

L'ORÉAL

PARTNER SHOP

USER GUIDE

*How To Create
and Login to
your LPS
Account*

**创建和登录您的
LPS账户指南**

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How to Register for LPS 如何注册LPS

Before you can access and order products on L'Oréal Partnership you must first sign up as an online customer. This must be done whether you are an existing L'Oréal PPD customer or a new L'Oréal PPD customer.

想要在L'Oréal Partnership上订购产品，您必须先注册成为在线客户。无论您之前是否是L'Oréal PPD的客户，都需要进行注册。

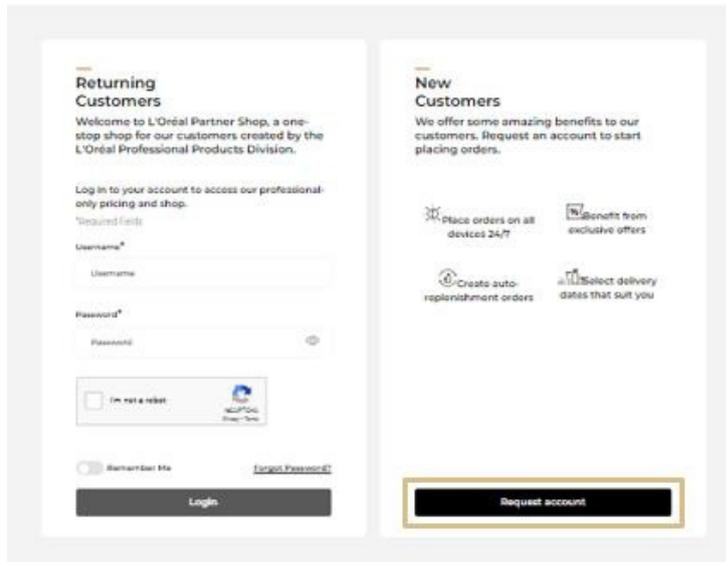
01 — NEW L'OREAL PPD CUSTOMER REGISTRATION

Every L'Oréal Partner Shop page will have an icon marked, 'Login/Register', in the upper right-hand corner of the web browser page – this icon will bring you to the Registration landing page.

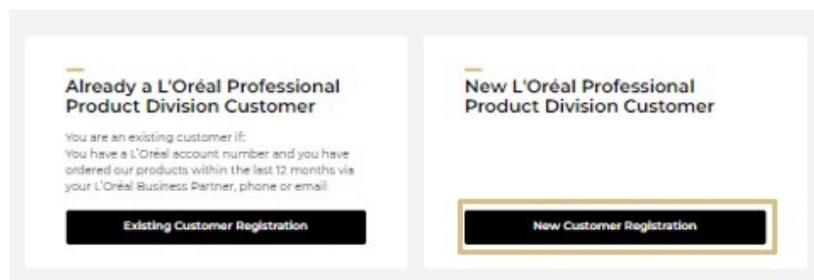
L'Oréal Partner Shop的每个页面右上角都有一个“登录/注册”图标，点击它就能进入注册页面。



As a new L'Oréal PPD customer, you must first sign up to L'Oréal Partnership. To do so, click on the 'Request Account' button.



Next click on 'New Customer Registration'.



New L'Oreal Customer

On the landing page, select which customer type you fall under by clicking on the downwards arrow.

Follow the prompts on the form that appears and fill in the relevant fields regarding your company information, personal information, home address and communication.

New L'Oreal Customer

- COMPANY INFORMATION
- PERSONAL INFORMATION
- HOME ADDRESS
- BUSINESS ADDRESS

SUBMIT A REQUEST FOR L'OREAL PARTNERSHIP

Enter your details below. We will forward your request to a member of our sales team who will be in touch.

I'm a

Salon Owner

* Required fields

COMPANY INFORMATION

Name of the Legal representative of the business*

Business registered / legal name

Business trading name*

Registered for GST?

Australian Business Number (ABN)

- COMPANY INFORMATION
- PERSONAL INFORMATION
- HOME ADDRESS
- BUSINESS ADDRESS

PERSONAL INFORMATION

First Name*

Last Name*

Date of Birth*

dd/mm/yyyy

email*

HOME ADDRESS

Address*

Post Code*

City*

Phone number*

- COMPANY INFORMATION
- PERSONAL INFORMATION
- HOME ADDRESS
- BUSINESS ADDRESS

BUSINESS ADDRESS

Contact name*

Address*

Post Code*

City*

Correspondence Email*

eBilling Email

Delivery Email

Phone number*

DELIVERY ADDRESS

My delivery address is different from my main address

Once the form is completed, complete the reCAPTCHA (1) and click 'Submit a request for L'Oréal Partnership' (2).

TERMS AND CONDITIONS

L'Oréal and its Professional Products Division will use your personal information to manage your account and, where you have opted in, to send you personalised communications. All data collected on L'Oréal Professional Product Division platforms (including Partner Shop and Access) will be analysed together by the L'Oréal Group for analytics, statistics and to offer you a more personalised service. For more information on how we use your personal information, please see our [Privacy Policy](#). L'Oréal Partner Shop is part of the L'Oréal Group.

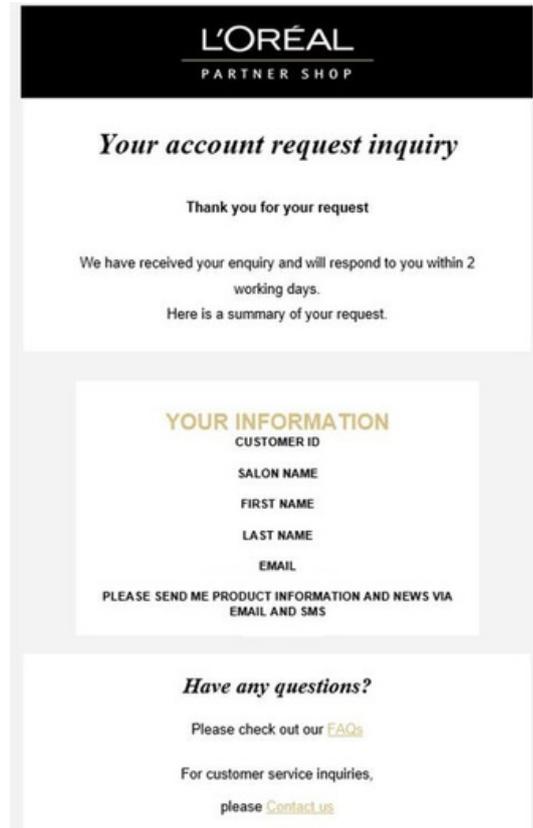


1

Submit a request for L'Oréal Partnership

2

An email summary of your request details will be sent to your nominated email account.



NOTE – Once your registration is complete, a business partner will be in contact via your nominated phone number/email address.

注册完成后，业务伙伴将通过您提供的联系方式（电话/邮箱）与您联系

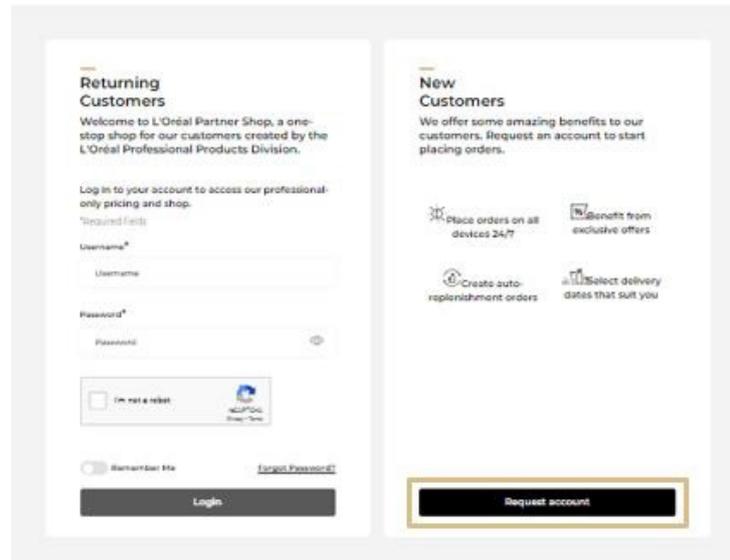
02 — EXISTING L'OREAL PPD CUSTOMER REGISTRATION

Every L'Oréal Partnershop page will have an icon marked, 'Login/Register', in the upper right-hand corner of the web browser page – this icon will bring you to the Registration landing page.

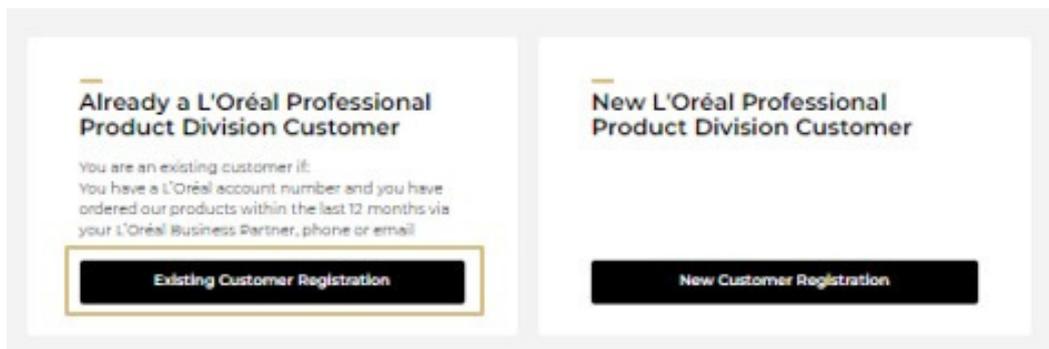
L'Oréal Partnershop每个页面右上角都有一个“Login/Register”图标，点击即可进入注册页面。



As an existing L'Oréal PPD customer, you must first sign up to L'Oréal Partnershop. To do so click on the 'Request Account' button.



Next click on 'Existing Customer Registration'.



A form will appear. Follow the prompts and fill in the relevant fields. Once the form is completed, read the terms and conditions (1), complete the reCAPTCHA (2) and click 'Submit a request for L'Oréal PartnerShop (3).

* Required fields

Customer ID*
Enter your Customer ID

email*

First Name*

Last Name*

Salon name*

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L'Oréal and its Professional Products Division will use your personal information to manage your account and, where you have opted in, to send you personalised communications. All data collected on L'Oréal Professional Product Division platforms (including Partner Shop and Access) will be analysed together by the L'Oréal Group for analytics, statistics and to offer you a more personalised service. For more information on how we use your personal information, please see our Privacy Policy. L'Oréal Partner Shop is part of the L'Oréal Group.

I have read and agree to the [Terms and Conditions](#)

I'm not a robot

Submit a request for L'Oréal Partnership

- 1
- 2
- 3

A welcome email within 24 hours will be sent once the request has been processed by our customer care team.

How to Login to LPS

01 — WELCOME EMAIL

Once your request for a L'Oréal Partner Shop account has been processed, a welcome email will be sent to your nominated email account.

Once you get the welcome email, scroll down, and click on 'Create a new password'.

Note- For security purposes, the link in the email will expire after 24 hours – if this email is not actioned within the given timeframe, your L'Oréal Representative will need to trigger another welcome email to be sent out.

你的L'Oréal PartnerShop账户申请一旦处理完毕，欢迎邮件将会发送到你指定的邮箱。

收到欢迎邮件后，请向下滚动，点击“创建新密码”。

请注意：出于安全考虑，邮件中的链接将在24小时后过期。如果你未在规定时间内操作，你的L'Oréal代表需要重新发送一封欢迎邮件。

**Welcome to the L'Oréal
Professional Products
Division new e-commerce
website**

L'Oréal Partner Shop is our convenient new website where you can browse and order all of your L'Oréal products directly to your salon.

Click 'Create a new password' to complete your account set up.

Please note this link will expire 24 hours after you receive this email. Don't worry, if you see a page which tells you the link has expired, simply copy and paste the login ID below to trigger a new welcome email where you will be able to finalise your account set up.

Your login information

Your login:

Create a new password

A form will appear - follow the prompts and fill in the relevant fields. Once the form is completed, click on 'Save' to submit your request.

Once submitted, a confirmation of details will be provided. Click on 'Go to login page' to login to L'Oréal PartnerShop with your new login account details.

**Create
new password**

Your password must be between 8-12 characters long, include at least one special character (for example: ! & *), one number and one capital letter.

✓ Your password has been created successfully.

Go to login page

02 — HOW TO LOGIN THEREAFTER

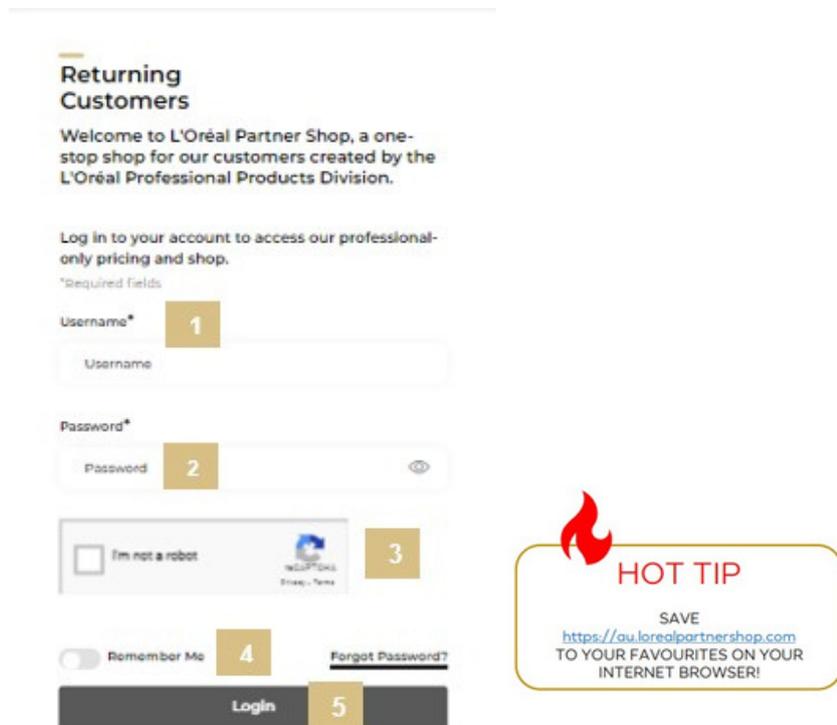
Every L'Oréal Partner Shop page will have an icon marked, 'Login/Register', in the upper right-hand corner of the web browser page – this icon will bring you to the Registration landing page.

02 — 之后怎么登录 每个L'Oréal PartnerShop页面右上角都有个“登录/注册”的图标，点一下就能登录或注册了。



After you have successfully registered your details with L'Oréal Partnership, you will be considered a returning customer – please follow the instructions below to login as a 'returning customer'.

To log in, fill in the username (1) and password (2) fields, you will also be asked to complete the reCAPTCHA (3). Switch on the 'Remember me' button (4) if you want your account login detail saved for future logins. Once completed, click login (5).

The image shows a login form titled 'Returning Customers'. Below the title is a welcome message: 'Welcome to L'Oréal Partner Shop, a one-stop shop for our customers created by the L'Oréal Professional Products Division.' Below this is the instruction: 'Log in to your account to access our professional-only pricing and shop.' Underneath, it says '*Required fields'. The form has five numbered callouts: 1 points to the 'Username*' field; 2 points to the 'Password*' field; 3 points to the reCAPTCHA 'I'm not a robot' checkbox; 4 points to the 'Remember Me' checkbox; and 5 points to the 'Login' button. To the right of the form is a 'HOT TIP' box with a red flame icon, containing the text: 'SAVE https://au.lorealpartnershop.com TO YOUR FAVOURITES ON YOUR INTERNET BROWSER!'.

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](#).