

# Autoship

## Where do I set up my Autoship?

- 1) Through your Youngevity website – [www.buyygy.com](http://www.buyygy.com)

Login, click my Autoship – Shop Products

To Choose a product – click on the product and click Add to Autoship (to see helpful information click How do I add an Autoship item)

To Delete a product – click the rubbish bin symbol and confirm remove item

To Add more items – repeat steps for choose a product

To Change Autoship details (Billing, shipping) – Click tab under My Autoship profile

To Check your Schedule – click schedule under My Autoship Profile

To change your schedule – Call NZ office OR change through your Business Centre

- 2) Business Centre Through your Youngevity website – [www.buyygy.com](http://www.buyygy.com)

Scroll to the bottom of page, under Support – click Business Centre

Log in – use same username and password

Click on Autoship Tab or Autoship Profile icon

To add or make changes - Click View / Edit relevant square

To Choose a product click view/ edit and scroll through the list of products and add the quantity, then save changes

To remove a product click view/ edit and scroll through the list of products and remove the quantity, then save changes

To Change Autoship details (Billing, shipping AND SCHEDULE) click edit and enter new details

## Rules to remember:

Free Shipping applies to an order of 100QV or more

You can change your Autoship products and schedule date up to a few days prior to the shipping schedule in the system

An Autoship cannot be scheduled after the 28<sup>th</sup> of the month

NZ support is also there to assist:

Email – [nzsupport@youngevity.com](mailto:nzsupport@youngevity.com)

Call – 1800 756 467