

## HOW TO USE YOUR NEW YOUNG LIVING WEBSITE

[www.youngliving.org](http://www.youngliving.org)

### **To login:**

- 1) go to [www.youngliving.org](http://www.youngliving.org) (this takes you to the “virtual office” login page)
- 2) enter the username and password that you chose and were assigned

### **Homepage Basics:**

Once you have logged in, you will be directed to your homepage. The main body of text will include recent company updates.

To the left, you will see a toolbar. This toolbar contains the following icons:

Home – will return you to this homepage

Email – you are automatically provided an email address ([yourusername@youngliving.org](mailto:yourusername@youngliving.org)). Should you wish to build a business, teach, etc., and use this email address, you can access your email inbox by clicking “email” on the toolbar

Place a product order – this button allows you to order products. Please note: products ordered here are not part of your Essential Rewards order, and so do not count for free product credits.

Essential Rewards Autoship – takes you to the index page for the rewards program. From here you can edit the content, day, shipping, and payment methods of your Essential Rewards order up to midnight the night before your order is scheduled to process.

Distributor Resources – takes you to a page that allows you to access PDF files to download and print or email to potential customers and others interested in YLEO. By scrolling down to the bottom of this page, you can also access the free resources from the American Botanical Council (this is about a \$75/year value, and there is great information in these archives)

Update my Profile – allows you to update your email, phone number, mailing address, etc. This is the mailing address that YLEO will use to mail you their quarterly magazine and other updates, so please keep it up to date!

\*\* Please note: if you need to update your mailing address and you are enrolled in Essential Rewards, you must update the address in both locations.\*\*

Commission Details – view your commission amount for the current month, as well as past months.

Personal Website – for only \$9.99/month, you can establish your own YLEO online store. Orders placed through this site are automatically processed and filled by

Young Living, but you receive compensation for orders placed and new distributors enrolled through the site, just like you would if you did the work in person!

Advanced Reports – by choosing to create a personal website, you also gain access to advanced reports about your downline that makes it easier to organize mailing addressed and emails. Please note: the members of your upline can see the amount of product credit that you order during any given month. NO ONE, however, can see what you ordered or the total cost of your order – your privacy is protected at all times.

### **Distributor Resources:**

This is the largest section of your Young Living Website, and it contains great information! It can be confusing to use, however, so from top to bottom of the page, here is what you will find:

At the top, announcements about new sales tools and similar updates.

The “e-news” archives, in case you missed an edition.

Business aids – this is a series of PDF files that you can download and print, email, or post on your website to help get the word out about essential oils. These pamphlets and brochures include both internal information like the details of the distributor compensation plan and essential rewards, company policies and procedures, and tools to teach you how to build a business; and external information like brochures about products and natural healthcare, and forms that you can use to enroll new distributors. In this section, you also have access to your W-2's and tax information.

American Botanical Council Resources – at the bottom of the page, you will find the free resources that you gained access to when you became a distributor. Take a minute to familiarize yourself with these archives – there is powerful information here to enhance your own knowledge, and empower you to teach others more effectively.

### **Miscellaneous Information:**

Visit [www.JanBowers.com](http://www.JanBowers.com) to access a full library of holistic healthcare resources, and a complete section just for YLEO distributors that provides:

- Audio training;
- Video training;
- Handouts for use with your clients, in your classes, etc.;
- Full “business builders” section with marketing tips, vendor recommendations, client communications templates, and more;
- Continuing education and certification information;
  - Links to other helpful sites;
  - And much more!