

Step BY Step

PATIENT ORDERING INSTRUCTIONS

Reproductive Wellness

Website: www.patientservices.com

Registration Code: SKL858-01

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Step One

REGISTER AND LOG IN: New and Returning Patients

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** under **REGISTER**.
2. Fill in all the necessary information requested for proper registration. Click **Complete Registration** ***Note: Post Office Boxes cannot be accepted as the Shipping Address.*

Returning User:

1. Fill in your **Email Address** and **Password** under **LOGIN**

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Step Two

BROWSE AND SELECT PRODUCTS

There are two ways to order:

Quick Order:

1. Upon your initial registration you will be directed to the **Main Page**. Under the **Shop Now** tab click **Quick Order**. This will bring up the quick order form where you can start your order.
2. Select the products you would like to order, and type in the quantity in the right-hand column. Then click **Add to Cart**. This will take you to the shopping cart.
3. Confirm that your order is correct by clicking on **Proceed to Secure Checkout**

Browse Products:

1. Click on the **Shop Now** tab. You may browse products by the name of the product, health condition or ingredient. Select the item by clicking **Add to Cart**. A box will drop down and give you the option to **Continue Shopping** or **Checkout**. Make your choice and proceed.
2. When you are ready to check out, click on the **Shopping Cart Icon** in the upper right of the screen.
3. Confirm that your order is correct by clicking on **Proceed to Secure Checkout**

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Step Three

CONFIRM YOUR SHIPPING & BILLING INFORMATION:

1. Step 1: Shipping Address: Confirm shipping information is correct or enter an alternate shipping address here
2. Step 2: Payment: Add New Credit Card or Use Credit Card on File **** and check box for Credit Card Policy Terms
3. Step 3: Credit Card Billing Address
4. Step 4: Review Order: 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, Monday-Friday