



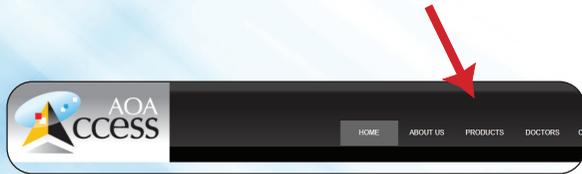
Navigation Guide for AOAAccess



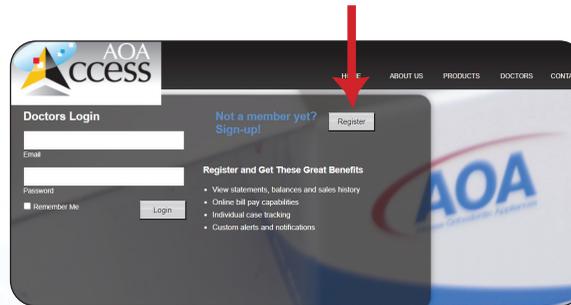
AOAAccess is the AOA website to assist you in your ordering process. Here's how to get started.

Registration Instructions

1. Logon to aoaaccess.com. Select the **Doctors** tab on the toolbar at the top of the home page.



2. Click the **Register** button.



3. Complete the **Registration Form** and submit.

Registration Form

When completing this form
Make sure fields with marked with * are complete for submission.

ALL Information

First Name *

Last Name *

Office Address *

City *

State / Province *

Country *

Phone Number *

Email *

AOA Account Number

Submit Information

4. AOA will authenticate your information within approximately 24 hours and send you a message notifying you that your login was successful. You may now login to your account.

NOTE: Please retain your original password for future logins.

Welcome to AOAAccess

This site is still being updated. We will explain the tabs currently on this site. Once you login, you have multiple options. The home screen gives you a bar across the top with the following choices: Home, About Us, Products, Doctors, and Contact Us.

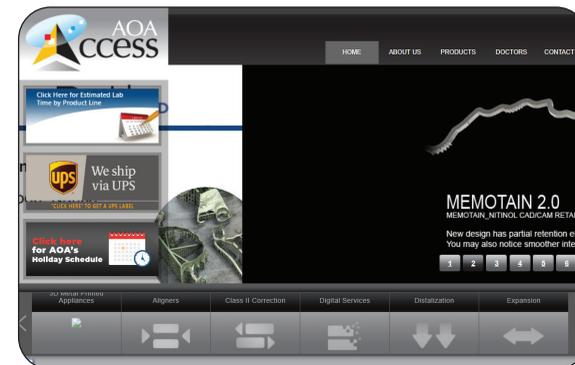
Home/About Us

The Home page scrolls different product banners across the top to give you the latest product updates. In addition, there are interactive pages for you to “click” that will direct you to our AOA Product Line schedule that show you what the lead time is in lab for the product you are looking for, UPS Shipping Information that directs you to UPS to schedule a pick up, and our Holiday schedule letting you know what days during the year AOA will be closed.

About US gives a little history of AOA.

Products

Under the Products Tab, you have three options: Product List, Downloads, and Products IFU



Product List

Click on the Product List tab and go to any of the products in the product listing. You can download the fillable Rx or product brochure where applicable.

Downloads

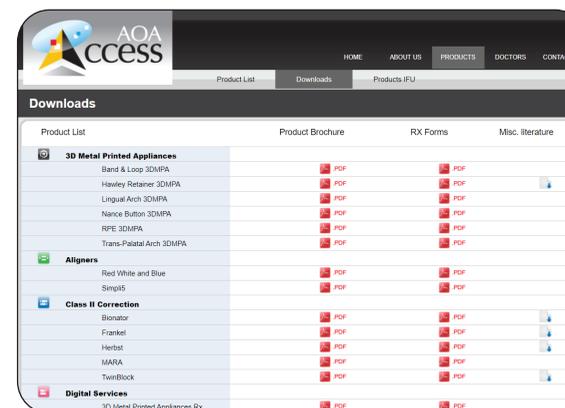
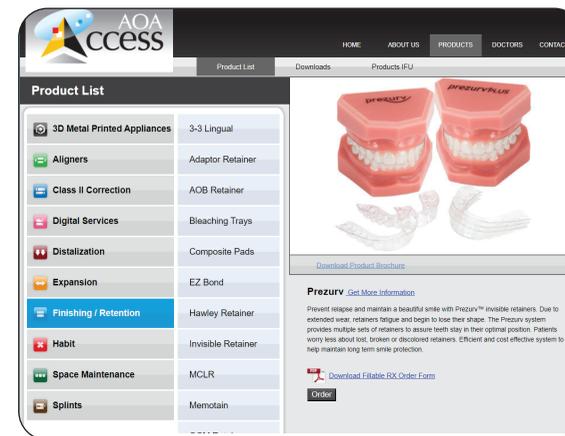
The Downloads tab gives you access to product pdf's, product prescription sheets, informational newsletters from the past, clinical management booklets, case study manuals, international shipping documents and more...

Products IFU

This tab contains our product Instructions for Use or IFU's as well as our Symbols Glossary, loaded for your convenience. You may download or print a copy as needed.

Doctors

Once you receive your login and create your password, logon to aoaccess.com. You will receive a screen with the following options under the Doctor tab: Dashboard, New Orders/Preset, Order History, Presets, My Account and Change Password.



Dashboard

Shows the Number of Orders Placed, Number of Patients, Number of Presets and Last Order Placed.

New Orders/Preset

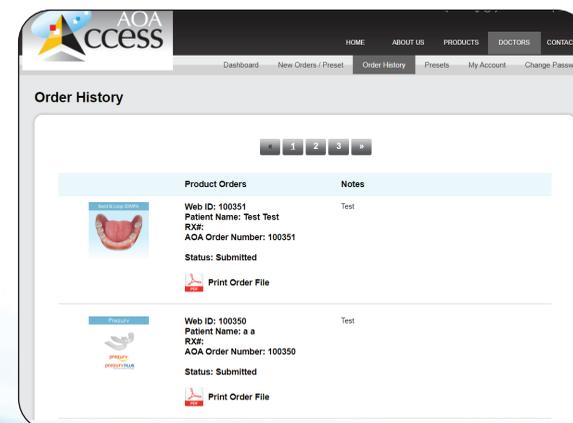
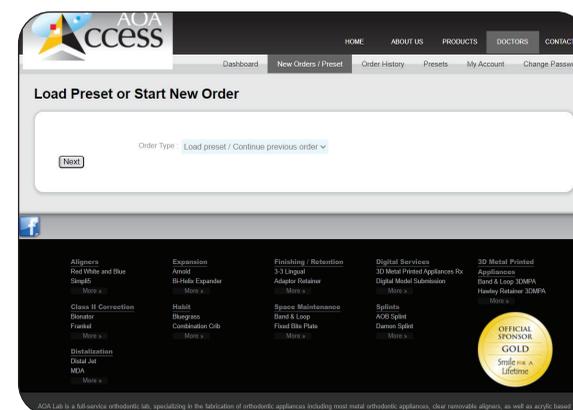
This option allows you to create and save your order as a template if you frequently use this as your standard. For example, if you almost always order a Prezurv 4 upper and 4 lower, you can save this as your preset - next time you order, you can just choose from your presets and save time.

Click on Load preset/continue previous order - this gives you a drop down option of New preset or New order - enter patient last name, first name, rx number if you have one - click “next” and follow the instructions through the end.

Order History

This screen takes you through your ordering history by listing previous orders. It will show the product, patient name, status, and the pdf you can print for your files.

Please note: This will only reflect cases submitted via Smart Rx through the website.



Presets

Can be used for appliances you routinely order and have already saved as a preset. Just choose the correct product and use the template or you can also create new. Change the patient name, dates, etc., and submit.

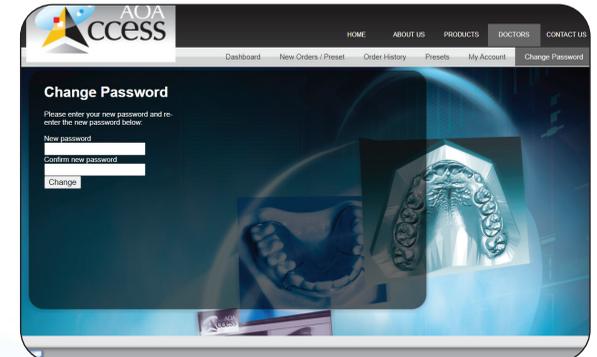
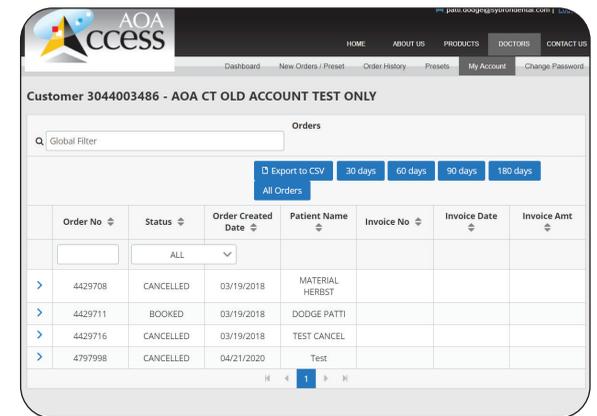
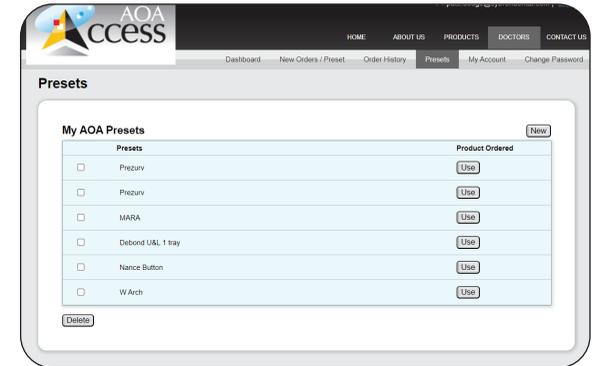
My Account

Gives you an overview of your cases. Shows Canceled, Booked and Shipped cases along with the Date the Order was Created, Patient Name, Work Order Number, Invoice Date, and Invoice Amount.

This tab also allows you to filter All, 30 days 60 days, 90 days and 180 days.

Change Password

Change Password - This screen allows you to change your password. Just follow the instructions.



Contact Us

Has AOA contact information should you need to contact us for any reason.

Other Features

Case Notification and Tracking

You will have to go in and check on your cases. You will see the following options:

- Booked = still in lab
- Closed = case has shipped
- Canceled = case was canceled

If closed, you can click on the blue arrow to the far left and a drop down will appear to provide you with the tracking number.



Thank you for choosing AOAAccess. We are in the process of updating the content on this site and thank you for your patience.

We look forward to working with you!

Thank you,

Your AOA Team



AOA

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