

Digital Portal Uploads

- Using your credentials, login at <https://upload.greatlakesortho.com>
- First, you'll need to make sure you have an electronic signature set up. (This is a one-time only task)
- Select "Electronic Signatures"



- If there isn't already a signature for the Doctor you're uploading a case for, select "Create New Electronic Signature"
 - There should be a signature created for every Doctor in your office.

Electronic Signatures

Please create an electronic signature for your account. A signature is required for all doctors and is not required for labs.

Name	License	Created
Smith, Doctor	1111111111	11/20/19
Smith, Joe	12345	11/20/19
ACCOUNT, TEST	0000	10/11/19

[Create New Electronic Signature](#)

- Fill out all of the information and use your mouse to sign. Then select “Save”

New Electronic Signature

First Name*

Last Name*

License #

Digital Signature:

X
USE YOUR MOUSE OR TOUCHPAD TO SIGN THE SPACE ABOVE

Reset

Save

Cancel

- Select “New Case”

Digital Cases

View Cases

New Case

Electronic Signatures

- 1. Patient info:

1. Patient Info 2. Case Details

Patient Info

Patient Last Name*

Patient First Name*

Patient DOB

Next >

○ 2. Case Details:

1. Patient Info | **2. Case Details** | 3. Ship Times | 4. Upload Files | 5. Confirmation

Case Details

Please put any special requests not included in your Rx into the Prescription Instructions.

Prescription Instructions*

What are we fabricating for you. Color? Any other details we may need to know?

Internal Reference

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○ 3. Ship Times:

- If you don't yet have an appointment scheduled for your patient you can leave the default ship date as is and just select "Next."
- If you need the case by a specific date, select "Need this case faster?" and you can select a specific delivery date.

1. Patient Info | 2. Case Details | **3. Ship Times** | 4. Upload Files | 5. Confirmation

Ship Times

Our standard shipping times are as follows below. Cases uploaded after 12PM EST will require one shipping day:

- Printed Models Only: 5 business days in-house
- Printed Models with an appliance: 8 business days in-house

Your estimated ship date will be: 01/06/2017. Please allow adequate time for delivery (avg. 2-3 business days).

Need this case faster? Check this box.

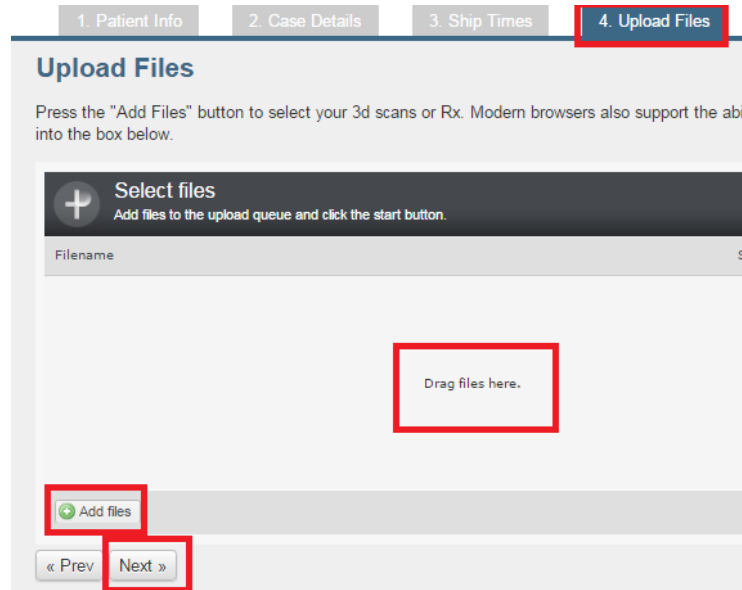
If you need your case faster, rush delivery can often be accommodated. Please select your due date from dropdown lists below. We will contact you if there are any issues accommodating this request.

Due Date*

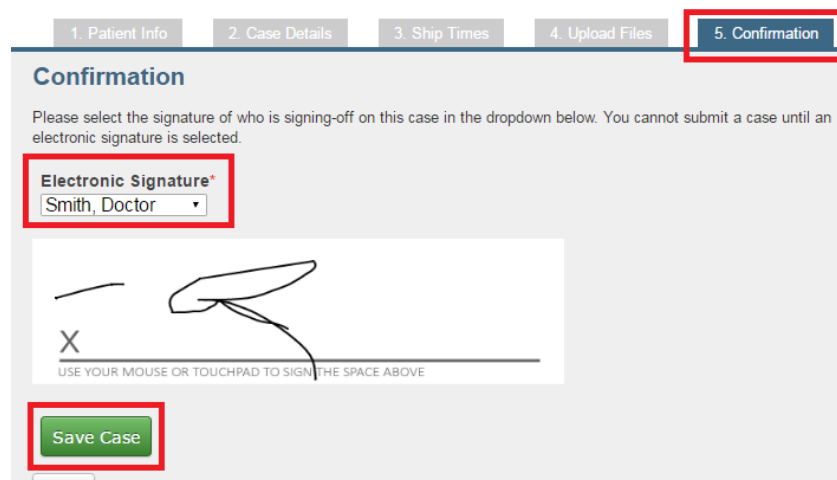
January | 6 | 2017

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- 4. Upload Files
 - You can either highlight the files you exported earlier and drag them over or you can select “Add Files” and find the files on your desktop if you saved them there.



- 5. Confirmation:
 - Select the appropriate Doctor’s signature & “Save Case”



- One you hit “Save Case” you will begin to see the progress of the .stl files uploading.
- While the case is uploading, DO NOT move the mouse or navigate away from the page. This could cause the files to distort and cause a delay in the fabrication of the case.