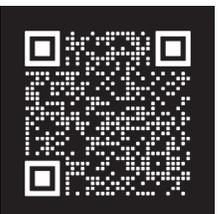




DOCTOR PORTAL GUIDE

edmonds
DENTAL PROSTHETICS



→ EdmondsDentalProsthetics.com

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Questions? Give us a call **1.800.462.3569**

Edmonds Dental Prosthetics
2065 W Woodland St,
Springfield, MO 65807

Hours:
Monday - Thursday: 8 am-5 pm
Friday . Saturday . Sunday
Closed

GETTING STARTED

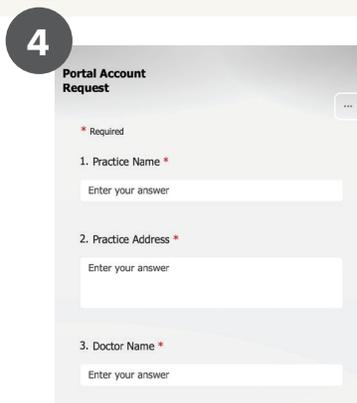
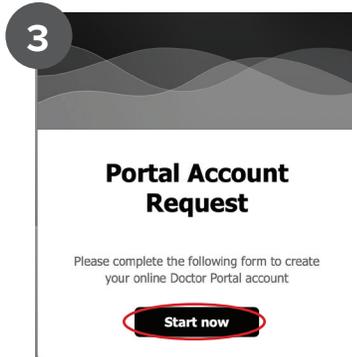
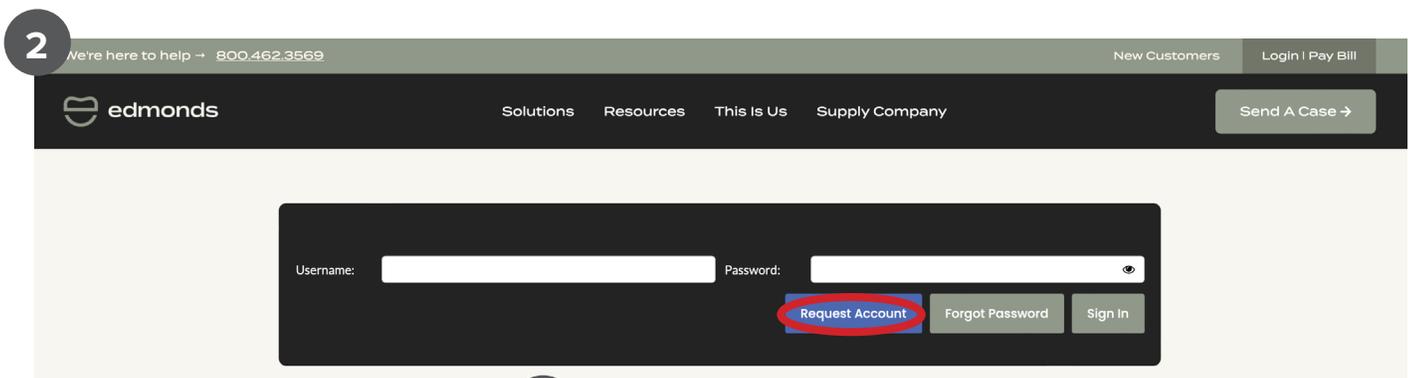
Edmonds Doctor Portal is a secure, HIPPA-compliant web portal for you to manage cases, upload images, view and print invoices and statements, and pay your bill.

To use the portal, you will need a username and password. If you have not already received a temporary password, you must first visit edmondsdentalprosthetics.com to do so. Please follow the steps below.

SIGNING UP

1. Go to edmondsdentalprosthetics.com
2. Click **LOGIN/PAY BILL** in the navigation bar at the top of your screen (see image below)
3. Click on the blue **REQUEST ACCOUNT** button (see image below)
4. Click **START NOW** on the Portal Account Request (see images below)
5. Enter your answers to the questions in each field *All questions must be answered in order to move forward
6. Click **SUBMIT**

You will receive a pop up message that we will be in touch. We will then send an email with a temporary Username (your email) and password.



LOGGING IN FOR THE FIRST TIME

1. Go to edmondsdentalprosthetics.com
2. Find the **DENTIST** dropdown menu in the navigation bar at the top of your screen
3. Select **LOGIN**
4. Enter the Username (your email) and temporary Password that you received in our email
5. Click **SIGN IN**

CHANGE YOUR TEMPORARY PASSWORD TO A PERSONAL PASSWORD

1. To change your password, click on **CHANGE PASSWORD**.

Cases | Pickups | Billing | User Setup

Tommy Smith
Sign Out | **Change Password**

Atlanta Based Systems Inc.

Manage Cases

[Create New Lab Rx](#) [Create New Case](#)

Date Range: 07/28/2024 to 01/28/2025
Last Name (Leave empty to exclude):

Search Cases

Show 10 entries | Filter by case status: All

Patient	Doctor	Order	Status	Carrier	Tracking Number
case, test	Smith, Tommy	01/17/25	Accepted <input type="checkbox"/> Shipped <input type="checkbox"/> Invoiced	Local Delivery	
Inthebox, Jack	Smith, Tommy	01/28/25	Accepted <input type="checkbox"/> Shipped <input type="checkbox"/> Invoiced	Local Delivery	
Reames, Bob	Smith, Tommy	01/27/25	Accepted <input type="checkbox"/> Shipped <input type="checkbox"/> Invoiced	Local Delivery	

Cases | Pickups | Billing | User Setup

Tommy Smith
Sign Out | Change Password

Change Password

Save

Old Password:

New Password:

Confirm Password:

The Password must have 8 to 16 characters and must have at least one letter, one special character and one number.

Valid Characters:
123456789
!@#%&^*()=
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ

MANAGING CASES

SORTING

When you login to the Doctor Portal, you will be taken to the **CASES** tab. Cases are automatically sorted by patient last name. You can sort by Patient, Order Date, or Status by clicking on the arrow in the sort field.

Using the **CASES** tab, you are able to:

- View case status
- Search case history
- View the case invoice
- Upload files/images to a case
- Track a UPS case sent from the lab

The screenshot shows the 'Manage Cases' interface. At the top, there are navigation tabs: 'Cases', 'Pickups', 'Billing', and 'User Setup'. The user is logged in as 'Tommy Smith' with options to 'Sign Out' or 'Change Password'. The page title is 'Atlanta Based Systems Inc. Manage Cases'. There are links for 'Create New Lab Rx' and 'Create New Case'. A search area includes a 'Date Range' (07/28/2024 to 01/28/2025) and a 'Last Name (Leave empty to exclude)' field. A 'Search Cases' button is present. Below the search area is a table with columns: Patient, Doctor, Order, Status, Carrier, and Tracking Number. Red circles highlight the sort arrows on the Doctor, Order, Status, Carrier, and Tracking Number columns. The table contains three rows of case data.

Patient	Doctor	Order	Status	Carrier	Tracking Number
case, test	Smith, Tommy	01/17/25	Accepted <input type="checkbox"/> Shipped <input type="checkbox"/> Invoiced	Local Delivery	
Inthebox, Jack	Smith, Tommy	01/28/25	Accepted <input type="checkbox"/> Shipped <input type="checkbox"/> Invoiced	Local Delivery	
Reames, Bob	Smith, Tommy	01/27/25	Accepted <input type="checkbox"/> Shipped <input type="checkbox"/> Invoiced	Local Delivery	

VIEW CASE STATUS

You can view case status from the **CASES** tab. Case statuses are:

- **Accepted:** The case has been input and is awaiting arrival of the physical case in the lab
- **Scheduled:** The physical case has arrived in the lab and has been matched to the proper information
- **In Process:** The case is in production in the lab
- **Hold:** The case is awaiting action i.e., new impressions, try-in
- **Completed:** The case has been completed in the lab. Once the case has been shipped and invoiced, the shipped and invoiced boxes will be checked in the status field

Cases | Pickups | Billing | User Setup Tommy Smith
Sign Out | Change Password

Atlanta Based Systems Inc.

Manage Cases

[Create New Lab Rx](#) [Create New Case](#)

Date Range: to Last Name(Leave empty to exclude)

Show entries Filter by case status

Search:

Patient	Doctor	Order	Status	Carrier	Tracking Number
case, test	Smith, Tommy	01/17/25	Accepted <input type="checkbox"/> Shipped <input type="checkbox"/> Invoiced	Local Delivery	
Inthebox, Jack	Smith, Tommy	01/28/25	Accepted <input type="checkbox"/> Shipped <input type="checkbox"/> Invoiced	Local Delivery	
Reames, Bob	Smith, Tommy	01/27/25	Accepted <input type="checkbox"/> Shipped <input type="checkbox"/> Invoiced	Local Delivery	
			Accepted	Local	

1. To view more detailed information about a case, click on the **Patient Name**.

Atlanta Based Systems Inc. Tommy Smith
Sign Out | Change Password

Manage Cases [Create New Lab Rx](#) [Create New Case](#)

Date Range: to Last Name(Leave empty to exclude):

[Search Cases](#)

Show entries Filter by case status:

Search:

Patient	Doctor	Order	Status	Carrier	Tracking Number
case, test	Smith, Tommy	01/17/25	Accepted <input type="checkbox"/> Shipped <input type="checkbox"/> Invoiced	Local Delivery	
Inthebox, Jack	Smith, Tommy	01/28/25	Accepted <input type="checkbox"/> Shipped <input type="checkbox"/> Invoiced	Local Delivery	
Reames, Bob	Smith, Tommy	01/27/25	Accepted <input type="checkbox"/> Shipped <input type="checkbox"/> Invoiced	Local Delivery	

2. Once you click on the name, you will see more detailed information.

- **Case Number:** This is a unique, auto-generated number that is given to each case in the lab
- **Case Type:** This can be either New, Remake, Invoice. The Case Type will read Invoice when an office has ordered supplies
- **Order Date:** This is the date the case was checked in at the lab or was entered in to Web Service.
- **Case Status:** This indicates where the case is in the manufacturing process
- **Ship Date:** This is an auto-generated date. It is the date the case is scheduled to leave the lab
- **Case Pan Number:** This is an internal tracking number for the lab
- **Delivery Date:** This is the date the case is scheduled to be delivered to your office.
- **Case Carrier:** This is the delivery route to which your office is assigned
- **Tracking Number:** If your case was sent from Edmonds via UPS, you will see your tracking number here once the case is shipped. You can click on the tracking number to track the case.

Atlanta Based Systems Inc. Tommy Smith
Sign Out | Change Password

Manage Cases [Create New Lab Rx](#) [Create New Case](#)

Date Range: to Last Name(Leave empty to exclude):

[Search Cases](#)

2025-26 [Back to Search](#)

Jack Inthebox Served by: Tommy Smith

[Info](#) [Invoices](#) [File](#) [Notes](#) [Cancel](#) [Remake](#) [Print Page](#)

Case Type	Order Date	Case Status	Ship Date	Case Pan Number	Delivery Date	Case Carrier	Tracking Number
New	01/28/25	Accepted			03/04/25	Local Delivery	

Services

Description	Metal	Units	Tooth List
Porcelain Fused to Semi Precious	Semi Precious	3	30, 31, 32

SEARCH CASE HISTORY

When using the case history search function, you can search by date, patient name, or case status.

1. To search by date, enter the date range in to the **DATE RANGE** fields. Click **SEARCH CASES**
2. To search by patient name, enter all or part of the patient last name in the **LAST NAME** field
Click **SEARCH CASES**
3. You may also filter by **CASE STATUS**

The screenshot shows the 'Manage Cases' search interface. At the top, there are navigation tabs for 'Cases', 'Pickups', 'Billing', and 'User Setup'. The user is logged in as 'Tommy Smith' with options to 'Sign Out' or 'Change Password'. The page title is 'Atlanta Based Systems Inc. Manage Cases'. There are two links: 'Create New Lab Rx' and 'Create New Case'. The search criteria include a 'Date Range' field with a date range of '01/20/2024' to '01/28/2025', and a 'Last Name (Leave empty to exclude)' field. A 'Search Cases' button is located below these fields. Below the search area, there is a 'Filter by case status' dropdown menu and a 'Search:' input field. The results are displayed in a table with columns: Patient, Doctor, Order, Status, Carrier, and Tracking Number. The table shows three entries: 'case, test', 'Inthebox, Jack', and 'Reames, Bob', all with a status of 'Accepted' and 'Local Delivery' carrier.

Patient	Doctor	Order	Status	Carrier	Tracking Number
case, test	Smith, Tommy	01/17/25	Accepted <input type="checkbox"/> Shipped <input type="checkbox"/> Invoiced	Local Delivery	
Inthebox, Jack	Smith, Tommy	01/28/25	Accepted <input type="checkbox"/> Shipped <input type="checkbox"/> Invoiced	Local Delivery	
Reames, Bob	Smith, Tommy	01/27/25	Accepted <input type="checkbox"/> Shipped <input type="checkbox"/> Invoiced	Local Delivery	
			Accepted	Local	

VIEW BASIC INVOICE

1. Click on the patient name of the invoice you would like to view

Cases | Pickups | Billing | User Setup Tommy Smith
Sign Out | Change Password

Atlanta Based Systems Inc.

Manage Cases

[Create New Lab Rx](#) [Create New Case](#)

Date Range: to Last Name (Leave empty to exclude):

[Search Cases](#)

Show entries Filter by case status: Search:

Patient	Doctor	Order	Status	Carrier	Tracking Number
case, test	Smith, Tommy	01/17/25	Accepted <input type="checkbox"/> Shipped <input type="checkbox"/> Invoiced	Local Delivery	
Inthebox, Jack	Smith, Tommy	01/28/25	Accepted <input type="checkbox"/> Shipped <input type="checkbox"/> Invoiced	Local Delivery	
Reames, Bob	Smith, Tommy	01/27/25	Accepted <input type="checkbox"/> Shipped <input type="checkbox"/> Invoiced	Local Delivery	
			Accepted	Local	

2. Click on the **INVOICES** tab

Cases | Pickups | Billing | User Setup Tommy Smith
Sign Out | Change Password

Atlanta Based Systems Inc.

Manage Cases

[Create New Lab Rx](#) [Create New Case](#)

Date Range: to Last Name (Leave empty to exclude):

[Search Cases](#)

2025-26 [Back to Search](#)

Jack Inthebox Served by: Tommy Smith

Info | **Invoices** | File | Notes | Cancel | Remake | Print Page

Case Type	Order Date	Case Status	Ship Date	Case Pan Number	Delivery Date	Case Carrier	Tracking Number
New	01/28/25	Accepted			03/04/25	Local Delivery	

Services

Description	Metal	Units	Tooth List
Porcelain Fused to Semi Precious	Semi Precious	3	30, 31, 32

- To print the page, click the **PRINT PAGE** tab. If you would like a more detailed invoice, see the **BILLING** section.

Cases | Pickups | Billing | User Setup Tommy Smith
Sign Out | Change Password

Atlanta Based Systems Inc.

Manage Cases

[Create New Lab Rx](#) [Create New Case](#)

Date Range: to Last Name(Leave empty to exclude)

[Search Cases](#)

2025-26 [Back to Search](#)

Jack Inthebox Served by: Tommy Smith

Info | Invoices | File | Notes | Cancel | Remake | **Print Page**

Case Type	Order Date	Case Status	Ship Date	Case Pan Number	Delivery Date	Case Carrier	Tracking Number
New	01/28/25	Accepted			03/04/25	Local Delivery	

Services

Description	Metal	Units	Tooth List
Porcelain Fused to Semi Precious	Semi Precious	3	30, 31, 32

UPLOAD FILES/IMAGES TO A CASE

- Click on the patient name of the case you would like to add pictures to.

Cases | Pickups | Billing | User Setup Tommy Smith
Sign Out | Change Password

Atlanta Based Systems Inc.

Manage Cases

[Create New Lab Rx](#) [Create New Case](#)

Date Range: to Last Name(Leave empty to exclude)

[Search Cases](#)

Show entries Filter by case status:

Search:

Patient	Doctor	Order	Status	Carrier	Tracking Number
case, test	Smith, Tommy	01/17/25	Accepted <input type="checkbox"/> Shipped <input type="checkbox"/> Invoiced	Local Delivery	
Inthebox, Jack	Smith, Tommy	01/28/25	Accepted <input type="checkbox"/> Shipped <input type="checkbox"/> Invoiced	Local Delivery	
Reames, Bob	Smith, Tommy	01/27/25	Accepted <input type="checkbox"/> Shipped <input type="checkbox"/> Invoiced	Local Delivery	
			Accepted	Local	

2. Click the **FILE** tab

Cases | Pickups | Billing | User Setup Tommy Smith
Sign Out | Change Password

Atlanta Based Systems Inc.

Manage Cases

[Create New Lab Rx](#) [Create New Case](#)

Date Range: to Last Name(Leave empty to exclude)

2025-26

Jack Inthebox Served by: Tommy Smith

Case Type	Order Date	Case Status	Ship Date	Case Pan Number	Delivery Date	Case Carrier	Tracking Number
New	01/28/25	Accepted			03/04/25	Local Delivery	

Services

Description	Metal	Units	Tooth List
Porcelain Fused to Semi Precious	Semi Precious	3	30, 31, 32

3. Click the **ADD FILES** button or drag the files to the white file area.

Cases | Pickups | Billing | User Setup Tommy Smith
Sign Out | Change Password

Atlanta Based Systems Inc.

Manage Cases

[Create New Lab Rx](#) [Create New Case](#)

Date Range: to Last Name(Leave empty to exclude)

2025-5

test case Served by: Tommy Smith

 **Select files**
Add files to the upload queue and click the start button.

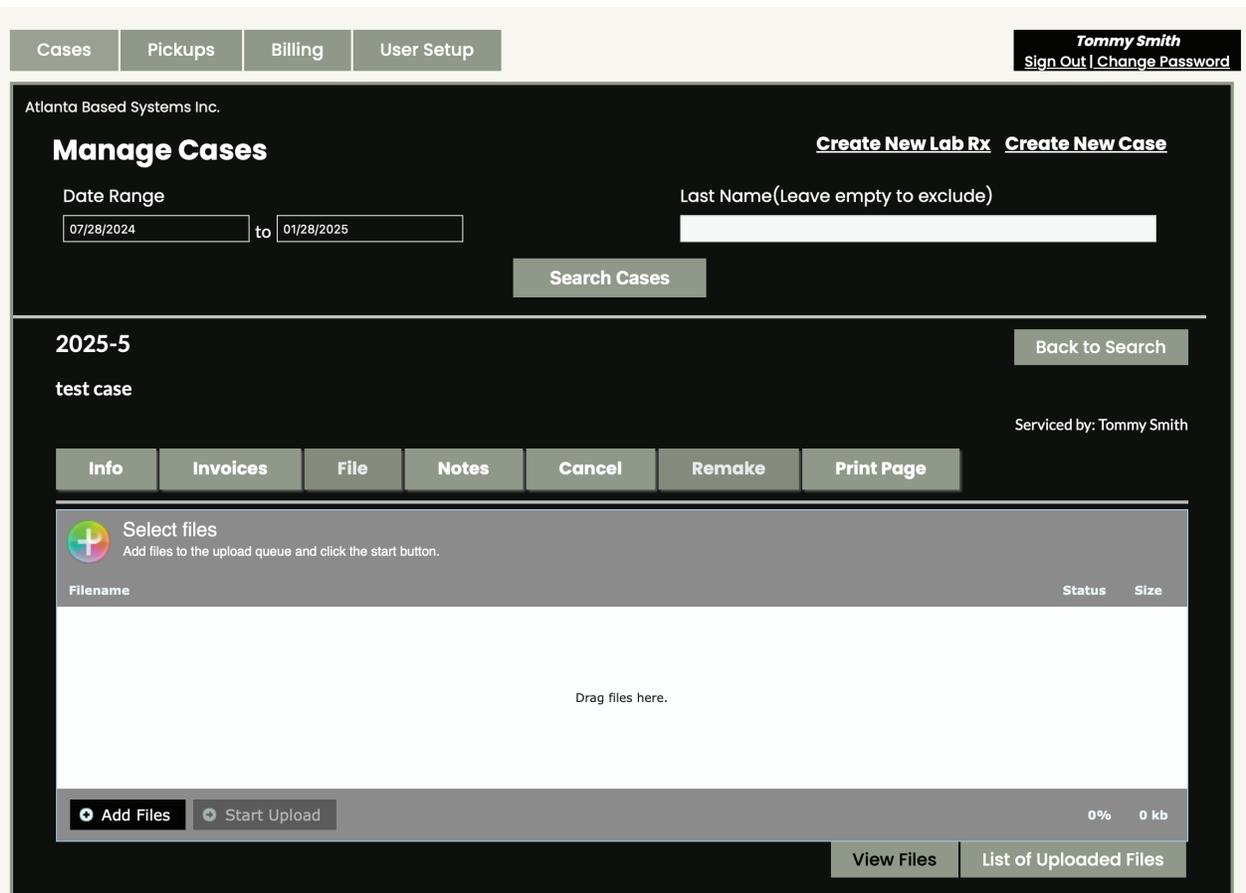
Filename	Status	Size
Drag files here.		

0% 0 kb

4. Locate the file on your computer. Click **OPEN**.



5. Click **START UPLOAD**.



6. Once the file is uploaded, the status will read 100% and a check mark will appear at the far right-hand side.

The screenshot displays a web application interface for managing cases. At the top, there is a navigation menu with tabs for 'Cases', 'Pickups', 'Billing', and 'User Setup'. The user's name, 'Tommy Smith', and options for 'Sign Out' and 'Change Password' are visible in the top right corner. The main content area is titled 'Manage Cases' and includes a search section with a 'Date Range' (07/28/2024 to 01/28/2025) and a 'Last Name' field. A 'Search Cases' button is located below the search fields. The search results show a case titled '2025-5 test case', served by 'Tommy Smith'. Below the case title, there are buttons for 'Info', 'Invoices', 'File', 'Notes', 'Cancel', 'Remake', and 'Print Page'. A file upload section is visible, showing a table with columns for 'Filename', 'Status', and 'Size'. The table contains one entry: 'Invoice INV-2110.pdf' with a status of '100%' and a size of '94 KB'. A red circle highlights the '100%' status. At the bottom of the upload section, there are buttons for 'Add Files' and 'Start Upload', along with a progress indicator showing '100%' and '94 KB'. Finally, there are buttons for 'View Files' and 'List of Uploaded Files' at the bottom right.

BILLING

To access billing, login to your account and click on the **BILLING** tab. From this tab you will be able to view your account balance, view and download invoices and statements and make a payment.

Atlanta Based Systems Inc.

Manage Cases [Create New Lab Rx](#) [Create New Case](#)

Date Range: 07/28/2024 to 01/28/2025

Last Name (Leave empty to exclude):

[Search Cases](#)

Filter by case status: All

Show 10 entries

Patient	Doctor	Order	Status	Carrier	Tracking Number
case, test	Smith, Tommy	01/17/25	Accepted <input type="checkbox"/> Shipped <input type="checkbox"/> Invoiced	Local Delivery	
Inthebox, Jack	Smith, Tommy	01/28/25	Accepted <input type="checkbox"/> Shipped <input type="checkbox"/> Invoiced	Local Delivery	
Reames, Bob	Smith, Tommy	01/27/25	Accepted <input type="checkbox"/> Shipped <input type="checkbox"/> Invoiced	Local Delivery	
			Accepted	Local	

VIEW ACCOUNT BALANCE

1. When you click on the **BILLING** tab, you will automatically be taken to the **ACCOUNT BALANCE** screen. This screen shows the total invoices and payments month to date as well as the total balance on the account.

Billing [Account Balance](#) [View Invoices](#) [View Statements](#) [Pay My Bill](#)

Current Period	Invoices	Total Payments	Total Balance	Current Period Balance
01/01/25 to 01/31/25	\$0.00	\$0.00	\$0.00	\$0.00

VIEW DETAILED INVOICES

1. To view and download invoices, click on **VIEW INVOICES**.

Cases
Pickups
Billing
User Setup

Tommy Smith
 Sign Out | Change Password

Billing

[Account Balance](#)
[View Invoices](#)
[View Statements](#)
[Pay My Bill](#)

Current Period	Invoices	Total Payments	Total Balance	Current Period Balance
01/01/25 to 01/31/25	\$0.00	\$0.00	\$0.00	\$0.00

2. Invoices are searchable by date, patient name, case number and invoice status. To search by Date, input your start date and end date and click **SEARCH**. To view, print or download a specific invoice, click on the **PDF SYMBOL** next the invoice you wish to view. A new window will open with your invoice.

Cases
Pickups
Billing
User Setup

Tommy Smith
 Sign Out | Change Password

Billing

[Account Balance](#)
[View Invoices](#)
[View Statements](#)
[Pay My Bill](#)

Search Invoices

Start date To End date Search

Case	Date	Doctor	Patient	Status	Type	Total	Bal Due	Payment Received	Invoice PDF
<input type="checkbox"/> 2019-16347	06/11/2019	House Account	Test	Unpaid	Invoice(M)	\$9.63	\$6.20	06/11/19	
<input type="checkbox"/> 2019-14785	05/24/2019	House Account	Mike Ray	Paid	Invoice	\$33.00	\$0.00	05/28/19	
<input type="checkbox"/> 2019-12578	05/09/2019	House Account	Demo	Paid	Invoice	\$0.00	\$0.00		

Showing 1 to 3 of 3 entries

Edmonds Dental Prosthetics
 2065 West Woodland
 Springfield, MO 65807
 Phone: 800-462-3500

Invoice
2023-42589
Date
02/4/23

Edmonds Dental Prosthetics
 2065 West Woodland
 Springfield, MO 65807
 Phone: 800-462-3500

Bill To / Acct. No. 689000 SAMPLE Sample 2065 W Woodland Springfield, MO 65807	Ship To: Billin SAMPLE Sample 2065 W Woodland Springfield, MO 65807									
Patient: SAMPLE, SAMPLE Case No. 2003-42589										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Qty</th> <th>Description</th> <th>Unit Price</th> <th>Extension</th> </tr> <tr> <td style="text-align: center;">1.00</td> <td>E-ZR TOTAL</td> <td style="text-align: right;">\$125.00</td> <td style="text-align: right;">\$125.00</td> </tr> </table>	Qty	Description	Unit Price	Extension	1.00	E-ZR TOTAL	\$125.00	\$125.00		
Qty	Description	Unit Price	Extension							
1.00	E-ZR TOTAL	\$125.00	\$125.00							

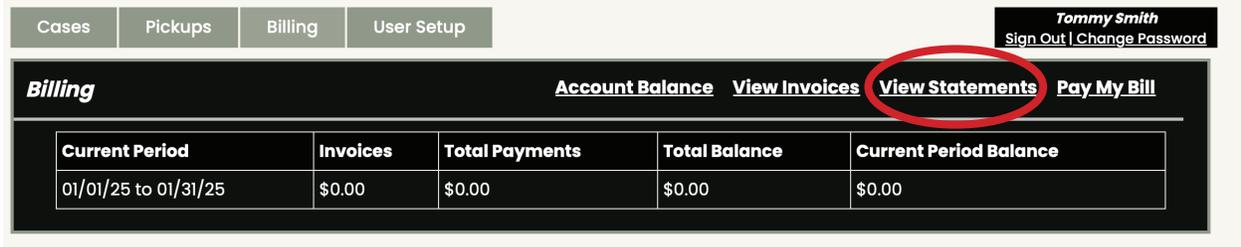
Invoice
2023-42589
Date
02/4/23

SAMPLE Sample
 2065 W Woodland
 Springfield, MO 65807

Bill Acct: 689000 Ship To: Billin	Patient: SAMPLE, SAMPLE Case No. 2003-42589									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Qty</th> <th>Description</th> <th>Price</th> <th>Ext</th> </tr> <tr> <td style="text-align: center;">1.00</td> <td>E-ZR TOTAL</td> <td style="text-align: right;">\$125.00</td> <td style="text-align: right;">\$125.00</td> </tr> </table>	Qty	Description	Price	Ext	1.00	E-ZR TOTAL	\$125.00	\$125.00		
Qty	Description	Price	Ext							
1.00	E-ZR TOTAL	\$125.00	\$125.00							

VIEW STATEMENTS

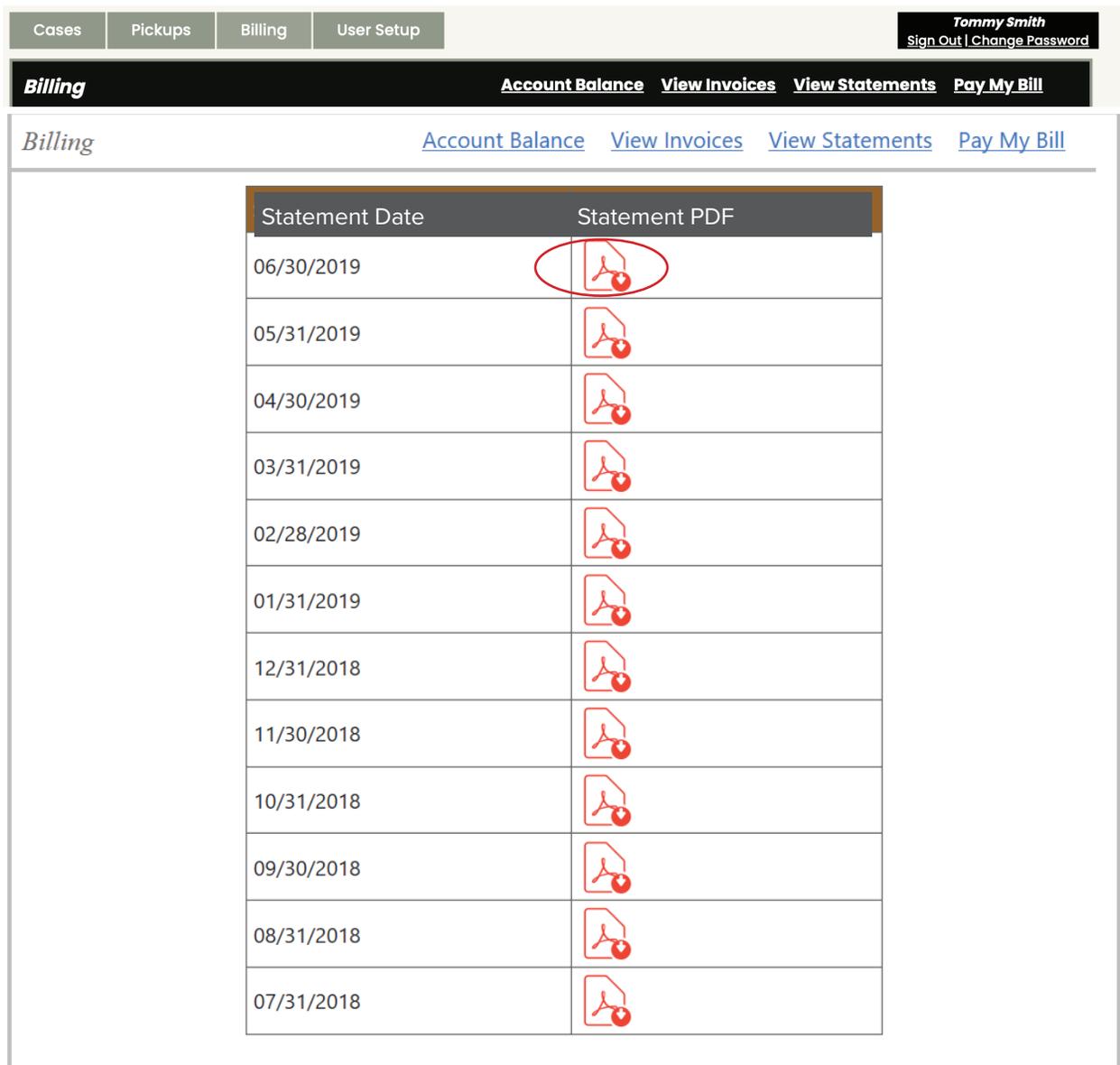
1. To view and download invoices, click on **VIEW STATEMENTS**.



The screenshot shows a navigation menu with 'Cases', 'Pickups', 'Billing', and 'User Setup'. The user is logged in as 'Tommy Smith' with options for 'Sign Out' and 'Change Password'. The 'Billing' section is active, showing links for 'Account Balance', 'View Invoices', 'View Statements' (circled in red), and 'Pay My Bill'. Below this is a summary table:

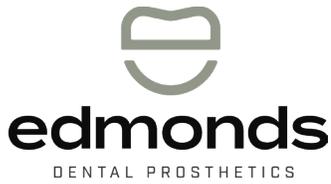
Current Period	Invoices	Total Payments	Total Balance	Current Period Balance
01/01/25 to 01/31/25	\$0.00	\$0.00	\$0.00	\$0.00

2. Statements are arranged by date, newest to oldest. To view, print or download a statement, click on the **PDF SYMBOL** next the statement you wish to view. A new window will open with your statement.



The screenshot shows the 'Billing' dashboard with a list of statements. The navigation menu and user information are the same as in the previous screenshot. The 'View Statements' link is highlighted. Below the navigation is a table of statements:

Statement Date	Statement PDF
06/30/2019	
05/31/2019	
04/30/2019	
03/31/2019	
02/28/2019	
01/31/2019	
12/31/2018	
11/30/2018	
10/31/2018	
09/30/2018	
08/31/2018	
07/31/2018	



If paying by credit card, please complete this section.

CARD NUMBER	EXP. DATE	AMOUNT
CARD TYPE	SECURITY CODE	
CARD HOLDER NAME (Please Print)	SIGNATURE	
CUSTOMER NAME		
Dr. John Smith		
DATE	TOTAL DUE	
07/31/2023	\$2,021.00	

Account #: 20818

AMOUNT PAID

ALL PAYMENTS WILL BE APPLIED TO THE OLDEST UNPAID INVOICES UNLESS OTHERWISE NOTED.

Detach and retain with payment.

Edmonds Dental Prosthetics, Inc.
2005 West Woodland
Springfield, MO 65807
Phone: 417-881-8572
Toll Free: 800-982-3588

CUSTOMER NAME	DATE
Dr. John Smith	07/31/2023

Account #: 20818

DATE	INV/PMT NUMBER	CASE NUMBER	PATIENT	INV AMT	AMT PAID	BAL DUE
			Last Statement Balance →			\$2,007.05
07/08/2023	2023-34455	2023-31981	Patient Name	\$213.00		\$2,220.05
07/08/2023	2023-34327	2023-32887	Patient Name	\$0.00		\$2,220.05
07/07/2023	2023-34705	2023-32884	Patient Name	\$150.00		\$2,370.05
07/07/2023	2023-34541	2023-33798	Patient Name	\$412.00		\$2,782.05
07/11/2023	2023-35058	2023-32885	Patient Name	\$213.00		\$2,995.05
07/12/2023	2023-35204	2023-33401	Patient Name	\$0.00		\$2,995.05
07/24/2023	2023-37081	2023-34524	Patient Name	\$507.00		\$3,502.05
07/24/2023	2023-36888	2023-34847	Patient Name	\$184.40		\$3,686.45
07/24/2023	2023-36887	2023-34851	Patient Name	\$184.40		\$3,870.85
07/28/2023	Visa/Mastercard 8504311237				\$2,007.05	\$1,863.80
07/28/2023	2023-38088	2023-37398	Patient Name	\$138.00		\$2,001.80

\$2,021.00	\$0.00	\$0.00	\$0.00	Discounts:	
Current - 30 days	31 - 60 days	61 - 90 days	91+ days	Total:	\$2,021.00

INTEREST OF 1 1/2% PER MONTH WILL BE CHARGED ON ALL PAST DUE BALANCES THANK YOU FOR YOUR BUSINESS
THE CLOSING DATE IS ON THE LAST BUSINESS DAY OF EACH MONTH

MAKE A PAYMENT

1. 1. To make a payment on your account, click **PAY MY BILL**.

Cases	Pickups	Billing	User Setup	Tommy Smith Sign Out Change Password
Billing				Account Balance View Invoices View Statements Pay My Bill
Current Period	Invoices	Total Payments	Total Balance	Current Period Balance
01/01/25 to 01/31/25	\$0.00	\$0.00	\$0.00	\$0.00

2. You have the option to pay your balance in full, pay by selected invoice, pay your statement balance or pay a specific amount. Select the option you would like and click **CONTINUE**.

The screenshot shows the 'Billing' section of a web application. At the top, there are navigation tabs: 'Cases', 'Pickups', 'Billing', and 'User Setup'. In the top right corner, the user's name 'Tommy Smith' is displayed along with 'Sign Out | Change Password' links. Below the navigation, the 'Billing' section is active, showing 'Account Balance', 'View Invoices', 'View Statements', and 'Pay My Bill' options. The 'Make Payments' form is displayed with a balance of '0'. The form includes four radio button options: 'Pay in Full' (selected), 'Pay by Selected Invoice', 'Pay Statement Balance', and 'Pay Specified Amount' with an adjacent input field. A 'Continue' button is circled in red. Below the form, there are 'Select All' and 'Clear All' buttons. A table header is visible with columns: 'Pay', 'Case', 'Date', 'Doctor', 'Patient', 'Status', 'Type', 'Total', 'Bal Due', 'Payment Received', and 'Invoice PDF'. The table content shows 'No Invoice Available.' and a 'Filter by invoice status' dropdown set to 'All'.

3. If you have a credit card on file with us, you can choose **EXISTING CARD** and select the card from the pull down menu and click **SUBMIT**.

The screenshot shows the 'Billing' section of a web application, similar to the previous one. The 'Make Payments' form is displayed with a balance of '0'. The form includes a 'Security Code' input field. Below it, there are two radio button options: 'Existing Card' (selected and circled in red) and 'New Card'. Underneath, there is a 'Select Credit Card:' label and a dropdown menu currently showing 'Select Card'. At the bottom right of the form are 'Back' and 'Submit' buttons. The 'Payment Amount' is shown as '\$100.00'.

4. If you do not have a credit card on file with us, or wish to use another card, select **NEW CARD**. Fill out the information and click **SUBMIT**. If you wish to save the new card to your account, click **SAVE CREDIT CARD**.

The screenshot shows a web interface for a user named Tommy Smith. The navigation menu includes Cases, Pickups, Billing, and User Setup. The Billing section is active, showing Account Balance (0), View Invoices, View Statements, and Pay My Bill. The 'Make Payments' section is highlighted, and the 'New Card' section is selected. The 'Save Credit Card' checkbox is circled in red. The form fields include Credit Card Number, Expiration Date, Security Code, Name, Address 1, Address 2, City, State (Canada), Zip Code, and Country (UNITED STATES). The 'Submit' button is circled in red. The payment amount is \$100.00.

5. After you click **SUBMIT**, you will receive an email with a receipt for payment.

USER SET-UP

To access User Set Up, login to your account and click on the User Setup tab. From this tab you can add, deactivate, and manage the users for the Web Service. Only Admin Users are able to access this tab.

Cases Pickups Billing **User Setup** Tommy Smith Sign Out | Change Password

Atlanta Based Systems Inc.

Manage Cases [Create New Lab Rx](#) [Create New Case](#)

Date Range: 07/28/2024 to 01/28/2025 Last Name (Leave empty to exclude):

[Search Cases](#)

Show 10 entries Filter by case status: All Search:

Patient	Doctor	Order	Status	Carrier	Tracking Number
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ADD NEW USER

1. There are two types of users for the Doctor Portal: Admin User and Standard User. The Admin User can add other users and has access to all areas of Web Service. The Admin User can also dictate the level of access granted to Standard Users. To add a Standard User, click **ADD NEW USER**.

Cases Pickups Billing **User Setup** Tommy Smith Sign Out | Change Password

Users: add and manage [Set Email Preferences](#) [Add Admin User](#) **Add New User** [Save](#)

Existing Users - select to edit: Tommy Smith

User Information

Salutation: Account Status: (Active)

First Name: Tommy Last Name: Smith

Email: anissa@atlantabasedsystems.com Password: <password>

The Password must have 8 to 16 characters and must have at least one letter, one special character and one number.

Valid Characters:
123456789
!@#\$%^&*()
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Functions Allowed For This User:

Balances View Invoices View Cases View Pickup Request Case Schedule Payment Processing Images View Statements View Account Emulation

Which dentist's cases will this user manage? Tommy Smith

2. Fill out User Information. Each user must have their own email address. Their email address will serve as their Username. You will also assign the user their password on this screen. Once the user has logged in for the first time, they may change their password.

Cases Pickups Billing User Setup **Tommy Smith**
Sign Out | Change Password

Users: add and manage Set Email Preferences Add Admin User Add New User Save

Existing Users - select to edit
Tommy Smith

User Information

Salutation: Account Status: (Active)

First Name: Last Name:

Email: Password:

The Password must have 8 to 16 characters and must have at least one letter, one special character and one number.

Valid Characters:
123456789
!@#\$%^&*()=
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Functions Allowed For This User:

Balances View Invoices View Cases View Pickup Request Case Schedule Payment Processing Images View Statements View Account Emulation

Which dentist's cases will this user manage?
Tommy Smith

3. Fill out Functions Allowed For This User. Click the boxes of the areas you would like the user to be able to access. If there are multiple doctors associated with one account, select the doctor for which the user will be managing cases. If there is only one doctor associated with the account will default to the doctor's name or practice name. Once complete, click Save.

Cases Pickups Billing User Setup **Tommy Smith**
Sign Out | Change Password

Users: add and manage Set Email Preferences Add Admin User Add New User Save

Existing Users - select to edit
Tommy Smith

User Information

Salutation: Account Status: (Active)

First Name: Last Name:

Email: Password:

The Password must have 8 to 16 characters and must have at least one letter, one special character and one number.

Valid Characters:
123456789
!@#\$%^&*()=
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Functions Allowed For This User:

Balances View Invoices View Cases View Pickup Request Case Schedule Payment Processing Images View Statements View Account Emulation

Which dentist's cases will this user manage?
Tommy Smith

4. To add an Admin User, click Add Admin User. Admin Users will have access to all areas of the online portal. Fill out User Information. Each user must have their own email address. Their email address will serve as their Username. You will also assign the user their password on this screen. Once the user has logged in for the first time, they may change their password. Once complete, click **SAVE**.

The screenshot shows the 'Users: add and manage' interface. At the top, there are navigation tabs for 'Cases', 'Pickups', 'Billing', and 'User Setup'. The user's name 'Tommy Smith' is displayed in the top right corner, along with 'Sign Out' and 'Change Password' links. Below the navigation, there are three buttons: 'Set Email Preferences', 'Add Admin User', and 'Add New User'. The 'Add Admin User' button is circled in red. To the right of these buttons is a 'Save' button, also circled in red. The main form area has a dropdown menu for 'Account Name' with 'Tommy Smith' selected. Below this is a section titled 'User Information' with a red circle around the title. The form contains fields for 'Salutation:', 'First Name:', 'Last Name:', 'Email:', and 'Password:'. A red note below the fields states: 'The Password must have 8 to 16 characters and must have at least one letter, one special character and one number.' Below the note, a list of 'Valid Characters' is provided: '123456789', '!@#\$%^&*()=', 'abcdefghijklmnopqrstuvwxyz', and 'ABCDEFGHIJKLMNOPQRSTUVWXYZ'.

DEACTIVATE A USER

1. To deactivate a user, select the user you would like to deactivate from the Existing Users menu.

The screenshot shows the 'Users: add and manage' interface. At the top, there are navigation tabs for 'Cases', 'Pickups', 'Billing', and 'User Setup'. The user's name 'Tommy Smith' is displayed in the top right corner, along with 'Sign Out' and 'Change Password' links. Below the navigation, there are three buttons: 'Set Email Preferences', 'Add Admin User', and 'Add New User'. To the right of these buttons is a 'Save' button. The main form area has a dropdown menu for 'Account Name' with 'Tommy Smith' selected. This dropdown menu is circled in red. Below this is a section titled 'User Information' with a red circle around the title. The form contains fields for 'Salutation:', 'First Name:', 'Last Name:', 'Email:', and 'Password:'. A red note below the fields states: 'The Password must have 8 to 16 characters and must have at least one letter, one special character and one number.' Below the note, a list of 'Valid Characters' is provided: '123456789', '!@#\$%^&*()=', 'abcdefghijklmnopqrstuvwxyz', and 'ABCDEFGHIJKLMNOPQRSTUVWXYZ'.

2. Uncheck the Account Status box so that the status reads Inactive. Once complete, click **SAVE**.

Cases | Pickups | Billing | User Setup | Tommy Smith | Sign Out | Change Password

Users: add and manage | Set Email Preferences | Add Admin User | Add New User | Save

Existing Users - select to edit
Tommy Smith

User Information

Salutation: Account Status: (Inactive)

First Name: Tommy Last Name: Smith

Email: anissa@atlantabasedsystems.com Password: <password>

The Password must have 8 to 16 characters and must have at least one letter, one special character and one number.

Valid Characters:
123456789
!@#\$%^&*()=
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Functions Allowed For This User:

Balances View Invoices View Cases View Pickup Request Case Schedule Payment Processing Images View Statements View Account Emulation

Which dentist's cases will this user manage?
Tommy Smith

CHANGE PASSWORD

1. To change your password, click on Change Password.

Cases | Pickups | Billing | User Setup | Tommy Smith | Sign Out | Change Password

Atlanta Based Systems Inc.

Manage Cases | Create New Lab Rx | Create New Case

Date Range: 07/28/2024 to 01/28/2025 | Last Name(Leave empty to exclude):

2025-26 |

Jack Inthebox | Served by: Tommy Smith

Case Type	Order Date	Case Status	Ship Date	Case Pan Number	Delivery Date	Case Carrier	Tracking Number
New	01/28/25	Accepted			03/04/25	Local Delivery	

2. Enter your old password, enter your newly created password and confirm your new password under confirm password. Once complete, click **SAVE**.

Cases | Pickups | Billing | User Setup | Tommy Smith | Sign Out | Change Password

Change Password |

Old Password:

New Password:

Confirm Password:

The Password must have 8 to 16 characters and must have at least one letter, one special character and one number.

Valid Characters:
123456789
!@#\$%^&*()=
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ

SET EMAIL PREFERENCES

1. To change email notification preference, click on **SET EMAIL PREFERENCES**.

The screenshot shows the 'Users: add and manage' interface. At the top, there are navigation tabs: Cases, Pickups, Billing, and User Setup. The user's name 'Tommy Smith' and options for 'Sign Out' and 'Change Password' are in the top right. Below the navigation, there is a header bar with the text 'Users: add and manage' and four buttons: 'Set Email Preferences', 'Add Admin User', 'Add New User', and 'Save'. The 'Set Email Preferences' button is circled in red. Below this header, there is a form with an 'Account Name' dropdown menu set to 'Tommy Smith'. Underneath is a 'User Information' section with input fields for 'Salutation:', 'First Name:', 'Last Name:', 'Email:', and 'Password:'. A red note states: 'The Password must have 8 to 16 characters and must have at least one letter, one special character and one number.' Below the note, 'Valid Characters:' are listed: '123456789', '!@#\$%^&*()=', 'abcdefghijklmnopqrstuvwxyz', and 'ABCDEFGHIJKLMNOPQRSTUVWXYZ'.

2. Select the account you for which you wish to change email notification preferences.

The screenshot shows the 'Users: add and manage' interface. At the top, there are navigation tabs: Cases, Pickups, Billing, and User Setup. The user's name 'Tommy Smith' and options for 'Sign Out' and 'Change Password' are in the top right. Below the navigation, there is a header bar with the text 'Users: add and manage' and four buttons: 'Set Email Preferences', 'Add Admin User', 'Add New User', and 'Save'. Below this header, there is a form with an 'Account Name' dropdown menu. The dropdown menu is highlighted with a red circle and shows 'Tommy Smith' as the selected option.

3. Select your practice location.

The screenshot shows the 'Users: add and manage' interface. At the top, there are navigation tabs: Cases, Pickups, Billing, and User Setup. The user's name 'Tommy Smith' and options for 'Sign Out' and 'Change Password' are in the top right. Below the navigation, there is a header bar with the text 'Users: add and manage' and four buttons: 'Set Email Preferences', 'Add Admin User', 'Add New User', and 'Save'. Below this header, there is a form with an 'Account Name' dropdown menu set to 'House Account'. Below that is an 'Email Location' dropdown menu. The 'Email Location' dropdown menu is highlighted with a red circle and shows 'Select' as the selected option.

3. Select the users you would like to receive email confirmation for each email. Once completed, click **SAVE**.

Cases | Pickups | Billing | User Setup | **Tommy Smith** | Sign Out | Change Password

Users: add and manage | Set Email Preferences | Add Admin User | Add New User | Save

Users: add and manage | Set Email Preferences | Add Admin User | Add New User | Save

Account Name
House Account

Email Location
Primary 2065 W. Woodland Street Springfield, MO 65807

Email Options

Case: New Case Confirmation

Email : sjones@dental.com <input type="checkbox"/> Selected	Email : <input type="text"/> <input checked="" type="checkbox"/> Selected
Email : jwhite@dental.com <input checked="" type="checkbox"/> Selected	Email : <input type="text"/> <input type="checkbox"/> Selected
Email : jalbertson@dental.com <input type="checkbox"/> Selected	

Case: New Case Confirmation No Due Date

Email : sjones@dental.com <input checked="" type="checkbox"/> Selected	Email : <input type="text"/> <input checked="" type="checkbox"/> Selected
Email : jwhite@dental.com <input checked="" type="checkbox"/> Selected	Email : <input type="text"/> <input type="checkbox"/> Selected
Email : jalbertson@dental.com <input type="checkbox"/> Selected	

Case: Reschedule Confirmation

Email : jwhite@dental.com <input type="checkbox"/> Selected	Email : <input type="text"/> <input checked="" type="checkbox"/> Selected
Email : jalbertson@dental.com <input checked="" type="checkbox"/> Selected	Email : <input type="text"/> <input type="checkbox"/> Selected
Email : <input type="text"/> <input type="checkbox"/> Selected	

CC Charge: eMail Message