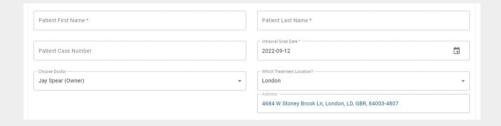
## SUBMITTING A CASE





- FILL IN THE NEEDED PATIENT INFORMATION AND CASE NUMBER (IF APPLICABLE).
- SELECT THE SHIPPING LOCATION. THIS IS THE PLACE THE TRAYS WILL BE SHIPPED. SEE THE BACK OF THE MANUAL TO ADD A LOCATION IF IT'S NOT LISTED IN DROPDOWN MENU.



• SELECT YES IF YOU WILL BE NEEDING THIS CASE TO BE RUSHED (1 HOUR INITIAL SETUP TIME). AN ADDITIONAL CHARGE WILL BE ADDED TO YOUR ACCOUNT.



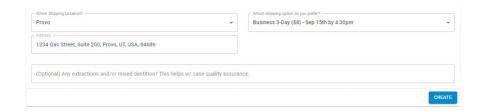
- SELECT HOW SCANS WILL BE SUBMITTED. IF SUBMITTING TO FORM, ALWAYS INCLUDE UPPER & LOWER SCANS (SCANS MUST BE NEWER THAN 30 DAYS OLD).
- AN ACTUAL BITE PHOTO OF THE PATIENT IS ALSO REQUIRED FOR VERIFICATION AND QUALITY ASSURANCE.



- SELECT WHICH SCANS (UPPER AND/OR LOWER) WILL BE SEGMENTED AND GENERATED INTO DIBSAI TRAYS. THIS SELECTION WILL DETERMINE WHETHER ONE OR BOTH TRAYS ARE PRINTED.
- SELECT WHO WILL BE PRINTING THE TRAYS (IN-OFFICE OR ORTHOSELECT). IF ORTHOSELECT WILL BE PRINTING, FILL IN THE SHIPPING INFORMATION BELOW.

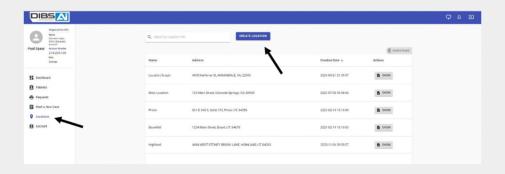


• ORTHOSELECT WILL INSERT BRACKETS FREE OF CHARGE. WE WILL SHIP TRAYS WITHOUT BRACKETS SHOULD OUR INVENTORY OF YOUR BRACKETS RUN OUT.



- SELECT THE LOCATION THESE TRAYS WILL SHIP TO AND WHAT SHIPPING METHOD YOU PREFER. IF YOU WOULD LIKE OVERNIGHT SHIPPING, YOU MUST REQUEST IT HERE. MAKE SURE TO DOUBLE CHECK THE ADDRESS BEFORE SUBMITTING YOUR CASE.
- SPECIAL INSTRUCTIONS SHOULD ONLY BE INCLUDED IF A BRACKET WILL NOT BE PLACED ON A SPECIFIC TOOTH.
- SELECT CREATE TO SUBMIT CASE TO ORTHOSELECT TECHNICIANS.

## ADDING A NEW LOCATION



- SELECT LOCATIONS ON THE LEFT HAND MENU ON THE WEBSITE AND THEN SELECT CREATE LOCATION.
- ONCE THE NEW LOCATION IS ADDED, IT WILL SHOW UP IN THE DROP DOWN MENU WHEN SUBMITTING AN RX FORM FOR NEW PATIENTS.