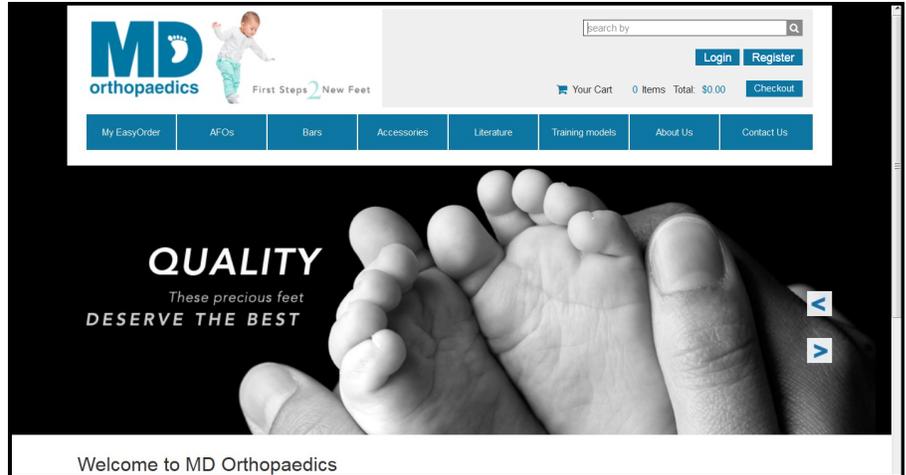


Logging in

1. Open the website <http://mdorthopaedics.easyordershop.com> or click the link in your Login Details email.
2. You can view our product catalog without logging in. To place orders, please click [Login](#) and enter your Email Address and Password.
3. Are you a new customer? Click [Register](#) to set up an account. New customers will be able to make a purchase immediately with a credit card. If your company would like to set up payment terms, please call the office at 877-766-7384 or email info@mdorthopaedics.com.



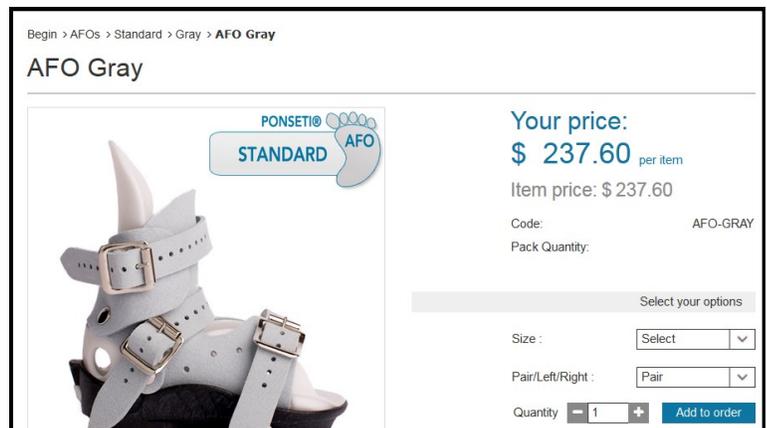
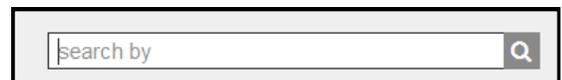
Updating your personal information

1. After logging in from your Login Details email, you will be prompted to choose a new password. Keep this in a safe place. If you forget your password, click the 'Forgot Password' button.
2. Choose Settings from the 'My EasyOrder' Menu dropdown and enter your name in place of 'Valued Customer' and verify your other information; updating as necessary.



Searching for products

1. Enter key words or product code in the 'Search by' box and click the magnifying glass.
2. You can also browse our products by clicking one of the category buttons from the menu bar.
3. Some products require size or other options be chosen with dropdown boxes.



Creating an order

1. Enter the required quantity for a product you wish to order and click 'Add to Order'. The product will immediately be added to your shopping cart.
2. Continue searching and adding products until you have completed your order.

Your price:
\$ 237.60 per item
Item price: \$237.60
Code: AFO-0-PRW
Pack Quantity: Pair

Select your options

Size:

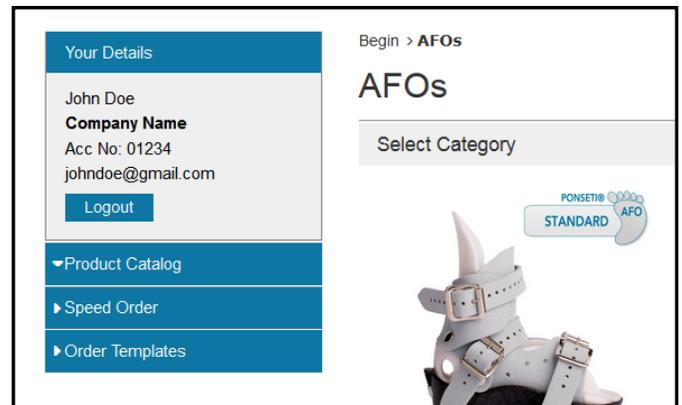
Pair/Left/Right:

Quantity

Other ways to order products

1. 'Your Favorite Products' will be displayed on the home screen after you have placed online orders.
2. Click 'Previous Orders' in the footer for orders you have placed in the past. You can re-order any or all of the products from a previous order.
3. If you know the Item Code, you can enter items and quantities using 'Speed Order'.
4. You can create your own order templates to make ordering easier using 'Order Templates'.

Access Speed Order and Order Templates from the "Your Details" box on any product page.



Completing your order

1. When you are ready to place your order, click the 'Checkout' button. Your order will be displayed for review.
2. Click 'Save'  to store the order for later use. To find the order later, click the MD Orthopaedics Logo to go to the home page, where your Stored Shopping Carts will be near the bottom. Click the order number to open the order.
3. To complete your order, click 'Next' to verify shipping address, enter your purchase order number and patient information, and verify shipping method. Click 'Next' again to view the order overview. Click 'Place Order'. If your account has payment terms, the order will be sent through and billed to your account; if your account is set for credit card payment, you will be taken to the Credit Card payment screen to complete the purchase.

Checking the status of your order

To check the status of an order:

1. Go to the 'My Easy Order' menu, click 'Order tracking'.
2. Click 'Search Orders' and the 'My Orders' screen appears.
3. Click an order number from the list to see the order overview; or to narrow down the list, enter your PO # or Order ID # in the Search box and click the magnifying glass or change the date range and click 'Search'.

Order no.	Internal Order Code	Order Status	Order Date	Order Total
163	123 3rd St., 12345, Anytown, AL, United States		04/06/2016	\$ 150.00