

How to Edit Your OPTAVIA® Order

You have complete control of your **OPTAVIA** account. We want to make sure you know how to edit your orders! You will receive an email from **OPTAVIA** 7 days before your next Premier order is set to process and again 4 days before. This is your reminder to go into your account to make changes to your order or to change the processing date.

To Avoid Running Out of Fuelings:

- Choose a minimum of **20 boxes** so you don't run out before your next order processes.
- Remember to allow for shipping time when changing the processing date. *(Always allow 7 days. It usually will be faster than that, but on occasion it can take that long!)*

To Avoid Losing Your Rewards:

- Your rewards are available for 60 days from the date of your order.
- The system will warn you if you try to move the process date beyond the deadline.

How To Earn Rewards (For OPTAVIA Premier Club Members):

- \$250 minimum Premier Club order
 - ♦ You receive FREE Shipping and 10% reward toward your next OPTAVIA Premier Order.
- \$150 - \$249 Premier Club order
 - ♦ You receive \$5 Flat Rate Shipping and 5% reward toward your next OPTAVIA Premier Order.
- **If you are in Maintenance**, we recommend that you place an order of at least \$250 every 60 days to get the maximum benefit from your Premier Club Membership.

– Please Contact Me If You Have Questions –

The image shows a screenshot of the OPTAVIA account dashboard with several red callout boxes providing instructions:

- Top Right:** "Once you have logged in, Click on **Edit Order**". An arrow points to the "Edit Order" link in the top right corner of the "My OPTAVIA™ Premier Order" section.
- Center:** "Click on **Update** if you need to change the date your order will process". An arrow points to the "Update" button in the "Change Next Order Date" field.
- Right Side:** "If you No Longer Wish To Place an OPTAVIA Order... Click on **Cancel Order**". An arrow points to the "Cancel Order" link.
- Bottom Center:** "If you Want to Process your Order NOW... Click on **OPTAVIA Premier Order**". An arrow points to the "OPTAVIA Premier Order" link in the left sidebar.
- Bottom Right:** "Then Click on **Process Now**". An arrow points to the "Process Now" button in the "Your OPTAVIA Premier Information" section.

The dashboard itself includes sections for "My Account", "Welcome Back", "Client ID #", "Account Dashboard", "Your Profile", "Address Book", "Payment Details", "Order History", "Return Status", "Optavia Premier Order", "My OPTAVIA™ Premier Order" (with sub-sections for Order Information, Shipping To, and Payment Method), and "Account Credit".

- **Remove items** you do not want on this order by clicking on the **X**
 - ♦ You must leave at least one item in the cart.
 - ♦ You can remove it after adding another item.

Change the Quantity of an item in this box.

After changing the quantity, click on **Update**

These seasonal bundles are available for a limited time only. Add them to your order today!

PRODUCT	UNIT PRICE	QTY	SUBTOTAL
Essential Smoky BBQ Crunchers - Naturally Flavored (Box) SKU# 78040	\$21.45	4 Update	\$85.80
Essential Frothy Cappuccino Boost - Naturally Flavored (Box) SKU# 78005	\$21.45	4 Update	\$85.80
Essential Velvety Hot Chocolate - Naturally Flavored (Box) SKU# 78050	\$21.45	4 Update	\$85.80
Essential Chocolate Mint Cookie Crisp Bar (Box) SKU# 77800	\$21.45	4 Update	\$85.80
Essential Decadent Chocolate Brownie with Greek Yogurt Chips - Naturally Flavored (Box) SKU# 78100	\$21.45	4 Update	\$85.80

ORDER SUMMARY

ENTER PROMO CODE

Subtotal \$429.00
 Applied Rewards: -\$31.19
 Delivery Charge: FREE
 Estimated tax: \$0.00
 Order Total: \$397.81

[Save Order](#)
[Cancel Edit](#)

When your **changes are complete...** Click on **Save Order**

To Add Fuelings to your cart... Click on **Continue Shopping**

[Continue Shopping](#)

If You Are on the OPTAVIA 5&1 Plan...

- Choose from the **OPTAVIA Essential and OPTAVIA Select Fuelings**

The "Classic Fuelings" are Medifast and **do not** have the **OPTAVIA** standards of:

- Clean Label
- No artificial ingredients
- Probiotics built in

OPTAVIA Essential Fuelings™

[Shop](#)

OPTAVIA Select Fuelings™

[Shop](#)

Classic Fuelings

[Shop](#)

Optimal Health

[Shop](#)

Snacks & More

[Shop](#)