



Getting to Know Your Business Center Step by Step Instructions

Enter a New Customer

1. Log onto your L'BRI Business Center.
2. Click on Add a New Customer from Quick Links on the home page or through Business Tab.
3. Enter required information as indicated by red asterisks.
4. Password you create does not have any minimum character requirements.
5. Click Create Account.
6. If placing an order for the customer, click the shopping link provided.

Enter a New Customer from Replicated Site

1. Go to lbri.com/YourURL
2. Click on Shop which will take you to the products page.
3. Click on Account – Login/Create in the upper left of the screen.
4. Enter the required information in the New Customer section as indicated by the asterisks
Password created here do not have any minimum character requirements.

Place a Customer Order

1. Log into your L'BRI Business Center.
2. Click on Business tab and choose Customer Management.
3. From Quick Links on the home page you can also choose Customer Management.
4. Locate the customer's account by entering the customer's information in any of the search fields provided, then click Apply Filters. The customer account information will be displayed.
5. Update any profile information by clicking either the first or last name prior to placing the customer's order.
6. Click New.
7. Choose products and click Add or search for the item by clicking the magnifying icon in the upper right of the screen and choose the product you're searching for. You then click Add to Cart.
8. Click the Shopping Cart icon in the upper right of the screen.
9. Click Checkout.
10. Verify Billing/Shipping Information. Note that changing customer profile information from this screen does not update their L'BRI account. Billing information DOES NOT need to be changed if someone other than the account holder is paying for the order
11. Click Continue
12. Choose Promotions. Make sure to click the drop-down menu QTY and click on quantity of 1 next to the eligible promotions (if order is not eligible for promotions you will be immediately directed to the payment screen).
13. Click Proceed to Checkout from the promotions screen to complete the order or click Back to Shopping Cart to add additional products
14. Verify order. If any quantity changes are made, click Update Order or your changes will not be saved. Click Cancel This Order to delete the order.
15. If the order is to be credited to a Show make sure to enter the Show ID number. If any quantity changes were made, verify that the show ID # is still entered in the appropriate box.
16. To edit billing and shipping from this screen click Edit Address to change the customer information. Again, this will not update the customer profile information on their L'BRI account. This information will be updated for this order only.
17. If the payment method for the order is a L'BRI Credit, click the box next to the credit and then click Apply.

18. Scroll to Payment information
19. Choose Pay by Credit Card or Pay by EFT (Electronic Funds Transfer)
20. Enter required information for either check or credit card (Visa, MC or Discover)
21. Click in the box I'm not a Robot to complete the required puzzle. Click Verify once you have chosen all the required images. This is the security portion of our checkout screen.
22. Click Process order.

Instruct a Customer to Log on and Place an Order

1. Instruct customer to log into your L'BRI personal website using one of the following methods.
 - a. Type your website URL into the address bar of the browser. (lbri.com/yourURL)
 - b. Access the corporate website (lbri.com) and then click Shop.
 - c. Click Account – Login/Create to access the Login Screen.
 - d. If your customers forget their password they can click Forgot your Password to update their password.
2. New Customers would go to your site (lbri.com/yourURL) and click Shop.
 - a. Click Account – Login/Create
 - b. Enter the information in the New Customer section as indicated by the asterisks
 - c. Please note the password created does not have any minimum character requirements.
3. Once logged in, the customer may click on My Account to update profile information.
4. Choose products and click Add
5. Click the Shopping Cart Icon and click Checkout. If the customer did not log in before shopping they will now be required to log in, then click the shopping cart icon again. Use Forgot your Password link for password reset.
6. Verify Billing and Shipping information. Changing profile information from this screen will not update their L'BRI account.
7. Click Continue or Back to Shopping Cart
8. Choose eligible promotions as indicated. In dropdown menu under the heading QTY, chose 1.
9. Click Proceed to Checkout
10. Options at this screen are to Verify order, Continue Shopping, or Cancel This Order
11. If there are any order quantity changes, click Update Order or changes will not be saved.
12. If the order is associated with a Show choose Yes – this order IS associated with a Show. Then enter Show ID.
13. Choose Edit Address if there are any billing or shipping updates
14. Scroll to Payment Information
 - a. Choose Pay by Credit Card or EFT (Electronic Funds Transfer)
 - b. To Pay with L'BRI Credit, check the box next to the credit and then click Apply
15. Click in the box I'm not a Robot to complete the required puzzle. Click Verify once you have chosen all the required images. This is the security portion of our checkout screen.
16. Click Process order.

Create a Show

1. Log onto your L'BRI Business Center
2. Click on Show tab or choose Create a Show from the Quick Links on the Home page
3. Click Add New Show
4. Select the type of the new event: Home Show or Online Show
5. Choose Create New Hostess for a new Hostess or, if the Hostess is already your Customer, select the Hostess' name from the drop-down box of previously entered customers.
6. Click Continue.
7. Enter required information as indicated by red asterisks.
8. Click Save New.

Create a Guest in a Show

1. Log into your Business Center
2. Click the Show tab
3. Click View next to the Show ID
4. On the home page of the Show, click Guests on the navigation bar
5. If the guest is already a customer of yours click the drop-down menu next to *Select one of your Customers to add as a Guest* and click Add.
6. If a guest is a new customer click Create New Guest
7. All fields must contain required information.
8. To populate billing information to shipping simply click the small arrow in the square box to the left of Ship Street1:
9. Do not enter information in the Business line of the New Guest form. The business name will populate as the account name in their L'BRI account.
 - a. A valid email is not required when creating a Guest account. If the Guest provides an email that is not attached to another L'BRI account it is recommended that you enter that information. Without an email on the account the customer cannot use password retrieval.
 - b. A password is not required for the Guest account. The default password will be their ZIP code.
10. Click Save New and the new Guest account will populate into the Guest list.

Entering a Booking

The Booking hostess must be entered into the Show as a guest before booking can be created.

1. Scroll to Upcoming Shows Bookings on the home page of the Show on which you would like to add a booking.
2. Click New.
3. Choose the Booking Guest from the dropdown list of Show guests.
4. Enter required information as indicated by red asterisks.
5. Click Save Changes.
6. Select the Type of Show, either Home Show or Online Show and then click Continue.
7. Verify Show information and edit as necessary then scroll to the bottom of this screen and click Save New.
8. You are now on the home page of the BOOKED Show. To return to the original Show click the Show star and then click View next to the Show ID for the original Show.
9. Once on the home page of the original Hostess' Show, scroll once again to the Upcoming Shows Bookings category.
10. Verify that the booking entered is "scheduled" under the Status column.
11. In the event that the booking indicates that the Status is "unscheduled", click View All, click Edit to the left of the booking in the unscheduled Bookings category.
12. Click Upgrade to an Event at the bottom of that page.
13. Select your Show Type, Home Show or Online Show and click Continue.
14. Verify Show information and edit as necessary then scroll to the bottom of this screen and click Save New.

Enter Show Orders

1. Log into your L'BRI Business Center.
2. Click Show tab.
3. Click View next to the name of the show on which you are placing orders.
4. Click Guests.
5. Select customer for whom you are shopping from the Guest list.
6. Click New order.

7. Click Start order.
8. Choose Click here to Add Product from list.
9. Choose all products from list by entering quantities.
10. Click Finish changes.
11. Verify product selections under Current Product on Order.
12. Choose Click Here to Review Available Promotions choose a QTY of 1 next to each promotion.
13. Click Save changes.
14. Finish changes.
15. New credit card payment or EFT (Electronic Funds Transfer) payment.
16. Enter required information.
17. Save payment.
18. Click on Process Order
19. Click Home tab to return to home page of the Show.

Close a Show

1. Log onto your L'BRI Business Center.
2. Click Show.
3. Click View next to the show you want to close.
4. Click New Hostess order.
5. Click Start order.
6. Choose Click Here to Add and Edit Hostess Rewards for EACH REWARD to which the Hostess is entitled.
7. Select reward(s) Each reward must be chosen individually.
 - a. First choose the 7-Piece Brush Set if your hostess qualified for this award. Enter QTY of 1 and click Save Changes.
 - b. Second choose the Spree Reward, enter QTY of 1 and click Save Changes.
 - c. Third choose ½ price products if the Hostess has chosen any, enter QTY of 1 and click Save Changes.
 - d. Fourth choose Hostess Gift, enter QTY of 1 and click Save Changes.
8. Choose New credit card payment or EFT (Electronic Funds Transfer).
9. Enter required information.
10. Click Save payment.
11. Click Close Show.
12. Click I'm Ready to Close My Show.
13. Click Close Shows and Process Orders.

Sponsor a New Consultant

1. Log into your L'BRI Business Center
2. Click on Business tab
3. Click Sponsor a New Consultant
4. Enter required information
5. Choose Starter Kit
6. Read and accept Term & Conditions/Policies & Procedures
 - a. Monthly Web Service Fee is processed through enrollment
 - b. Monthly Web Service Fee charge will not appear as a separate charge on the checkout screen as it is a virtual charge.
 - c. New Consultant will agree to pay the Monthly Web Services Fee charge 30 days after signup.
7. Click Continue.
8. You may choose Options A-F once within your first 45 days of enrollment. If you do not choose to purchase any of the options at the time of enrollment you may do so within your first 45 days by calling L'BRI customer service at 262-363-9674.
9. Click Continue.
10. Choose Pay by Credit Card.

11. Enter required information.
12. Click Process enrollment.

How to Create your About Me Page

Your About Me introduction may be created at the time of enrollment or through your L’BRI Business Center.

1. Log into your L’BRI Business Center.
2. Click My Profile found on the upper left of the home page below your profile picture.
3. Choose Edit My Profile.
4. Create a short introduction about yourself and why you’re excited to be a L’BRI Consultant. This information will appear on your L’BRI website for your customers and future Consultants to see. You can update your story anytime in your Business Center. Your About Me story must be a string with a maximum length of 2000 characters, including spaces.
5. Once you have completed your introductory story, cut and paste the information into the text box under About Me within Edit My Profile.
6. Scroll to the SAVE button at the bottom of Edit My Profile to ensure that your introduction is saved and will display on your personal website.