

## LRMT DIGITAL MANUAL QUICK GUIDE TEXT

1. Log in to “My Account” from the Home Page.
2. Click “Store”.
3. Choose the Manual you wish to order.
4. Click on arrow next to Manual Name to see drop down for additional variations of the manual. Digital Manuals may be ordered in bulk (5 or more at one time) to obtain the discount. Combo packages will not receive the bulk discount and may only be ordered one at a time due to individual shipping addresses. Print copies may still be ordered either individually to ship directly to students or in bulk shipments to one location.  
**NOTE:** *You must know the email address of the student(s) you want to receive the digital manual. We suggest that you have your class roster ready for your class prior to ordering manuals so you will have the email addresses.*
5. To order the digital manuals add one manual at a time, insert the email address for the student from the roster and add to the cart. Repeat process until you have all manuals in the cart.
6. Follow the checkout process. Delivery of the manual will happen immediately once the office has finished processing your order.
7. You may navigate to “My Account”, then “Order History” to view the order at any time.
8. Inform your students to log into “My Account” from the Home Page, and then “Digital Documents” to view their Digital Document.

### **Sample email to students**

*Dear Reiki Students,*

*We are excited to welcome you to our (Insert Class type and date) Class. We have provided you with a free digital manual for your class at [www.reiki.org](http://www.reiki.org). Please go to [www.reiki.org](http://www.reiki.org) and sign into “My Account” to view your manual. If this is your first time to [www.reiki.org](http://www.reiki.org), please log in with the email address you provided for this class and reset your password to obtain access to your account.*

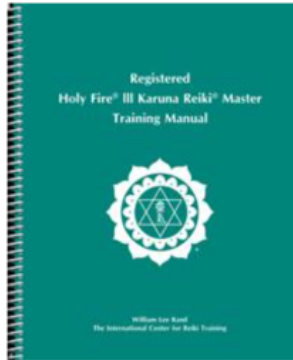
*Once you are logged into your account, please navigate to “My Account” from the Home page and then click on the “Digital Documents” tab. There you will find your manual. Click on the manual to view immediately. Manuals may not be printed or downloaded. You may only view them on your device while logged into your account at [www.reiki.org](http://www.reiki.org).*

*Thank you,*

*(Insert Teacher Name)*

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Note: When choosing the Reiki Master or Karuna Reiki® Manuals the dropdown menus will appear as shown below. Be sure to choose the "Online" version to get the most up to date manual (the most recent upgrade) with the Online and In-person Class Outlines:



SKU: RCRMHF3

\$24.95

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Registered Holy Fire® III Karuna Reiki® Master - Digital Edition  
Registered Holy Fire® III Karuna Reiki Master - Combo  
Registered Holy Fire® III Online Karuna Reiki Master  
Registered Holy Fire® III Online Karuna Reiki® Master - Digital Edition  
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by [William Lee Rand](#)