To access your Young Living virtual office to place orders, track orders, make changes to your autoship, etc., go to <u>www.youngliving.com</u>, click on United States (English), then click on virtual office login on the upper right hand portion of the screen, then click on United States—English, then log in with your member # and password. From the screen that comes up you can click the appropriate link on the left for the function you want to perform. You would use your 4 digit PIN with your member # when calling Young Living at 800.371.3515.