

How do I do that?

Start my Automatic Order

How do I Start my Monthly Automatic Order?

1. Go to www.mannatech.com and sign in: (if you are new to the site “click on “First time logging in?”)
2. In the left hand column click on **“Place Orders”**
3. Then choose **“Create Automatic Order”** (your account number will appear in the box, if you are setting an automatic order for someone in your downline enter their account number here.)
4. Select the date you want your order to process by clicking the date on the calendar.
5. Select the country your order will ship to.
6. Click “Continue”
7. Select Products you want to order by using the up down arrows to select quantity when you are finished with your selections click on **“Add to Cart”**
8. **“Proceed to Check Out”** or “Continue Shopping”
9. Next enter your shipping information and choose your shipping method. Get free shipping by choosing one of the special discount “Combo Packs” for \$159.99!
10. After you review your order, be sure to complete your order by clicking **“Submit Order”**

How do I Modify, Cancel, and Manage my Monthly Automatic Order?

1. Go to www.mannatech.com and sign in
(if you are new to the site “click on “First time logging in?”)
2. In the left hand column click on **“View and Manage My Orders”**
3. Under **“Automatic Order”** click on the order number under **“Order Details”**
You are now at the “Summary of Current Automatic Order”
4. In order to make any changes to an existing order you will need to enter the credit card number you used to place the order originally.
5. What can I do with my Auto Order?
 - View the current order
 - Modify the Products on order
 - Modify shipping details
 - Modify payment details
 - Cancel this Auto Order
 - Modify shipping date

IMPORTANT - Notes to consider regarding Auto Orders

1. All products ordered as “Automatic Orders” receive a 10% discount. If additional products are ordered utilizing the “One Time Orders” option the 10% discount does not apply. Therefore, to receive the 10% discount on all products needed it is frequently best to place all products on your Auto Order.
2. Auto Orders generate on a 28-day cycle called a “Business Period.” There are 13, 28-day business periods (BP) in one year.
3. You can view a calendar of the Business Periods by clicking on “Resources and then Library” in the left column of options, then search for “Business Period Calendar”. There are two forms of the same calendar. It is a good idea to [print this calendar](#) and keep it on hand so you can anticipate when your next order will generate. Remember, orders generate every 28 days for an associate but monthly for a member.