L'ORÉAL
PARTNER SHOP

USER GUIDE

How to Update My Profile

如何更新*My Profile*

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How to Update My Profile

Through 'My Profile', you can update your email subscription preferences as well as your personal information.

You can also view your saved address/es and the L'Oréal brands you currently stock.

通过"我的个人资料"，您可以更新您的电子邮件订阅偏好以及个人信息。您还可以查看您保存的
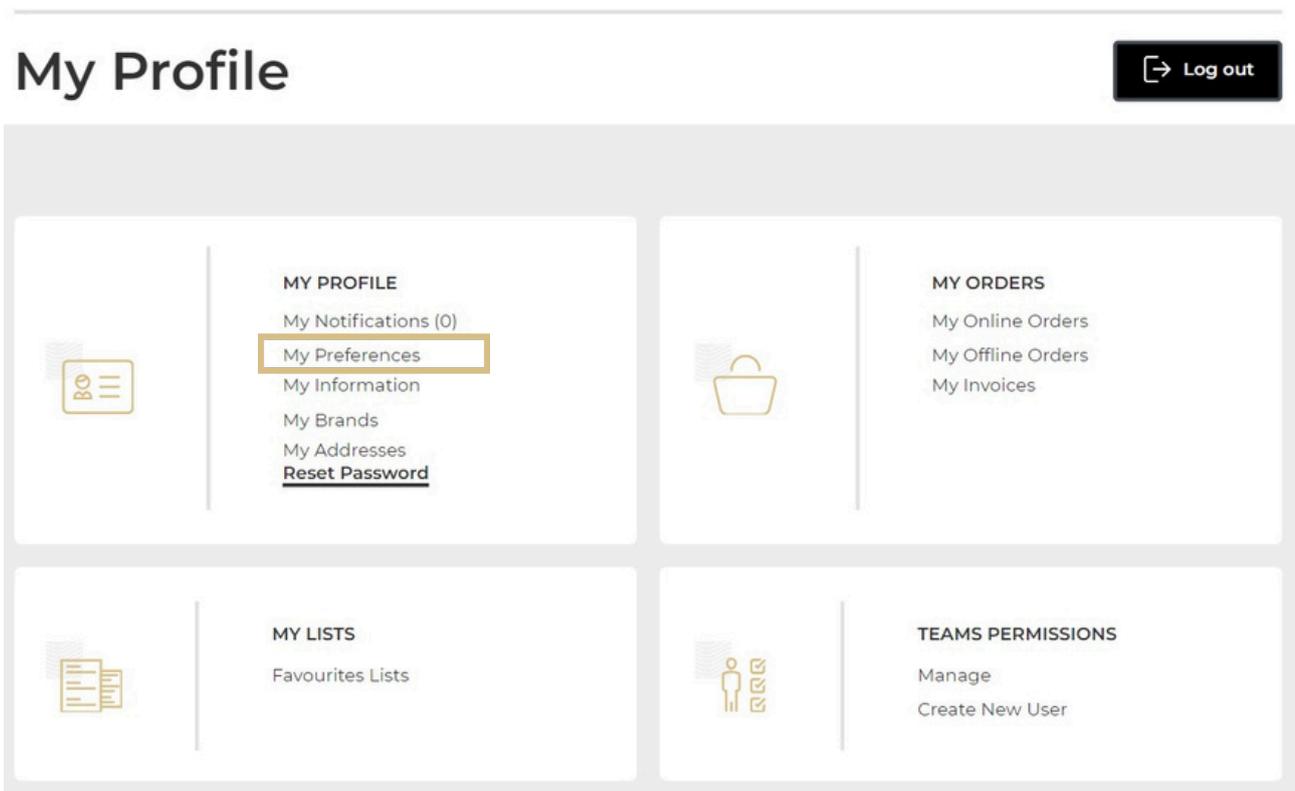
地址以及您目前经销的L'Oréal品牌。

01 — MY PREFERENCES
01 — 我的首选项

Every L'Oréal Partnershop page will have an icon marked, 'My Account', in the upper right-hand corner of the web browser page – this icon will bring you to the My Profile landing page.
L'Oréal PartnerShop每个页面的右上角都有一个"My Account"图标，点击就可以进入"我的资料"页面。

L'ORÉAL
PARTNER SHOP

Product, Barcode

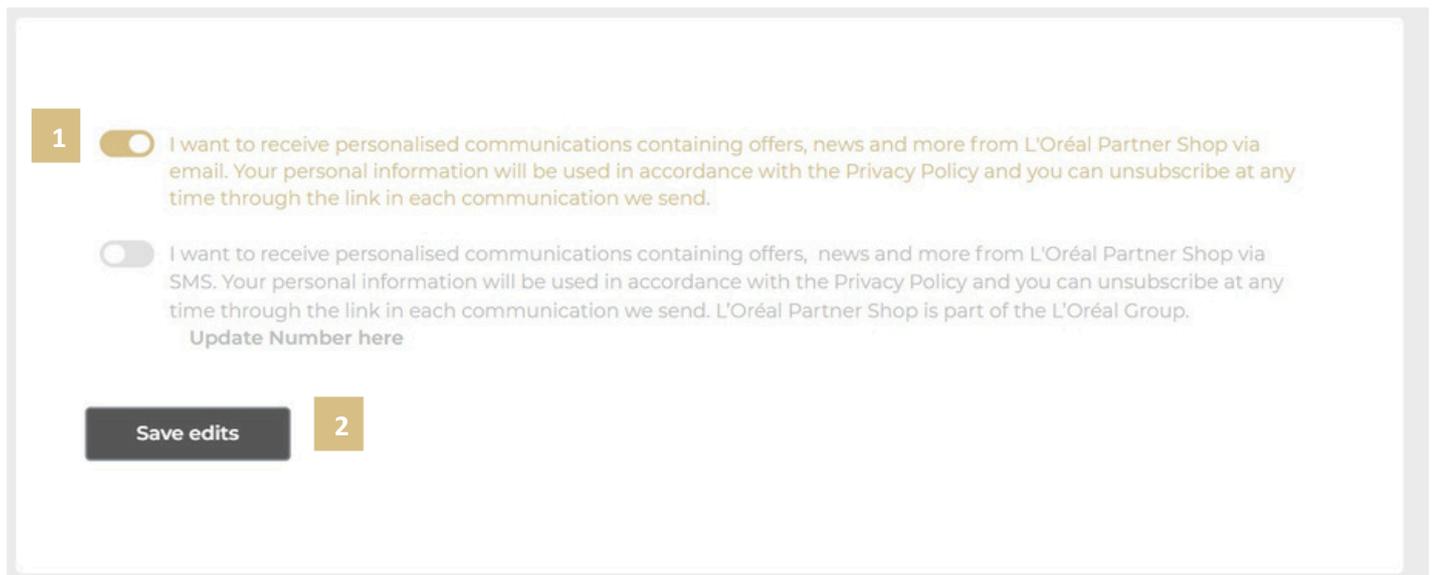Customer Care · My Account · Quick-Order · Basket

Then, you must click on 'My Preferences' to be redirected to the corresponding landed page.

Once on my 'My Preferences', subscribe/unsubscribe to personalised communications from L'Oréal Partner Shop by clicking the switch (1). To save your changes press the 'Save Edits' button (2).

My Profile

Log out

MY PROFILE
My Notifications (0)
My Preferences
My Information
My Brands
My Addresses
Reset Password

MY ORDERS
My Online Orders
My Offline Orders
My Invoices

MY LISTS
Favourites Lists

TEAMS PERMISSIONS
Manage
Create New User

Once on my 'My Preferences', subscribe/unsubscribe to personalised communications from L'Oréal Partner Shop by clicking the switch (1). To save your changes press the 'Save Edits' button (2).

1. I want to receive personalised communications containing offers, news and more from L'Oréal Partner Shop via email. Your personal information will be used in accordance with the Privacy Policy and you can unsubscribe at any time through the link in each communication we send.

I want to receive personalised communications containing offers, news and more from L'Oréal Partner Shop via SMS. Your personal information will be used in accordance with the Privacy Policy and you can unsubscribe at any time through the link in each communication we send. L'Oréal Partner Shop is part of the L'Oréal Group.
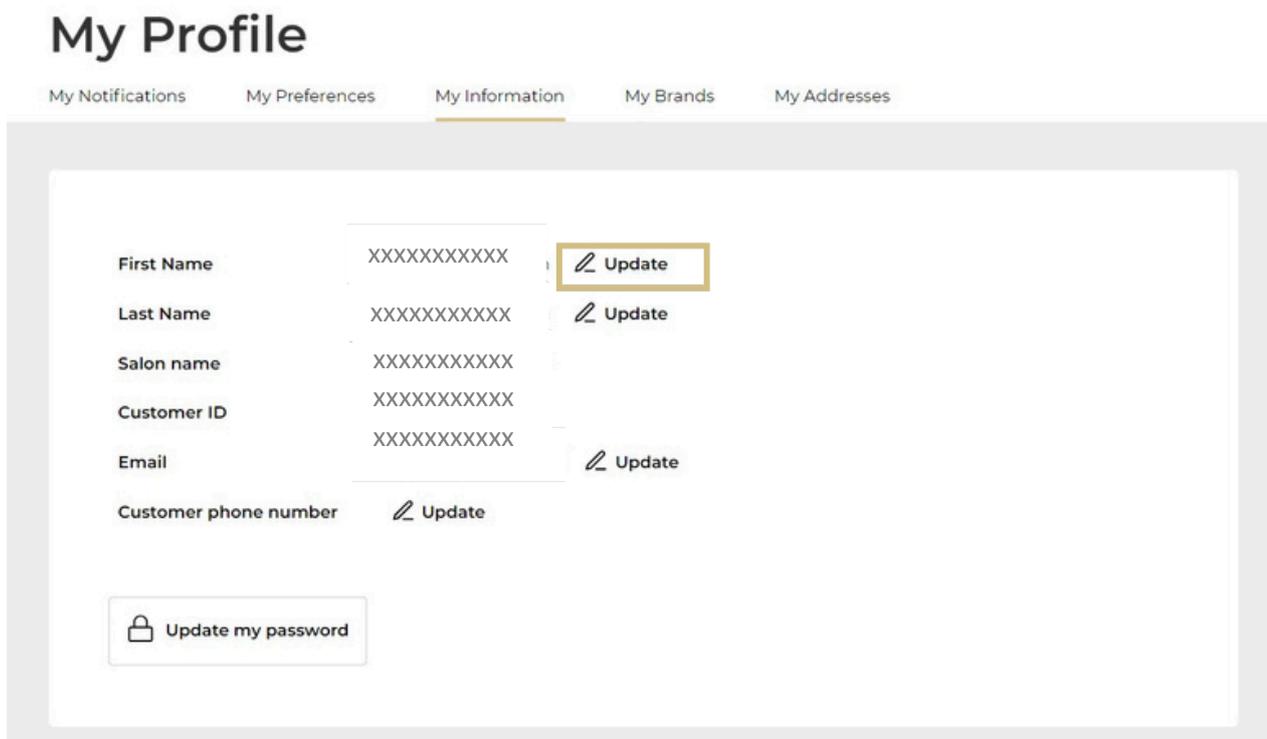Update Number here

Save edits 2

02 — MY INFORMATION

On any page, click on 'My Account' in the header. Click on 'My Information' to be redirected to the corresponding landed page.
02 — 我的信息
在任何页面上，点击页眉中的"My Account"。点击"My information"即可重定向到相应的登录页面。

My Profile
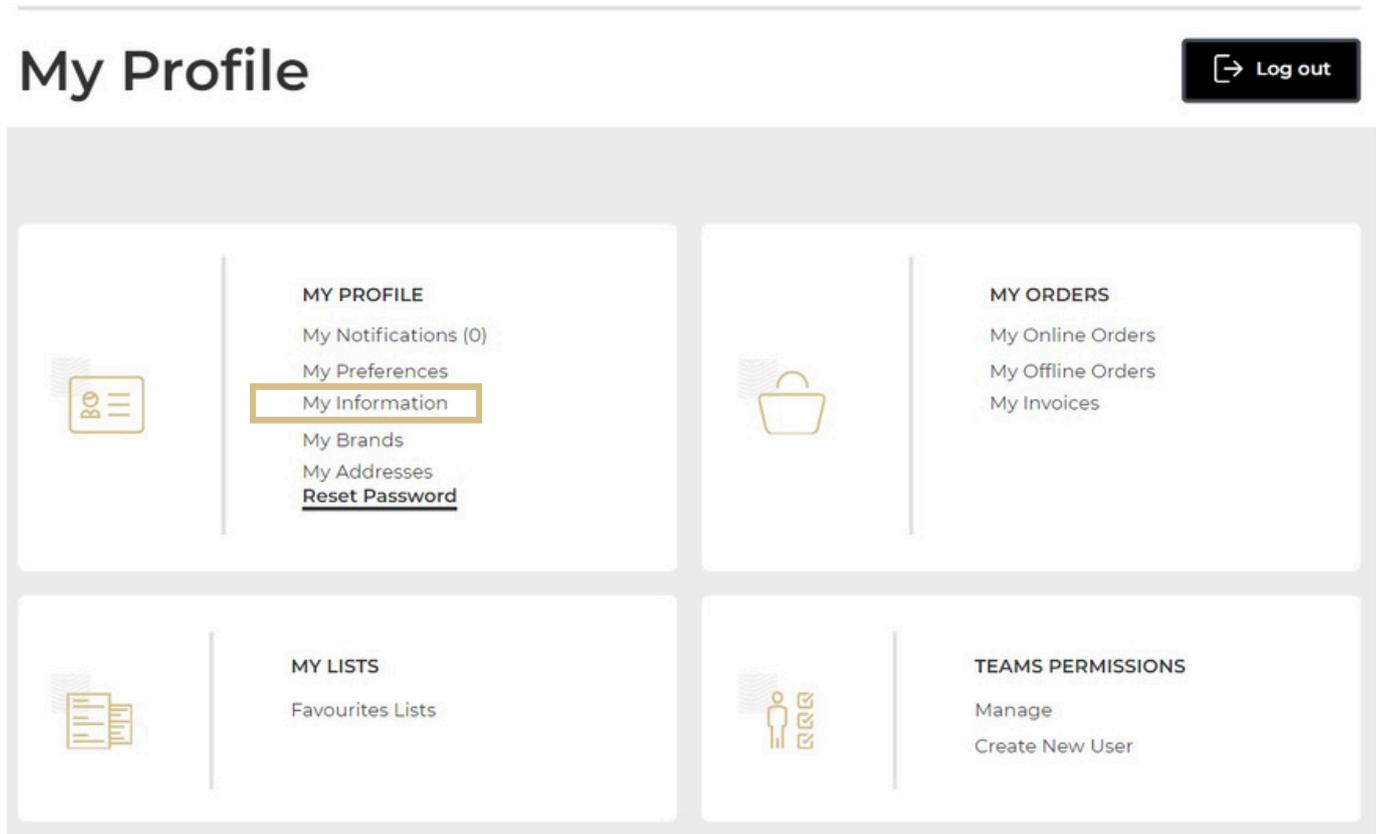
To change your personal information, click the update button.

A pop-up should appear, complete the field with your updated information (1). Click 'Submit' once finished (2).

Note: It is not possible to modify an existing salon name. To update your salon name, contact the customer care team via the 'Contact Us' form following this link.

How To Change My Password?
如何更改我的密码?

On the 'My Information' page you can also update your password by clicking on the link 'Update my password'.
在"My Information"页面，你也可以点"更新我的密码"来改密码。

Once you click on 'Update my password', a pop-up should appear. Complete the

fields as instructed (1). Click 'Submit' to confirm your password change (2).

Note: Your new password must include at least one special character and one capital letter and be between 6 and 10 characters long.
注意：您的新密码必须包含至少一个特殊字符和一个大写字母，且长度介于6到10个字符之间。

Alternatively, you can also update your password by clicking on 'My Account' in the header from any page. Click on 'Reset Password' and follow the 'pop -up' instructions as stated above.

03 — MY BRANDS
03 — 我的品牌

On any page, click on 'My Account' in the header. Click on 'My Brands' to be redirected to the corresponding landed page
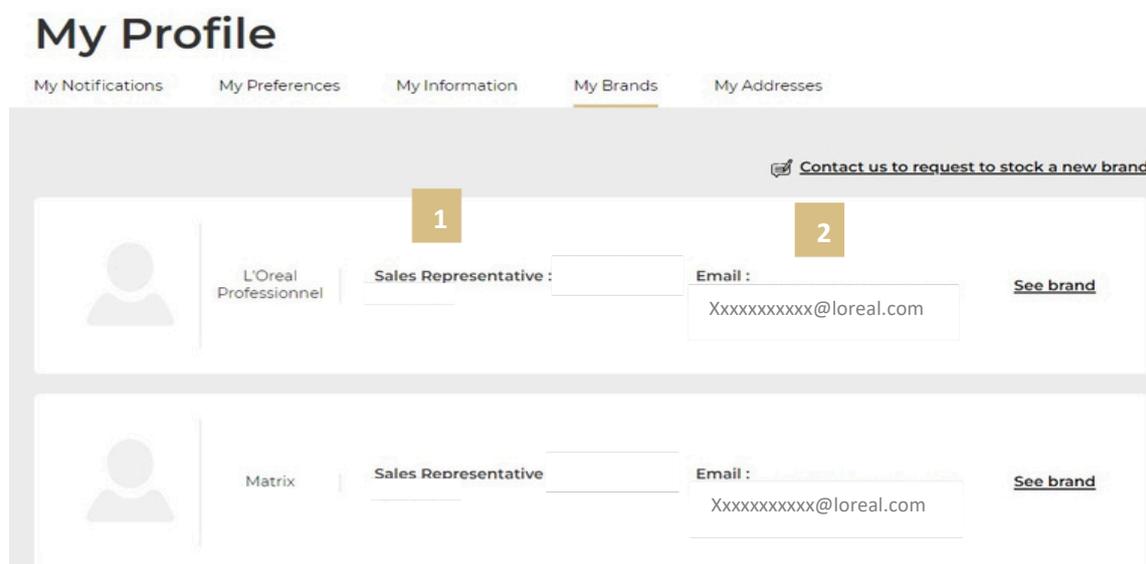在任何页面上，点击页眉中的"My Account"。点击"我的品牌"即可重定向到相应的登录页面。

My Profile

Log out

MY PROFILE
My Notifications (0)
My Preferences
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My Brands
My Addresses
Reset Password

MY ORDERS
My Online Orders
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My Invoices

MY LISTS
Favourites Lists

TEAMS PERMISSIONS
Manage
Create New User
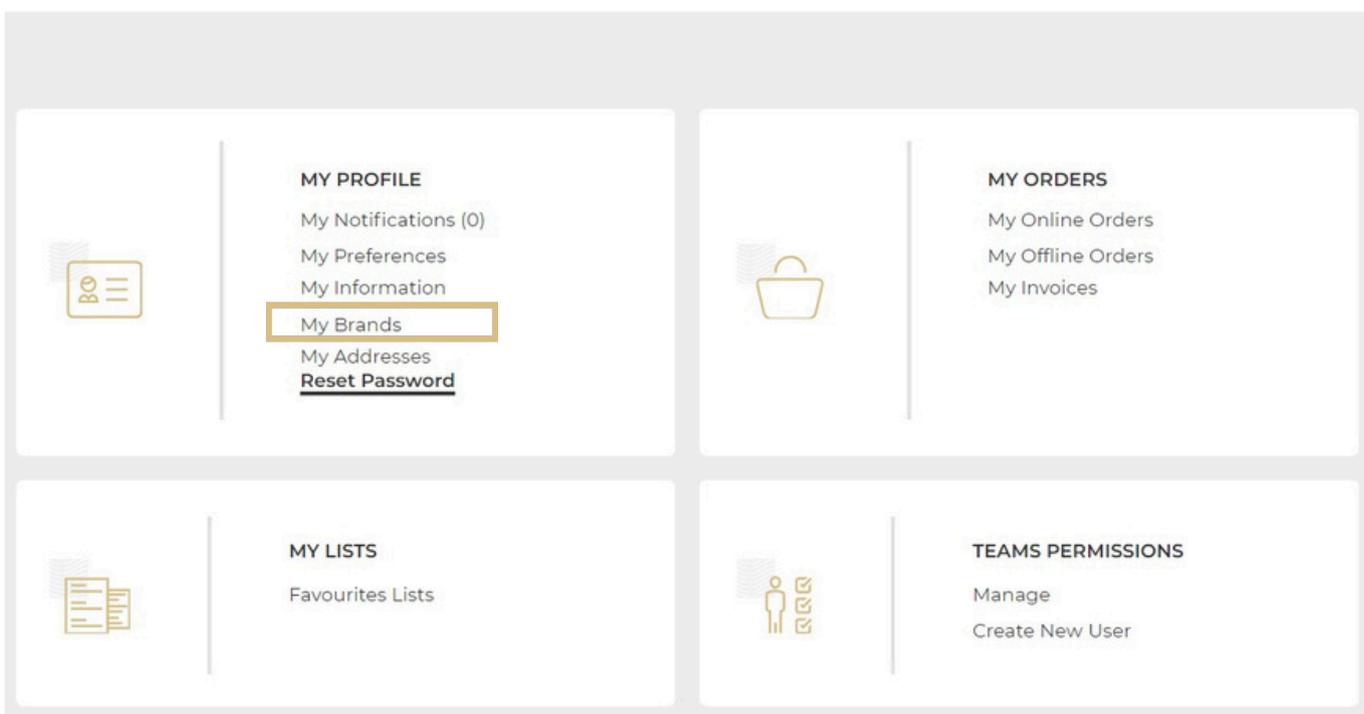
In this section you will see the L'Oréal brands you currently stock as well as the name (1) and email (2) of your sales representative for each brand respectively.

My Profile

My Notifications   My Preferences   My Information   My Brands   My Addresses

Contact us to request to stock a new brand

1   **2**

L'Oreal Professionnel   Sales Representative :   Email :   See brand
Xxxxxxxxxxx@loreal.com

Matrix   Sales Representative   Email :   See brand
Xxxxxxxxxxx@loreal.com

To update the L'Oréal brands you stock, click on 'Contact us to request to stock a new brand'. This will redirect you to your account so that you can contact the Customer Care team using the 'Contact Us' form.

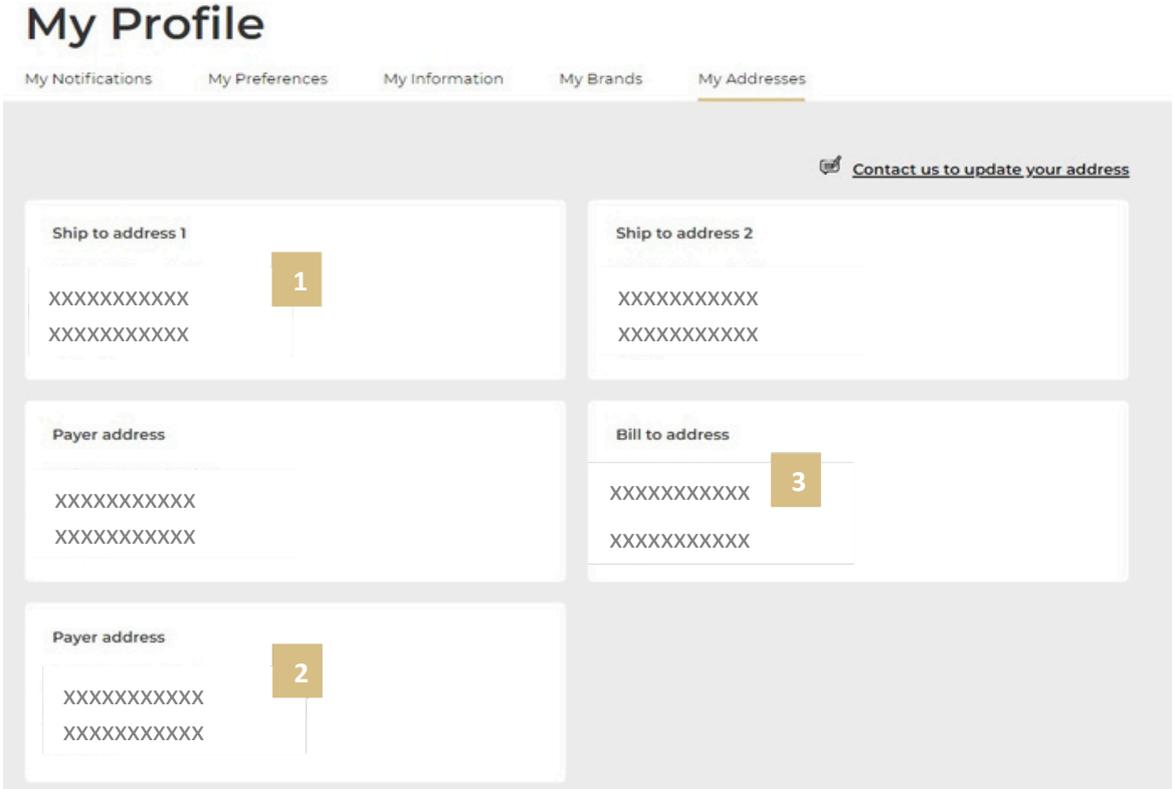
04 — MY ADDRESSES
04 - 我的地址

On any page, click on 'My Account' in the header. Click on 'My addresses' to be redirected to the corresponding landed page
在任何页面上，点击"My Account"。点击"My Addresses"将跳转到相应的落地页。

In this section, you will find all the addresses which are registered to your account: 'Ship to address' (1), 'Payer address' (2) and 'Bill to address' (3).

It is not possible to modify an existing address or to create a new address. To update your address or create a new one, click on 'Contact us to update your address'. This will redirect you to your account so that you can contact the Customer Care team using the 'Contact Us' form.
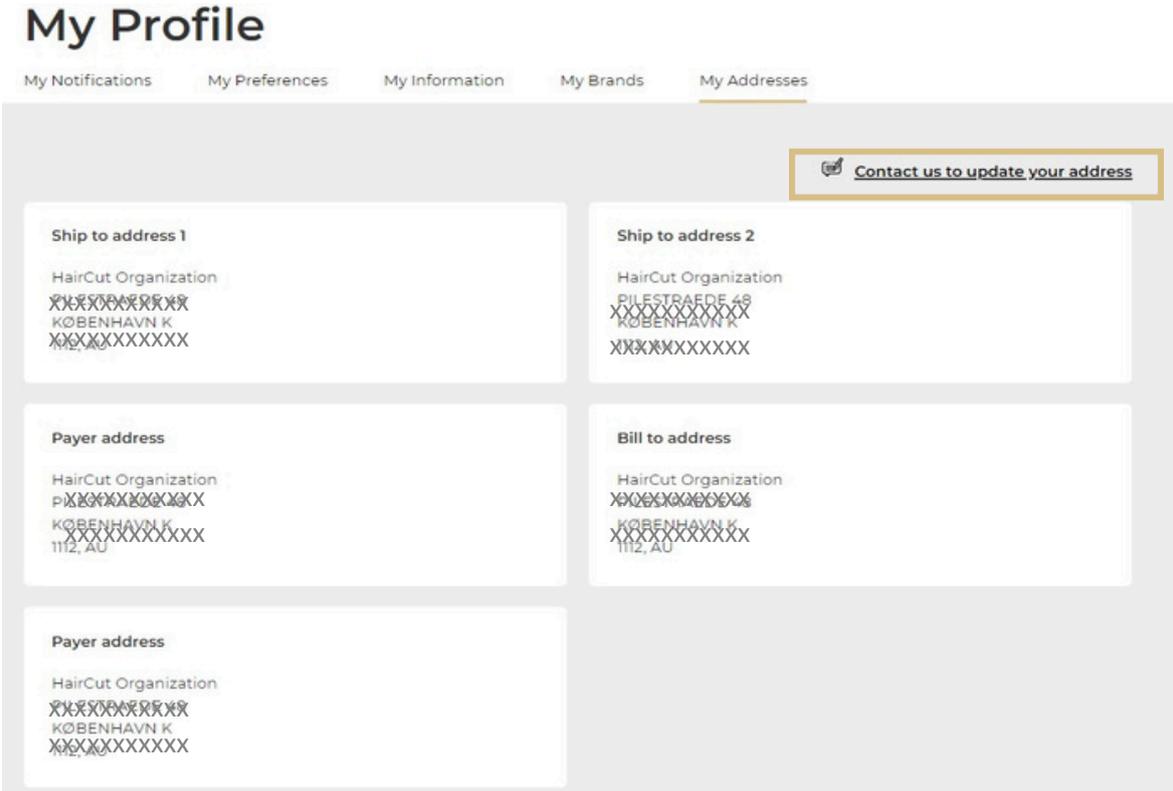
If you have any questions about this user guide, do not hesitate to contact us by phone, by email or your personal contact via the 'Contact Us' form following this link.

如果您对本用户指南有任何疑问，请随时通过电话、电子邮件或您的个人联系方式通过以下链接的"联系我们"表格与我们联系。