

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。

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Product, Barcode Q

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).



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).

	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
Sa	ve 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。



To change your personal information, click the update button.

My Profile				
ly Notifications My Preference	My Information	n My Brands	My Addresses	
First Name	*****	🖉 Update		
Last Name	XXXXXXXXXXX	🖉 Update		
Salon name	XXXXXXXXXXXX			
Customer ID	XXXXXXXXXXX			
Email	****	L Update		
Customer phone number	/ Update			
Update my password				

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。

### **My Profile**

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).

Current Password	
his field is required.	
New Password	٢
Confirm New Password	٢

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.

My Pro	ofile		ightarrow Log out
	MY PROFILE		MY ORDERS
	My Notifications (0) My Preferences My Information My Brands Reset Password		My Online Orders My Offline Orders My Invoices
	MY LISTS Favourites Lists	ဂို ဖ ဂူ ဖ ဖ	TEAMS PERMISSIONS Manage Create New User

# 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 Pro	ofile	ightarrow 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

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 FIC	me				
ly Notifications	My Preferences	My Information	My Brands	My Addresses	
				🛒 <u>Contact us to reques</u>	t to stock a new
	L'Oreal Professionnel	1 Sales Representative :		2 Email : Xxxxxxxx@loreal.com	See brand
	Matrix	Sales Representative		Email :	See brand
	Matrix			Xxxxxxxx@loreal.com	See brand

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.

### **My Profile** My Notifications My Preferences My Information My Brands My Addresses Scontact us to request to stock a new brand L'Oreal Sales Representative : XXX XX XXX XX Email : See brand Professionnel Xxxxxxxxx@loreal.com Sales Representative XXX XX XXX XX Email : Matrix See brand Xxxxxxxxx@loreal.com

### 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。

My Pro	ofile		ightarrow 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	8 8 1 1 1	<b>TEAMS PERMISSIONS</b> Manage Create New User

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).

ly Notifications	My Preferences	My Information	My Brands	My Addresses
				Contact us to update your addre
Ship to address	1		Ship to	o address 2
XXXXXXXXXXX	χ 1		XXXX	XXXXXXX
XXXXXXXXXXX	x		XXXX	XXXXXXX
Payer address			Bill to a	address
xxxxxxxxx	X		XXXXX	XXXXXXXX 3
XXXXXXXXXXX	X		XXXXX	XXXXXXX
Payer address				
XXXXXXXXXX	2 XX			
XXXXXXXXXX	xx			

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.

My Pro	file				
My Notifications	My Preferences	My Information	My Brands	My Addresses	
				[	Contact us to update your address
Ship to address 1 HairCut Organizati XXXXXXXXXXXXX KØBENHAVN K XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	on		Ship to HairCut PILESTE XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	address 2 Organization AEDE 48 AANN X AANN X (XXXXX	
Payer address HairCut Organizati PXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	on ( X		Bill to an HairCut XXX25XX XXREXX 1112, AD	ddress Organization (AEXEXXX TXXXXXXX	
Payer address HairCut Organizati XXXXXXXXXXXX KØBENHAVN K XXXXXXXXXXX	on				

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。