

# User Guide: How to Re-Order



## How to re-order?

If you simply want to re-order a complete order that you have made in the past.

Click on the My Account icon in the menu bar (top right of the screen). Choose 'My Active Cosmetics Pro Orders' from the 'My Orders' section

Find the order you wish to replicate from the list of previous orders and click 'Details'.

You will then see a button to 'Reorder'. Clicking this button will automatically add the items from this order to your basket and you can proceed to checkout in the usual way.

If you have any questions about this user guide, do not hesitate to contact us by phone, by email or via your Business Development Manager.