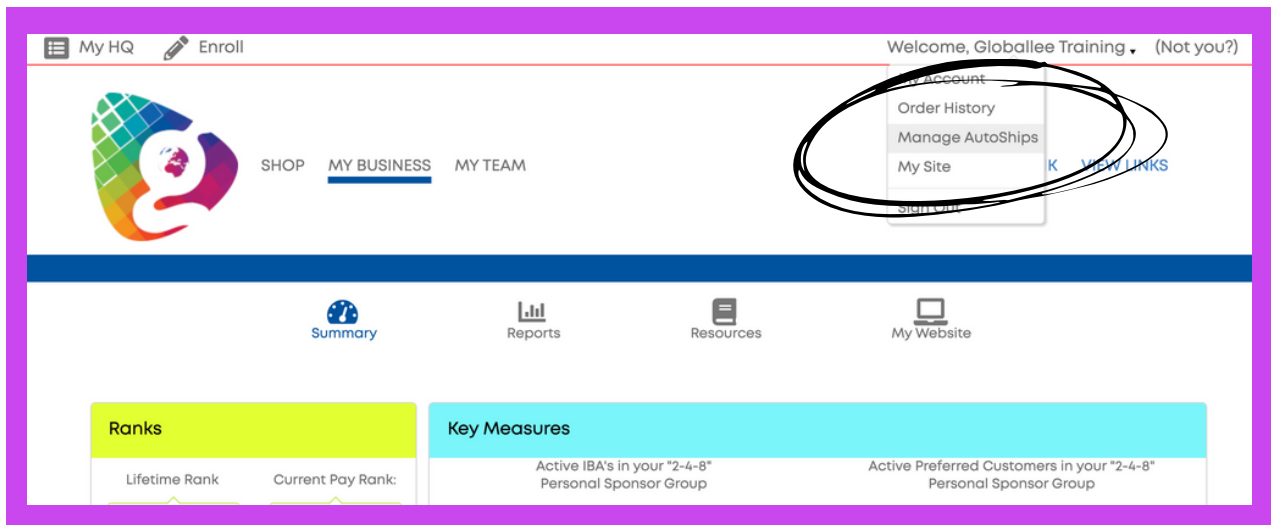


SAY HELLO TO

**globalleeHQ**

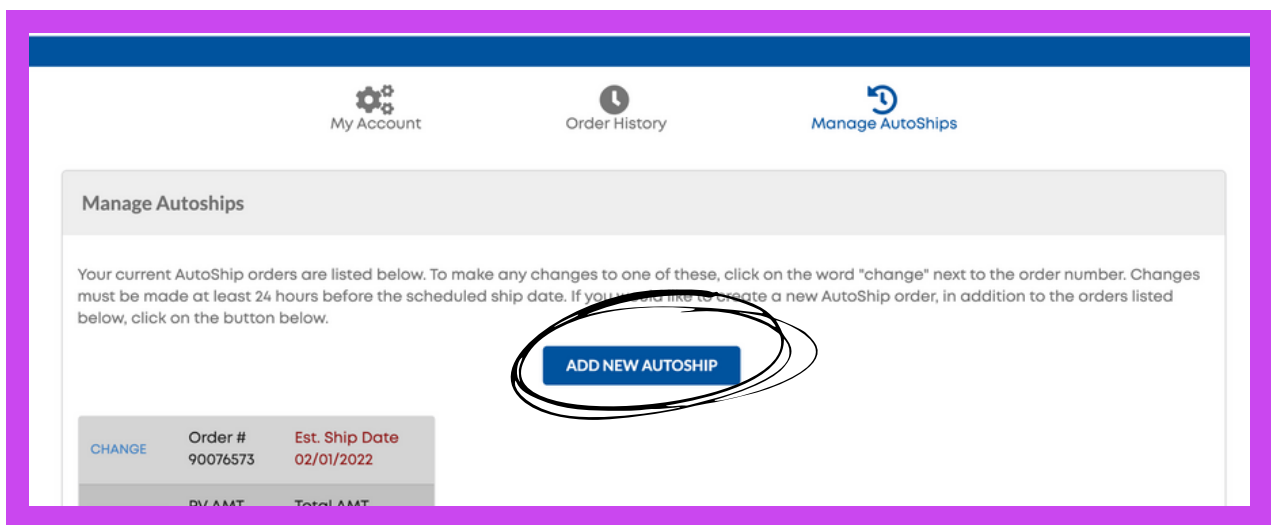
**MANAGING AN AUTOSHIP**

**STEP 1:** HOVER OVER YOUR NAME IN THE UPPER RIGHT HAND CORNER AND **SELECT "MANAGE AUTOSHIPS"**



The screenshot shows the GloballeeHQ dashboard. In the top right corner, a user menu is open, listing options: My Account, Order History, Manage AutoShips, My Site, and Sign Out. The 'Manage AutoShips' option is circled in black. Below the menu, there are navigation tabs for Summary, Reports, Resources, and My Website. The main content area is divided into 'Ranks' and 'Key Measures' sections.

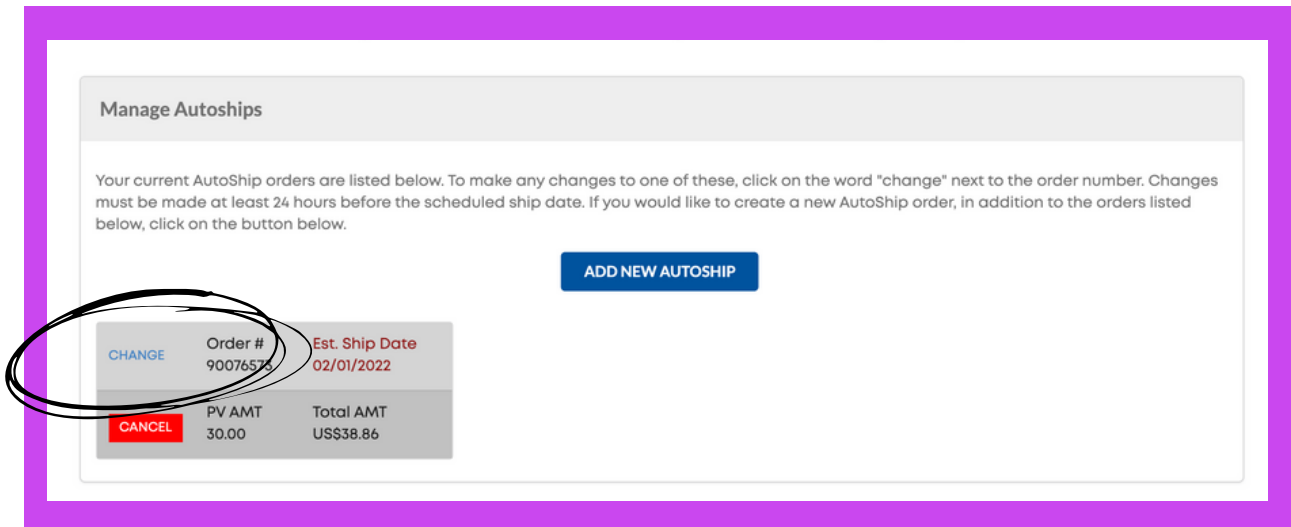
**STEP 2:** TO ADD A NEW AUTOSHIP, SELECT THE CIRCLED BUTTON BELOW



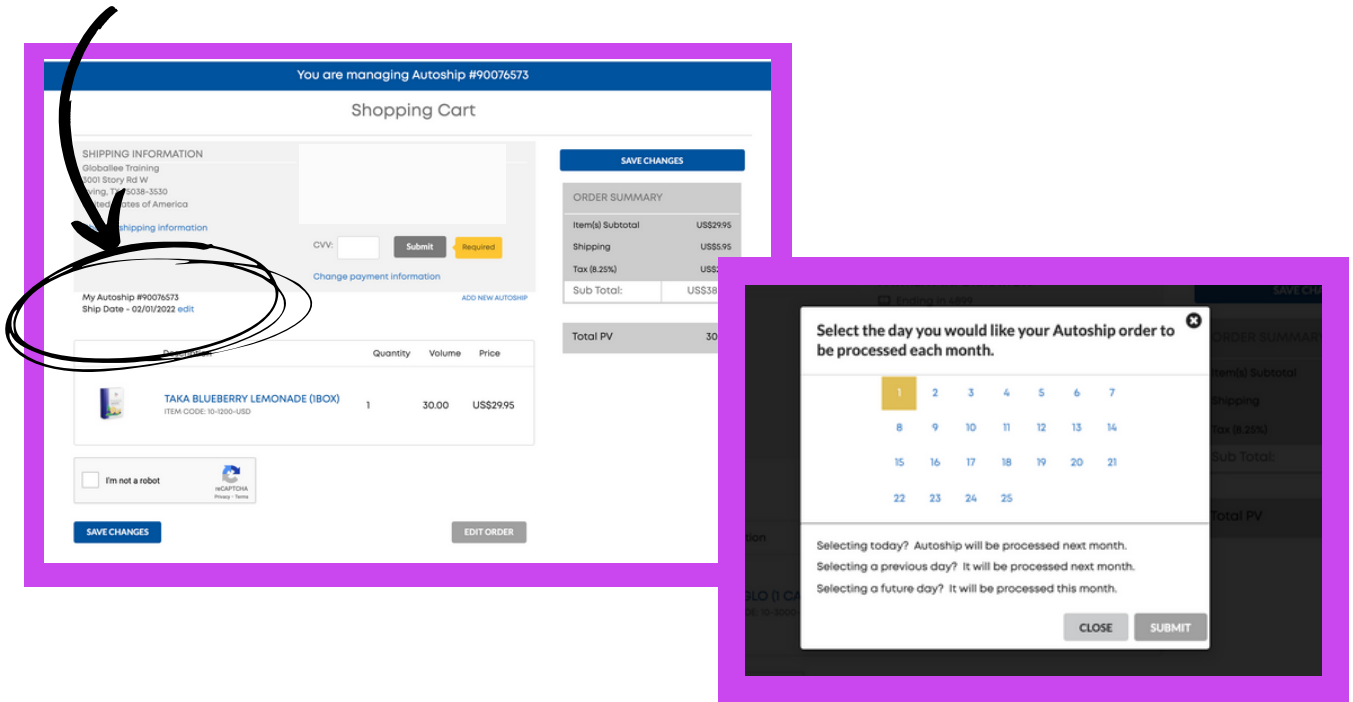
The screenshot shows the 'Manage AutoShips' page. At the top, there are three navigation buttons: My Account, Order History, and Manage AutoShips. Below this, there is a section titled 'Manage AutoShips' with a text block explaining that current AutoShip orders are listed below and that changes must be made at least 24 hours before the scheduled ship date. A blue button labeled 'ADD NEW AUTOSHIP' is circled in black. Below the text, there is a table with columns for 'CHANGE', 'Order #', and 'Est. Ship Date'. The first row shows '90076573' and '02/01/2022'.

CHANGE	Order #	Est. Ship Date
	90076573	02/01/2022

### STEP 3: TO CHANGE YOUR AUTOSHIP HIT THE "CHANGE" BUTTON

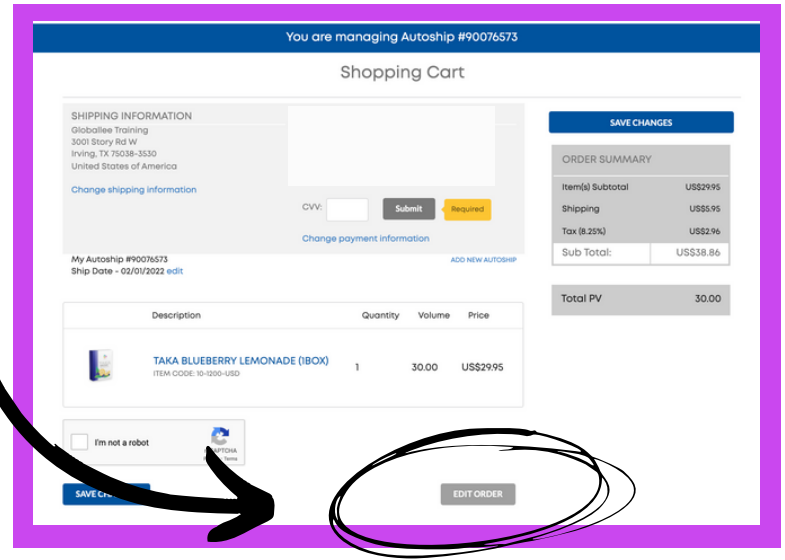


### STEP 4: TO EDIT YOUR AUTOSHIP SHIP DATE, CLICK HERE

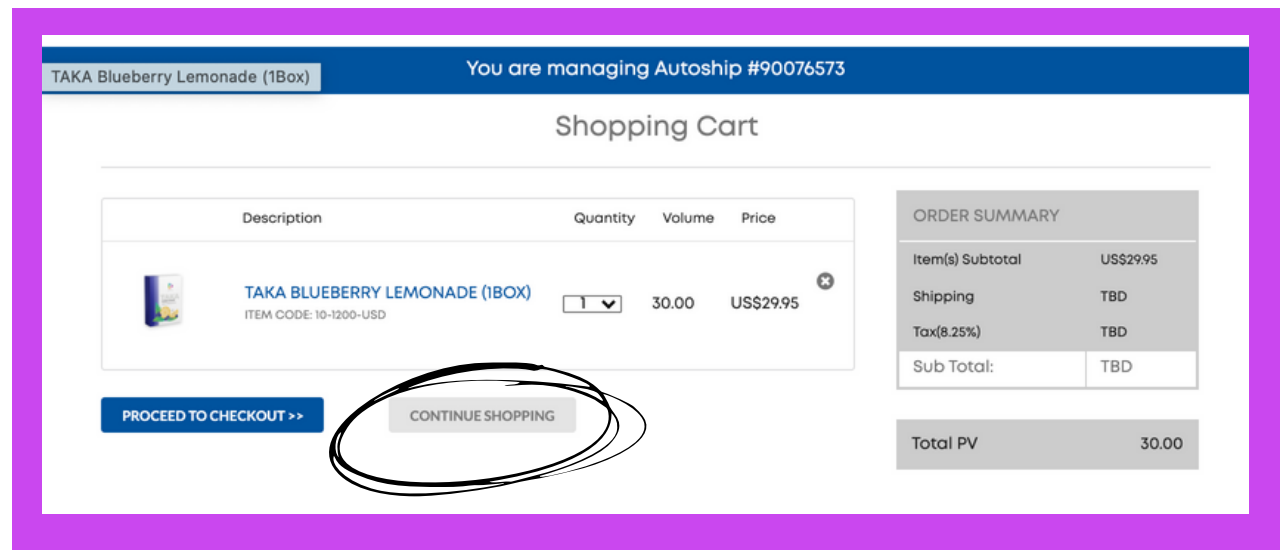


### STEP 5: SELECT YOUR DESIRED SHIP DATE

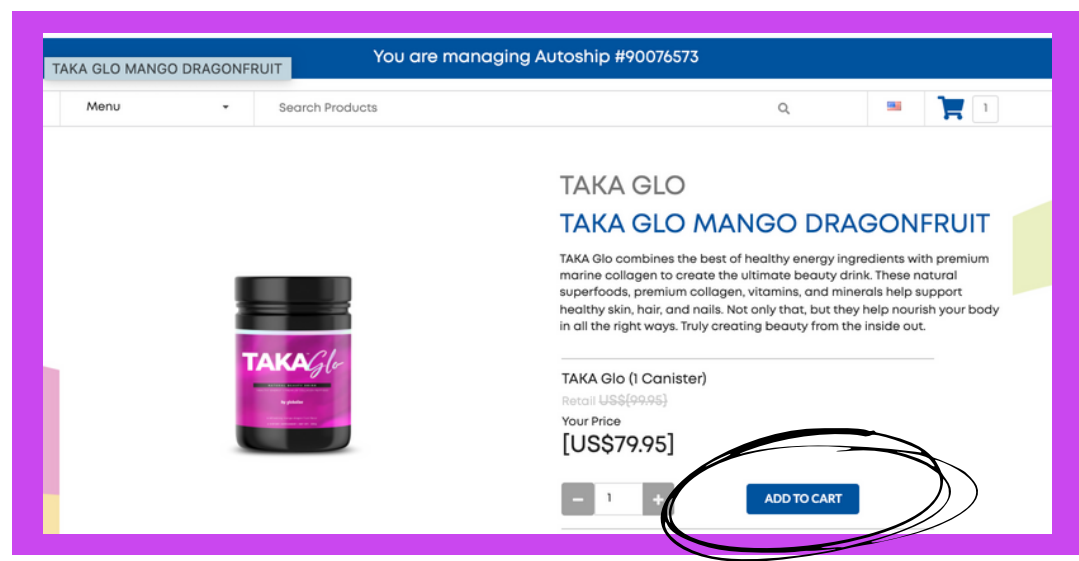
**STEP 5: TO EDIT YOUR AUTOSHIP PRODUCTS, CLICK HERE**



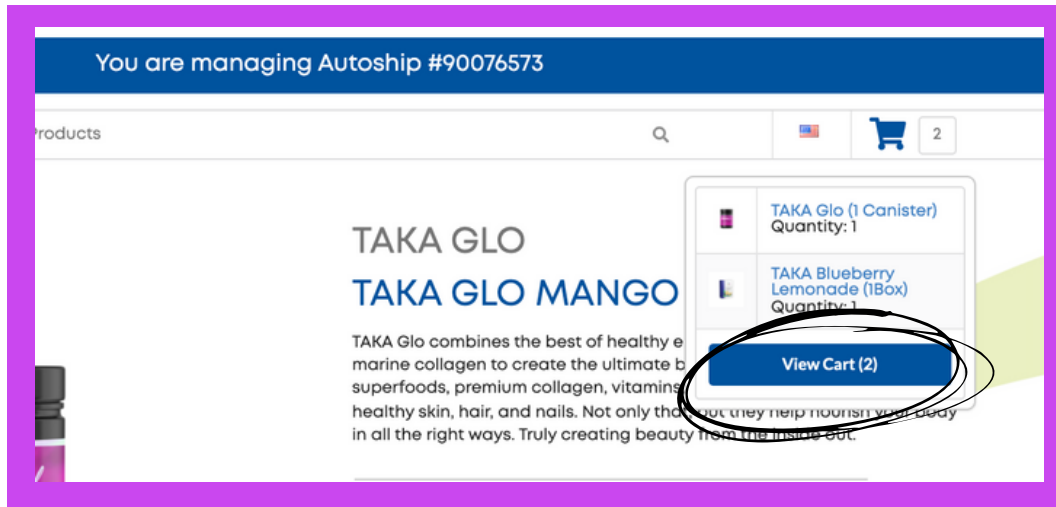
**STEP 6: SELECT CONTINUE SHOPPING TO CHANGE OR ADD PRODUCT TO YOUR AUTOSHIP**



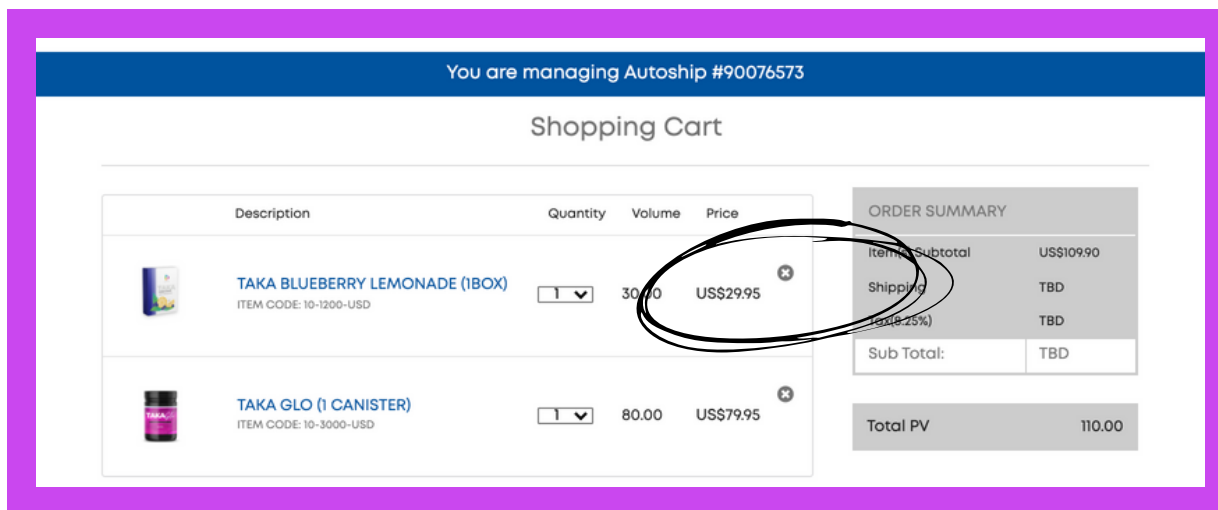
**STEP 7: NAVIGATE TO PRODUCT & SELECT "ADD TO CART"**



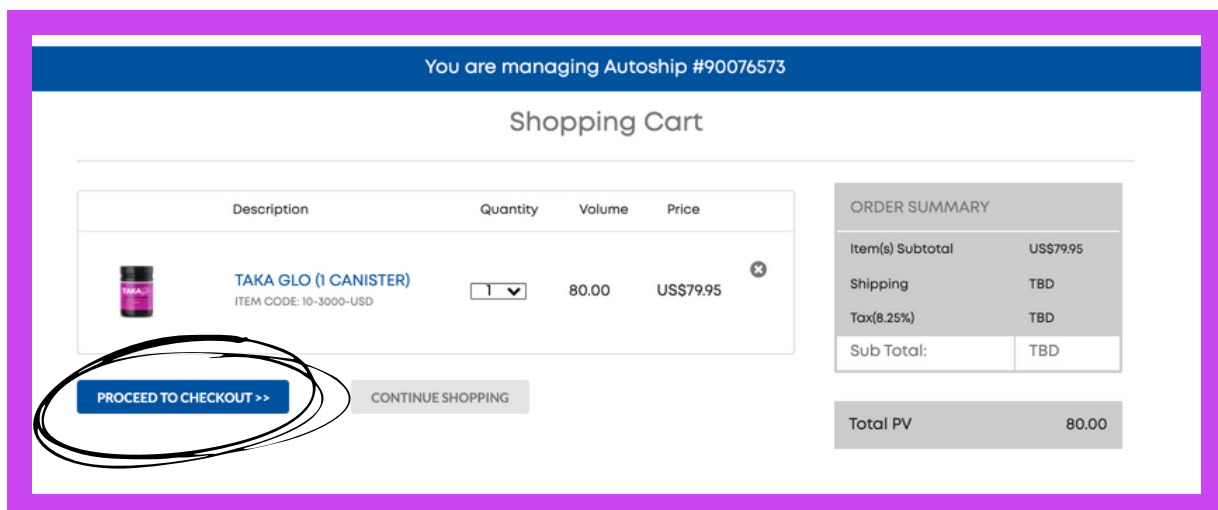
## STEP 8: SELECT "VIEW CART"



## STEP 9: EDIT CART IF DESIRED



## STEP 10: SELECT "PROCEED TO CHECKOUT" TO TAKE YOU BACK TO YOUR AUTOSHIP SCREEN.



## STEP 11: SELECT "SAVE CHANGES"

You are managing AutoShip #90076573

### Shopping Cart

**SHIPPING INFORMATION**  
Globallee Training  
3001 Story Rd W  
Irving, TX 75038-3530  
United States of America

[Change shipping information](#)

CVV:  **Submit** **Required**

[Change payment information](#)


My AutoShip #90076573  
Ship Date - 02/01/2022 [edit](#) [ADD NEW AUTOSHIP](#)


**SAVE CHANGES**

**ORDER SUMMARY**

Item(s) Subtotal	US\$79.95
Shipping	US\$9.95
Tax (8.25%)	US\$7.42
<b>Sub Total:</b>	<b>US\$97.32</b>

**Total PV** 80.00

Description	Quantity	Volume	Price
 <b>TAKA GLO (1 CANISTER)</b> ITEM CODE: 10-3000-USD	1	80.00	US\$79.95

I'm not a robot   
reCAPTCHA  
[Privacy - Terms](#)

**SAVE CHANGES** **EDIT ORDER**

## CONGRATULATIONS YOUR AUTOSHIP HAS BEEN UPDATED!

[My Account](#) [Order History](#) [Manage AutoShips](#)

Your AutoShip Order #90076573 Has Been Saved!

### Manage AutoShips

Your current AutoShip orders are listed below. To make any changes to one of these, click on the word "change" next to the order number. Changes must be made at least 24 hours before the scheduled ship date. If you would like to create a new AutoShip order, in addition to the orders listed below, click on the button below.

**ADD NEW AUTOSHIP**

<b>CHANGE</b>	Order # 90076573	Est. Ship Date 02/06/2022
<b>CANCEL</b>	PV AMT 80.00	Total AMT US\$97.32

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