

Entering Consultant Orders Step-by-Step with Tips & FAQs

Placing a Consultant Order

1. Click Orders from the left-side menu and then select PLACE CONSULTANT ORDER.
2. Once you're in the shopping cart, you can add items by clicking the +ADD button, or if you are reviewing the details of the product, click ADD TO CART.
3. Once you have completed the order, click the SHOPPING CART icon in the upper right of the screen. Then select GO TO CART.
4. Review the order; if you need to add to the order, click on CONTINUE SHOPPING; otherwise, click CHECKOUT.
5. If you are eligible for a promotion, choose the applicable promotion and click SAVE. If you purchased a set, this is where you would choose the discounted serum.
6. Verify the address information; if you need to update the address, click on CHANGE and then click on the pencil to update your address.
7. If the payment method for the order is L'BRI Credit, click APPLY or select ONLY USE A PORTION OF THIS CREDIT to use a portion of your credit.
8. If your Executive Manager has sent you a CONSULTANT REWARD, CLICK Enter Promo Code, then enter the code in the ENTER PROMO CODE section, and then click APPLY.
9. Review the items in your cart; if you need to update the order, click on Return to Cart in the upper right.
10. If you do not have L'BRI Credit, click on Proceed to Payment, choose your payment method, and then click on the Pay button.
11. If you would like to save your payment for faster checkout, check the box SAVE MY DETAILS FOR FUTURE USE before clicking the Payment button.

Consultant Order Helpful Tips

- In the checkout process, our system has ADDRESS VALIDATION, which helps Home Office ensure address accuracy, so your package isn't delayed in the shipping process. If you get an Address Validation window, review the address information and either choose the original address entered or the suggested address.
- If paying for the order, however, shipping the package to a different address, only the shipping address would have to be updated.
- You can have multiple shipping profiles. To create a shipping profile, click on CHANGE. Then click on USE A DIFFERENT ADDRESS. Make sure you name the address profile, for example, winter home, to help with future orders. Once complete, click on Update and Use.

FAQs	
Will Consultants be able to store payment information for future orders?	<i>Yes, for a faster checkout experience, have your customers save their credit card information for future use. For security, we only retain the tokenized data and not the actual credit card information</i>
How is tax calculated on my Consultant order?	<p><i>Consultant orders are taxed on the retail value of the products. To find your taxable amount, add up these totals:</i></p> <ul style="list-style-type: none"> <i>• Volume total</i> <i>• Supply item total</i> <i>• Shipping total</i> <p><i>Your total taxable amount is then calculated using the local tax rate of the shipping address.</i></p>

If you need additional assistance, please contact our L'BRI home office support@lbri.com or 800-742-8828.