

Young Living – Virtual Office Updates

Dear Distributor,

We're excited to inform you of some of the brand new updates that will surely improve your experience as part of our ongoing commitment to providing the best in service to our Distributors in the field.

GRACE MONTH

There have been some questions from Distributors in regards to how the Grace Month has been reporting in the Classic Virtual Office. We're pleased to inform you that this issue has been resolved in Virtual Office update, which means the correct Grace Month message will be displayed.

ER POINTS PAYMENT OPTION

As we continue to make the transition to the updated Virtual Office, we would like to remind you of our existing ER Policy, which states:

- In order to qualify for the Young Living Essential Rewards program, Distributors must have placed at least two orders of at least 50 PV in order to take advantage of this program.
- You can redeem a maximum of 350 Points per calendar month

The New Virtual Office (NVO) update will mean the system will comply with the ER Autoship guidelines.

DISTRIBUTOR'S EMAIL ADDRESS

In order to comply with Policy and Data Protection, the updated Privacy Settings in the Virtual Office means that Distributors who choose to opt out and restrict the sharing of their email address will no longer have their address visible during downloadable distributor reports.

SEARCH ENHANCEMENTS

The new and improved search function in the Virtual Office means Distributors can search Young Living's complete product range at a faster rate with more relevant results.

We can't wait for you to experience these changes.

Please Note: The "New Virtual Office" will now be known as "Virtual Office", whilst the previous version will be referred to as "Classic Virtual Office".

Thank you,

Your Young Living Team