  
track shipping

[My Order History](#)

To unsubscribe and no longer receive Essential Rewards monthly orders, please call Customer Service.

# Updating Essential Rewards Template

**Step 1:** Click 'ESSENTIAL REWARDS' in the side menu to go to the Essential Rewards page.

Rewards Points Balance  
132.97 [Details](#)

DASHBOARD

- Summary
- Rank Qualification
- Silver Bound

MEMBER NEWS

**ESSENTIAL REWARDS**

STANDARD ORDER

MY ORGANISATION

MEMBER RESOURCES

MY ACCOUNT

Summary Rank Qualification Silver Bound

Shopping

Monthly Order **318.50 PV** [Details](#)

Quick Order **0** [Shop](#)

Balances

Rewards Points **132.97** [Details](#)

Available Credits **RM932.56** [Details](#)

Volume / Rank

OCV **0** PV **0** PCV **0** Qualified Rank **Distributor**

OCV HISTORY

	1
	0.8
	0.6
	0.4
	0.2

A S O N D J F M A M J J A

Dream 500

**Dream 500**  
BORA BORA

My Points **0**  
[View](#)

**Step 2:** Click 'Change Order' to change the items in your monthly order.

The screenshot displays the 'Essential Rewards' dashboard. On the left is a navigation menu with categories: DASHBOARD, MEMBER NEWS, ESSENTIAL REWARDS (containing 'My Monthly Order', 'Rewards Points', 'PV Assistant', and 'Rewards Points History'), STANDARD ORDER, MY ORGANISATION, MEMBER RESOURCES, and MY ACCOUNT. The main content area is titled 'Essential Rewards' and includes a breadcrumb trail 'Young Living » Essential Rewards » Essential Rewards'. Below this, there are tabs for 'My Monthly Order', 'Rewards Points', and 'PV Assistant'. The 'My Monthly Order' section is active, showing a 'Next Order Processing Date: 23 Aug 2020'. It features three summary boxes: 'Monthly Order Total' (RM859.00 MYR and Monthly PV 185.50) with 'View Order' and 'Change Order' buttons; 'Shipping Address' (GF & L1, TOWER 7, AVENUE 5, BANGSAR SOUTH, KUALA PUMPUR, KUL 59200 MYS) and 'Shipping Method' (Local Delivery - Reduced) with a 'Change Shipping' button; and 'Payment Method' (Visa ending in 1111, Exp: 04/23, YLF Donation RM0.00 MYR) with a 'Change Payment' button. Below these is a 'Print Invoice' link. The 'Processing Date' section shows 'Current Processing Day 23 of the month' with a 'Change Processing Day' button, a 'Manually Process' option with a 'Process Today' button, and a 'View My Order History' option with a 'My Order History' button. A footer note states: 'To unsubscribe and no longer receive Essential Rewards monthly orders, please call Customer Service.'



**Step 3:** Look for the products you wish to order by using the search bar or by using the categories below.

The screenshot displays the 'Essential Rewards' dashboard. At the top, the page title is 'Essential Rewards'. Below it, the breadcrumb trail reads 'Young Living > Essential Rewards > Essential Rewards'. On the left side, there is a navigation menu with sections: 'REWARDS POINTS BALANCE' (132.97), 'DASHBOARD', 'MEMBER NEWS', 'ESSENTIAL REWARDS' (with sub-links for My Monthly Order, Rewards Points, PV Assistant, and Rewards Points History), 'STANDARD ORDER', 'MY ORGANISATION', 'MEMBER RESOURCES', and 'MY ACCOUNT'. The main content area is titled 'Monthly Order Catalog' and includes a search bar containing the text 'juva', which is circled in red. To the right of the search bar are 'View All', 'Monthly Order Selections (4)', and a 'Select Category' dropdown. Below the search bar, the catalog is organized into several categories: 'Savvy Minerals by Young Living' (listing Mascaras, Bronzers, Blushes, Brushes, Eyeshadows, Lip Glosses, and Foundations), 'Essential Oils & Blends' (listing Essential Oil Flavoring, Roll-ons, Essential Oil Singles, Massage Oils, and Essential Oil Blends), 'Home' (listing Animal Scents, Thieves, YL Seedlings, and Kidscents), 'Limited Release Promo', 'Beauty' (listing Bath, Body & Hair Care and Facial Care), and 'Wellness' (listing Silique, NingXia Red, Nutrition Supplements, and Cary's True Crit).

## Step 4: Click 'Add Product'.

Rewards Points Balance  
132.97 [Details](#)

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DASHBOARD

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MEMBER NEWS

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ESSENTIAL REWARDS

- [My Monthly Order](#)
- [Rewards Points](#)
- [PV Assistant](#)
- [Rewards Points History](#)

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STANDARD ORDER

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MY ORGANISATION

---

MEMBER RESOURCES

---

MY ACCOUNT

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### Monthly Order Catalog

Search or shop the catalog to add new products to your monthly order. View and save changes in the Monthly Order Summary at the bottom of all category pages.

Product name or number   [View All](#) Monthly Order Selections (4) [Select Category](#)

[← Back to Categories](#)

Search Results For: **Juva** (1 Items)

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Sorting

<a href="#">Juva Cleanse Essential Oil Blend 15ml 3395515</a>	<input type="text" value="1"/>	109.75 PV	RM491.50 MYR	<a href="#">+ Add Product</a>
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Products Containing The Ingredient: **Juva** (0 Items)

**Step 5:** Scroll down to ‘Monthly Order Summary’ to view your selections. Click ‘Save Monthly Order’. A Delivery Alert pop-up will appear. Click ‘Change Shipping’.

Monthly Order Summary						
Product	Quantity	Item PV	Price	PV Subtotal	Subtotal	
Juva Cleanse Essential Oil Blend 15ml	<input type="text" value="1"/>	109.75	RM491.50 MYR	109.75	RM491.50 MYR	
			Subtotals: 109.75 *		RM491.50 MYR	

Delete All Delete

[Back](#) [Save Monthly Order](#)

**Delivery Alert!**  
Your Order Changes Have Affected Your Delivery Method.

Your order will not be saved until you have reviewed and updated your delivery methods.

Your changes may have altered your: shipping cost, Will Call availability, dangerous goods shipping, restricted address, available shipping methods, split order, etc.

Please click the "Change Shipping" button to review your delivery options and save your order. Click "Close" to return to editing your order.

[Close](#) [Change Shipping](#)

**Step 6:** Click ‘Change Address’ to update your shipping address then select the desired shipping method and click ‘Save Changes’.

Rewards Points Balance  
132.97 [Details](#)

DASHBOARD

MEMBER NEWS

ESSENTIAL REWARDS

STANDARD ORDER

MY ORGANISATION

MEMBER RESOURCES

MY ACCOUNT

### Change Your Monthly Delivery

Review and change your monthly shipping address and shipping method below. Please click "Save Changes" to submit your new shipping set up.

[Back](#) [Save Changes](#)

1 Primary Delivery	Product	Quantity
Shipping Address CF & L1, TOWER 7, AVENUE 5, BANGSAR SOUTH, KUALA PUMPUR, KUL 59200 MYS <a href="#">Change Address</a>	Juva Cleanse Essential Oil Blend 15ml	1 <a href="#">Delete</a>

[Delete All](#) [Delete](#)

[Shipping Method](#)

- Pick a Shipping Method
- Pick a Shipping Method
- Local Delivery - Reduced  
RM12.00**
- Pick up at Kota Kinabalu  
RM0.00
- Malaysia - Experience Center  
RM0.00

[Back](#) [Save Changes](#)

**Step 7:** Verify that all changes are reflected accurately in the Order Confirmation page.

## Order Confirmation

Young Living » Essential Rewards » Order Confirmation

Rewards Points Balance  
132.97 [Details](#)

DASHBOARD

MEMBER NEWS

ESSENTIAL REWARDS

- My Monthly Order
- Rewards Points
- PV Assistant
- Rewards Points History

STANDARD ORDER

MY ORGANISATION

MEMBER RESOURCES

MY ACCOUNT

Congratulations! Your Monthly Changes Have Been Saved

Next Processing Date: 23 Aug 2020

### OTG Order Summary

Sub Total: RM491.50 <small>MYS</small>	Shipping Address Ground Floor & Level 1, Tower 7 Avenue 3, Bangsar South #8 Jalan Kerinchi, KUL 59200 MYS
Item Tax: <small>Estimated</small> RM0.00 <small>MYS</small>	Shipping Method Malaysia - Experience Center
Shipping: <small>Estimated</small> RM0.00 <small>MYS</small>	Payment Method Visa ending in 1111 Exp 04/23
Shipping Tax: <small>Estimated</small> RM0.00 <small>MYS</small>	
Total Donations: RM0.00 <small>MYS</small>	
Order Total: RM491.50 <small>MYS</small>	
Monthly PV: 109.75	Current Processing Day 22nd of the month

[Back To Essential Rewards Summary](#)

# Processing Essential Rewards Manually

*(Before Processing Date)*

Click 'Process Today' to process your Essential Rewards order before your processing date.

The screenshot shows the 'Essential Rewards' dashboard. At the top, it says 'Essential Rewards' and 'Young Living • Essential Rewards • Essential Rewards'. On the left is a navigation menu with categories: DASHBOARD, MEMBER NEWS, ESSENTIAL REWARDS (with sub-items: My Monthly Order, Rewards Points, PV Assistant, Rewards Points History), STANDARD ORDER, MY ORGANISATION, MEMBER RESOURCES, and MY ACCOUNT. The main content area has tabs for 'My Monthly Order', 'Rewards Points', and 'PV Assistant'. Below the tabs, it says 'My Monthly Order' and 'Manage your Essential Rewards Order by selecting from the options below.' The 'Next Order Processing Date' is '23 Aug 2020'. There are three main boxes: 1. 'Monthly Order Total' showing 'RM859.00' and 'Monthly PV 185.50' with 'View Order' and 'Change Order' buttons. 2. 'Shipping Address' showing 'GF & L1, TOWER 7, AVENUE 5, BANGSAR SOUTH, KUALA PUMPUR, KUL 59200 MYS' and 'Shipping Method Local Delivery - Reduced' with a 'Change Shipping' button. 3. 'Payment Method' showing 'Visa ending in 1111', 'Exp: 04/23', and 'YLF Donation RM0.00' with a 'Change Payment' button. Below these is a 'Print Invoice' link. The 'Processing Date' section shows 'Current Processing Day 23 of the month' with a 'Change Processing Day' button. A 'Manually Process' box contains the text 'Click below to process your order before regularly scheduled day. (Will process today.)' and a 'Process Today' button, which is circled in red. A 'View My Order History' box contains 'View order summary, status, and track shipping' and a 'My Order History' button. At the bottom, a note says 'To unsubscribe and no longer receive Essential Rewards monthly orders, please call Customer Service.'

# Setting Up the PV Assistant Tool



**Step 1:** Click 'PV Assistant' under the Essential Rewards tab in the side menu.

The screenshot shows the 'Essential Rewards' dashboard. On the left is a navigation sidebar with categories: DASHBOARD, MEMBER NEWS, ESSENTIAL REWARDS, STANDARD ORDER, MY ORGANISATION, MEMBER RESOURCES, and MY ACCOUNT. Under 'ESSENTIAL REWARDS', the options are 'My Monthly Order', 'Rewards Points', 'PV Assistant' (circled in red), and 'Rewards Points History'. The main content area is titled 'My Monthly Order' and includes a breadcrumb trail: 'Young Living > Essential Rewards > Essential Rewards'. Below the breadcrumb are tabs for 'My Monthly Order', 'Rewards Points', and 'PV Assistant'. The 'My Monthly Order' section contains a 'Monthly Order Total' of RM491.50 MYS and a 'Monthly PV' of 109.75, with buttons for 'View Order' and 'Change Order'. It also displays the 'Shipping Address' (Ground Floor & Level 1, Tower 7 Avenue 3, Bangsar South #8, Jalan Kerinchi, KUL 59200 MYS) and 'Shipping Method' (Malaysia - Experience Center), with a 'Change Shipping' button. The 'Payment Method' is 'Visa ending in 1111' with an expiration date of 'Exp: 04/23' and a 'YLF Donation' of RM0.00 MYS, with a 'Change Payment' button. A 'Print Invoice' link is also present. Below this is the 'Processing Date' section, showing the 'Current Processing Day' as '23 of the month' with a 'Change Processing Day' button, and a 'Manually Process' option with a 'Process Today' button. A 'View My Order History' section includes a 'My Order History' button. At the bottom, a note states: 'To unsubscribe and no longer receive Essential Rewards monthly orders, please call Customer Service.'

**Step 2:** Click 'Edit PV Goal' and click on the box to activate PV Assistant.

Rewards Points Balance  
132.97 [Details](#) ➔

My Monthly Order   Rewards Points   **PV Assistant**

## Set Your PV and Priority

Use the blue "Edit" link to set your PV goal. Click-and-drag the right side of each product to select. (Note: PV Assistant adds products in the top-to-bottom order you choose.)

### My Order

PV Goal: 0.00 [Edit PV Goal](#)

PV Total: 0.00

Paused (Check the box to activate your PV Assistant)

[Add Products](#)

**Step 3:** Set your PV target by clicking on “Edit PV Goal”. Enter your desired monthly PV target. Click ‘Update Goal’ to save.

My Order PV Goal

Enter your desired monthly PV target. When needed, PV Assistant will add products to your Essential Rewards order to keep you over your PV targets. Click the “Update” button to set new targets.

My Order PV Goal

100.00

Cancel Update Goal

**Step 4:** Find the products you wish to add to your order by searching the product name or item number and click 'Save Monthly Order' when finished.

PV Assist

Young Living + Essential Rewards + PV Assist

Rewards Points Balance  
132.97 [Details](#)

[View All](#) [View Cart \(0\)](#) [Select Category](#)

DASHBOARD

MEMBER NEWS

ESSENTIAL REWARDS

- My Monthly Order
- Rewards Points
- PV Assistant
- Rewards Points History

STANDARD ORDER

MY ORGANISATION

MEMBER RESOURCES

### Savvy Minerals by Young Living

- Mascara
- Blush
- Eyeshadow
- Foundation
- Bronzer
- Brushes
- Lip Gloss

### Limited Release Promo

Limited Release Promo

### Essential Oils & Blends

- Essential Oil Flavoring
- Essential Oil Singles
- Essential Oil Blends
- Roll-ons
- Massage Oils

### Beauty

- Bath, Body & Hair Care
- Facial Care

Australian Ericifolia Essential Oil	<input type="text" value="1"/>	35.00	35.00	35.00	35.00	<a href="#">Delete</a> <a href="#">Add</a>
Lemon Myrtle Essential Oil 5 ml	<input type="text" value="1"/>	23.25	23.25	23.25	23.25	<a href="#">Delete</a> <a href="#">Add</a>
Lavender Essential Oil 15 ml	<input type="text" value="1"/>	24.25	24.25	24.25	24.25	<a href="#">Delete</a> <a href="#">Add</a>
Orange Blossom Facial Wash	<input type="text" value="1"/>	39.75	39.75	39.75	39.75	<a href="#">Delete</a> <a href="#">Add</a>
						<a href="#">Delete All</a> <a href="#">Delete Selected</a>
Subtotals:				258.00	258.00	
						<a href="#">Save Monthly Order</a>

# Change Essential Rewards Processing Date

**Step 1:** Click 'ESSENTIAL REWARDS' in the side menu.

Rewards Points Balance  
132.97 [Details](#) →

**Summary** Rank Qualification Silver Bound

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**DASHBOARD**

- Summary
- Rank Qualification
- Silver Bound

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**MEMBER NEWS**

- ESSENTIAL REWARDS**
- STANDARD ORDER
- MY ORGANISATION
- MEMBER RESOURCES
- MY ACCOUNT

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**Shopping**

<b>Monthly Order</b> 109.75 PV <a href="#">Details</a> →	<b>Quick Order</b> 0 <a href="#">Shop</a> →
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**Balances**

<b>Rewards Points</b> ? 132.97 <a href="#">Details</a> » →	<b>Available Credits</b> ? RM932.56 MYR
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**Volume / Rank**


<b>OGV</b> ? 0	<b>PV</b> ? 0	<b>PGV</b> ? 0	<b>Qualified Rank</b> Distributor
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**OGV HISTORY**

200

**Dream 500**



**My Points**  
0

**Step 2:** Click 'Change Processing Day'.

Rewards Points Balance  
132.97 [Details](#)

DASHBOARD

MEMBER NEWS

ESSENTIAL REWARDS

[My Monthly Order](#)

[Rewards Points](#)

[PV Assistant](#)

[Rewards Points History](#)

STANDARD ORDER

MY ORGANISATION

MEMBER RESOURCES

MY ACCOUNT

**My Monthly Order**

Rewards Points

PV Assistant

## My Monthly Order

Manage your Essential Rewards Order by selecting from the options below.

Next Order Processing Date: 23 Sep 2020

Monthly Order Total

RM491.50 MYR

Monthly PV

109.75

[View Order](#)

[Change Order](#)

[Print Invoice](#)

Shipping Address

Ground Floor & Level 1, Tower  
7 Avenue 3, Bangsar South  
#8  
Jalan Kerinchi, KUL 59200  
MYS

Shipping Method

Malaysia - Experience Center

[Change Shipping](#)

## Processing Date

Current Processing Day

23 of the month

[Change Processing Day](#)

Manually Process

Click below to process your order  
before regularly scheduled day.  
(Will process today.)

**Step 3:** Click on any of the available date (NOT GRAYED OUT) then click ‘Change Day’.

Rewards Points Balance  
276.40 [Details](#)

DASHBOARD

MEMBER NEWS

ESSENTIAL REWARDS

[My Monthly Order](#)

[Rewards Points](#)

[PV Assistant](#)

[Rewards Points History](#)

STANDARD ORDER

MY ORGANISATION

MEMBER RESOURCES

MY ACCOUNT

## Change Your Processing Day

Next Scheduled Processing Date: 27 Sep 2020

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	01	02	03	04	05

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	01	02	03
04	05	06	07	08	09	10

■ Current   ■ Selected   ■ Processed   ■ Unavailable

[Back](#)

[Change Day](#)



**Step 4:** Verify that the changes you made have been successfully saved.

The screenshot shows a user dashboard with a sidebar on the left and a main content area on the right. The sidebar contains navigation links: 'REWARDS POINTS BALANCE' (with a balance of 276.40 and a 'Details' link), 'DASHBOARD', 'MEMBER NEWS', 'ESSENTIAL REWARDS' (with sub-links for 'My Monthly Order', 'Rewards Points', 'PV Assistant', and 'Rewards Points History'), 'STANDARD ORDER', and 'MY ORGANISATION'. The main content area features a large purple message: 'Congratulations! Your Monthly Changes Have Been Saved', which is circled in red. Below this message is the text 'Next Processing Date: 24 Sep 2020'. The 'OTG Order Summary' is displayed in two columns. The left column lists: 'Sub Total: RM1,698.00 MYR', 'Item Tax: Estimated RM0.00 MYR', 'Shipping: Estimated RM22.00 MYR', 'Shipping Tax: Estimated RM0.00 MYR', and 'Total Donations: RM0.00 MYR'. The right column lists: 'Shipping Address Address 1, Bangsar, LBN 12345, MYS', 'Shipping Method Local Delivery - Reduced', and 'Payment Method Visa ending in 1111, Exp 04/22'.

Rewards Points Balance  
276.40 [Details](#)

DASHBOARD

MEMBER NEWS

ESSENTIAL REWARDS

- My Monthly Order
- Rewards Points
- PV Assistant
- Rewards Points History

STANDARD ORDER

MY ORGANISATION

**Congratulations! Your Monthly Changes Have Been Saved**

Next Processing Date: 24 Sep 2020

### OTG Order Summary

Sub Total: RM1,698.00 MYR	Shipping Address Address 1 Bangsar, LBN 12345 MYS
Item Tax: Estimated RM0.00 MYR	Shipping Method Local Delivery - Reduced
Shipping: Estimated RM22.00 MYR	Payment Method Visa ending in 1111 Exp 04/22
Shipping Tax: Estimated RM0.00 MYR	
Total Donations: RM0.00 MYR	

# Redemption Order

**Step 1:** Click on the → icon.

Rewards Points Balance  
132.97 [Details](#) →

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DASHBOARD

- [Summary](#)
- [Rank Qualification](#)
- [Silver Bound](#)

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MEMBER NEWS

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ESSENTIAL REWARDS

---

STANDARD ORDER

---

Summary Rank Qualification Silver Bound

Shopping		Balances	
<b>Monthly Order</b>	<b>Quick Order</b>	<b>Rewards Points</b> ?	<b>Available Credits</b> ?
109.75 PV	0	132.97	RM932.56 MYR
<a href="#">Details</a> →	<a href="#">Shop</a> →	<a href="#">Details</a> » →	

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Volume / Rank			
<b>OCV</b> ?	<b>PV</b> ?	<b>PCV</b> ?	<b>Qualified Rank</b>
0	0	0	Distributor

**Step 2:** Click “Shop To Redeem Points Now”.

The screenshot displays a user's Rewards Points dashboard. At the top left, the 'Rewards Points Balance' is shown as 132.91 with a 'Details' link. Below this is a navigation menu with categories: DASHBOARD, MEMBER NEWS, ESSENTIAL REWARDS (containing links for My Monthly Order, Rewards Points, PV Assistant, and Rewards Points History), QUICK ORDER, and MY ORGANIZATION. At the top right, there are tabs for 'My Monthly Order', 'Rewards Points', and 'PV Assistant'. The main content area is titled 'Essential Rewards Points' and features four key metrics in a grid:

Points Balance	132.91	Current Earn Rate	25%
Expiring Aug 14, 2020	67.03	Consecutive Months	2

Below the metrics, there are two sections: 'Redeem Your Rewards Points' and 'Rewards Points History'. The 'Redeem Your Rewards Points' section includes the text 'Shop now and apply Rewards Points on "Payments" page of checkout.' and a note: 'Note: You are limited to 375 points per month.' A purple button labeled 'Shop To Redeem Points Now' is circled in red. The 'Rewards Points History' section includes the text 'See and print a complete history of your Rewards Points.' and a purple button labeled 'View Points History'.

### Step 3: Click 'Continue'.

**How to Redeem Points**

Congratulations! You are about to redeem points by shopping in Quick Order. At checkout, you may apply your Rewards Points in lieu of other payment methods. You will find your Essential Rewards Points and redemption form on the left side of the Checkout - Payments page. Check on the product you wish to apply points to. Click Continue below to start shopping.

Cancel Continue

**Essential Rewards Points**

Points Balance ?	185.19	Current Earn Rate ?	25%
Expiring 15 Feb 2021 ?	5.71	Consecutive Months ?	63

Redeem Your Rewards Points      Rewards Points History

**Step 4:** Look for the products you wish to order by using the search bar or by using the categories below.

## Standard Order

Young Living » Standard Order

Rewards Points Balance  
185.19 [Details](#)

DASHBOARD

MEMBER NEWS

ESSENTIAL REWARDS

STANDARD ORDER


MY ORGANISATION

MEMBER RESOURCES

MY ACCOUNT


[View All](#) [View Cart \(9\)](#) [Select Category](#)

### Savvy Minerals by Young Living




- Mascara
- Blush
- Eyeshadow
- Foundation
- Bronzer
- Brushes
- Lip Gloss

### Limited Release Promo




Limited Release Promo

### Essential Oils & Blends



- Essential Oil Flavoring
- Essential Oil Singles
- Roll-ons
- Massage Oils





### Beauty





Bath, Body & Hair Care  
Facial Care

**Step 5:** Add qualifying items to the order.

### Quick Order Selections

Product	Quantity	Item PV	Price	PV Subtotal	Subtotal	
Lavender Vitality 5ml	<input type="text" value="1"/>	12.00 	\$12.00 USD	12.00	\$12.00 USD	 <input type="checkbox"/>
Lemon Essential Oil 15 ml	<input type="text" value="1"/>	11.50 	\$11.50 USD	11.50	\$11.50 USD	 <input type="checkbox"/>

 Delete All  Delete Selected

Subtotals: 23.50 \$23.50 USD

[Checkout](#)

**Step 6:** Click 'Change Address' to update your shipping address then select your desired shipping method and click 'Next Step'.

The screenshot shows a checkout page with a progress bar at the top containing three steps: 'Shipping' (active), 'Payment', and 'Review'. A 'Next Step >' button is circled in red in the top right corner. Below the progress bar, the page is titled '1 Primary Delivery'. On the left, the shipping address is listed as 'CF & L1, TOWER 7, AVENUE 5, BANGSAR SOUTH, KUALA PUMPUR, KUL 59200, MYS'. A 'Change Address' button is circled in red. Below the address, a 'Shipping Method' dropdown menu is open, with 'Local Delivery - Reduced RM12.00' selected and circled in red. The main table lists two items: 'Lavender Vitality 5ml' and 'Lemon Essential Oil 15 ml', both with a quantity of 1. At the bottom right, there are 'Delete All' and 'Delete Selected' buttons.

Product	Quantity
Lavender Vitality 5ml	1
Lemon Essential Oil 15 ml	1



**Step 7:** Click on the circle next to 'Essential Rewards Points'.

## How Would You Like to Pay for Your Order?

Essential Rewards Points

Payment

Only methods allowed for all markets in your order are displayed below

Select payment type

Amount to Pay

**Step 8:** Click on the boxes next to the items you have selected then click 'Next Step'.

## How Would You Like to Pay for Your Order?

Essential Rewards Points

Balance

Total: **97.16 Points**

Number of Essential Rewards points-eligible products on this order: 2 eligible products.

Select items to purchase with your Essential Rewards points.

Lavender Essential Oil 15 ml (1) = 24.25 Points

Lemon Essential Oil 15 ml (1) = 11.50 Points

**Step 9:** Click 'Place Order' to finalize your order and receive a confirmation number.

Shipping      Payment      Review

**Place Order**

**Items**

1 Primary Delivery

Product	PV Subtotal	Subtotal	Quantity
Lavender Essential Oil 15 ml	24.25	\$355.17 <small>MXN</small>	1
Lemon Essential Oil 15 ml	11.50	\$169.83 <small>MXN</small>	1

[Edit Order](#)      Delivery Weight: 0.40 Lbs

**Shipping Address**  
CF & L1, TOWER 7, AVENUE 5,  
BANGSAR SOUTH,  
KUALA PUMPUR, KUL 59200  
MYS  
[Change Address](#)

**Shipping Method**

- Pick a Shipping Method
- Pick a Shipping Method
- Local Delivery - Reduced  
RM12.00**
- Pick up at Kota Kinabalu  
RM0.00
- Malaysia - Experience Center  
RM0.00