

# Step BY Step

## PATIENT ORDERING INSTRUCTIONS

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Customer Service: 858-381-2281

Website: [www.patientservices.com/acupuncturesandiego](http://www.patientservices.com/acupuncturesandiego)

Registration Code: SKL85801

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### Step One

#### REGISTER AND LOG IN

Type or copy & paste the website address above into the address bar of your web browser.

##### New User:

1. Register as a new patient by putting in the above Registration Code in the bottom left hand corner of the home page.
2. Fill in all the necessary information requested for proper registration. Click "Register" and you will be redirected to a screen confirming your registration.  
*Note: Post Office Boxes cannot be accepted in the address field.*

##### Returning User:

1. Fill in your email address and password in the "Returning Patients" area.

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### Step Two

#### BROWSE AND SELECT PRODUCTS

There are two ways to order.

##### Express Order:

1. Upon your initial registration you will be directed to the Express Order form. Returning users may click on the "Quick Links" tab located on the top right of the screen and choose "Order Now".
2. Based on your doctor's recommendations, choose the products you would like to order, and type in the quantity in the right-hand column. When you are finished, click "Add to Cart". This will take you to the shopping cart.
3. Confirm that your order is correct by clicking on "Place order".

##### Browse Products:

1. Click on the "Products" tab. You may browse products by the name of the product, health condition or ingredient. Select the item by clicking "Add to Cart".
2. When you are ready to check out, click on the "Shopping Cart" link in the upper right of the screen.
3. Confirm that your order is correct by clicking on "Place order".

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### Step Three

#### CONFIRM YOUR ORDER

1. Confirm that your billing and shipping information is correct, and click on "Place Order".
2. Enter your credit card information and click "Process Transaction".
3. Click on "Place Order" on the following screen.
4. After reviewing the order details carefully, click "Submit Order".
5. The Order Confirmation page will be displayed and you will be given an option to print your order. A copy of your order will also be emailed to you.
6. Your products will ship FedEx ground to your specified address. All products are shipped the same day if your order is received by 3:00PM CST.