

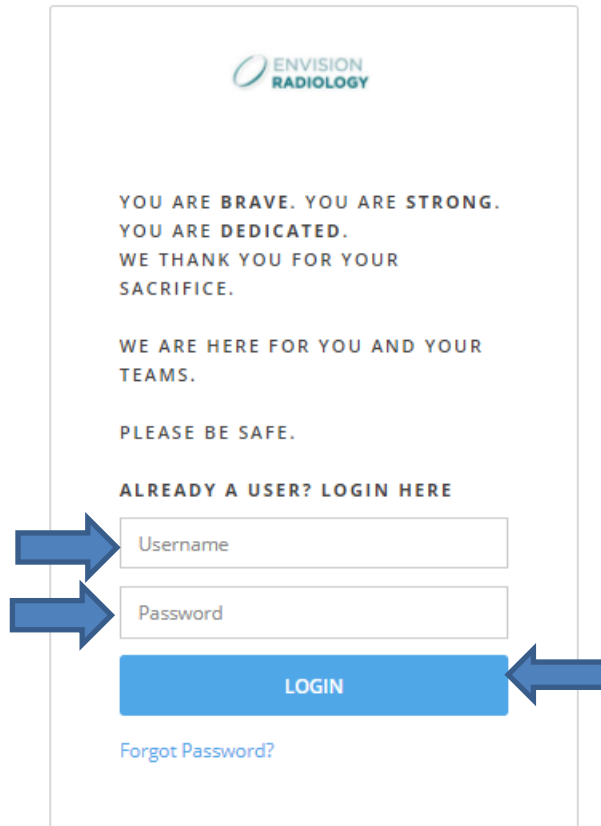
Envision Radiology Website Ordering Instructions

<https://EnvisionRadiology.ScrubsAndBeyond.com>

Should you have trouble logging in or have questions about ordering, please contact
Customer Service at 866.795.5649 or email them at

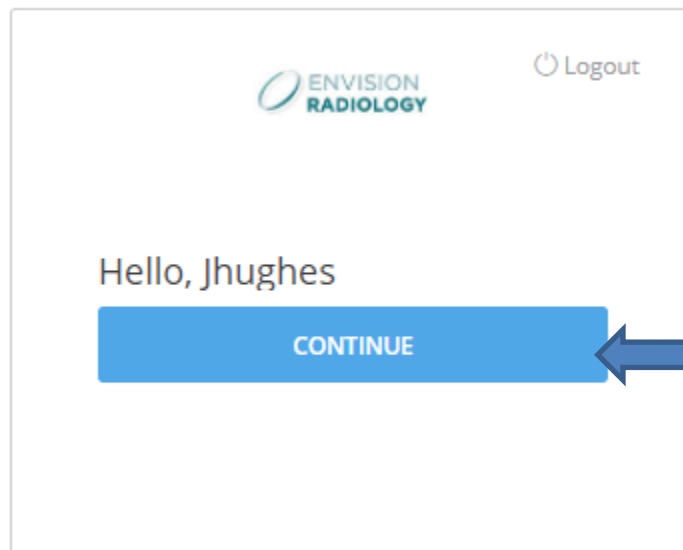
Special_Orders@ScrubsandBeyond.com

1. Go to <https://EnvisionRadiology.ScrubsAndBeyond.com> and login with the credentials sent to you from Scrubs & Beyond. Please note, your username is your employee number and the password is your last name(first letter capitalized). Click **LOGIN**.



The screenshot shows the login page for Envision Radiology. At the top is the Envision Radiology logo. Below it is a message: "YOU ARE BRAVE. YOU ARE STRONG. YOU ARE DEDICATED. WE THANK YOU FOR YOUR SACRIFICE. WE ARE HERE FOR YOU AND YOUR TEAMS. PLEASE BE SAFE. ALREADY A USER? LOGIN HERE". There are three input fields: "Username", "Password", and a blue "LOGIN" button. Three blue arrows point to the Username field, the Password field, and the LOGIN button. Below the LOGIN button is a link for "Forgot Password?".

2. Click **CONTINUE**.

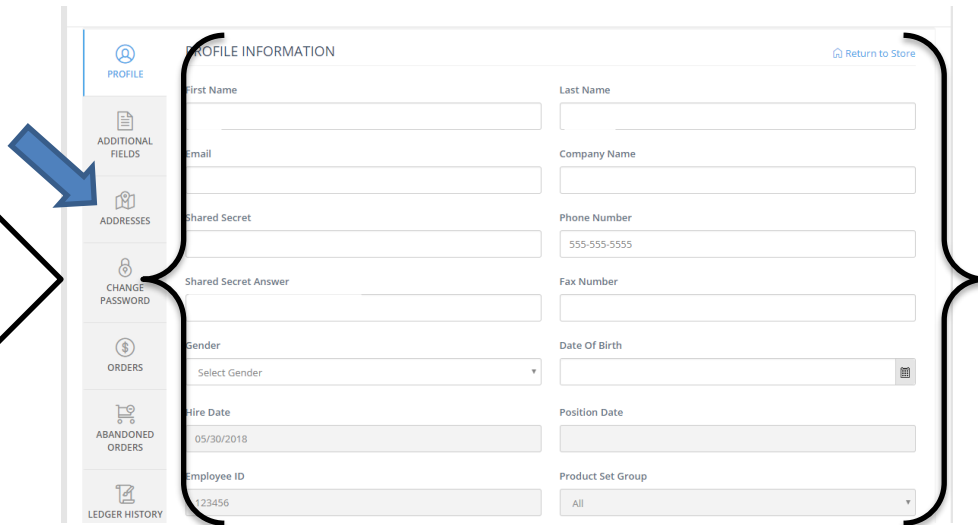


3. Click on **MY ACCOUNT** to add your shipping address and view your profile.



4. Make sure your information is accurate on your profile, then click **ADDRESSES** to add a shipping address.

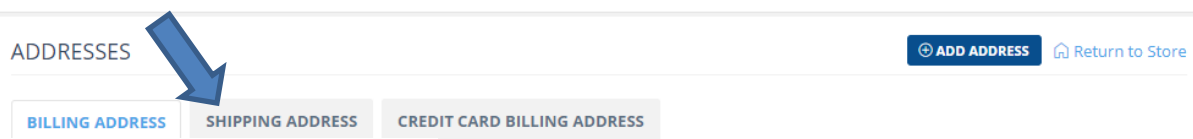
***Please note:
The **Shared Secret**
and **Shared Secret**
Answer will be
utilized in the
event you lose
your password to
the site. Example,
Shared Secret:
First Pet/Shared
Secret Answer:
Name of Pet. ***



PROFILE INFORMATION [Return to Store](#)

First Name	Last Name
Email	Company Name
Shared Secret	Phone Number 555-555-5555
Shared Secret Answer	Fax Number
Gender Select Gender	Date Of Birth
Hire Date 05/30/2018	Position Date
Employee ID 123456	Product Set Group All

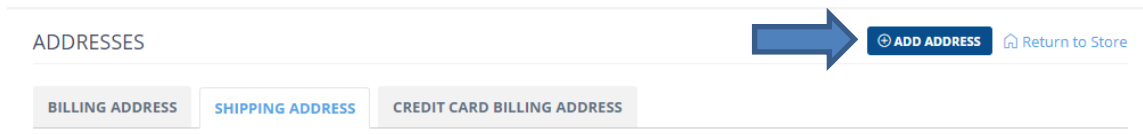
5. Click on **SHIPPING ADDRESS** tab.



ADDRESSES [ADD ADDRESS](#) [Return to Store](#)

BILLING ADDRESS SHIPPING ADDRESS CREDIT CARD BILLING ADDRESS

6. Click on **ADD ADDRESS.**

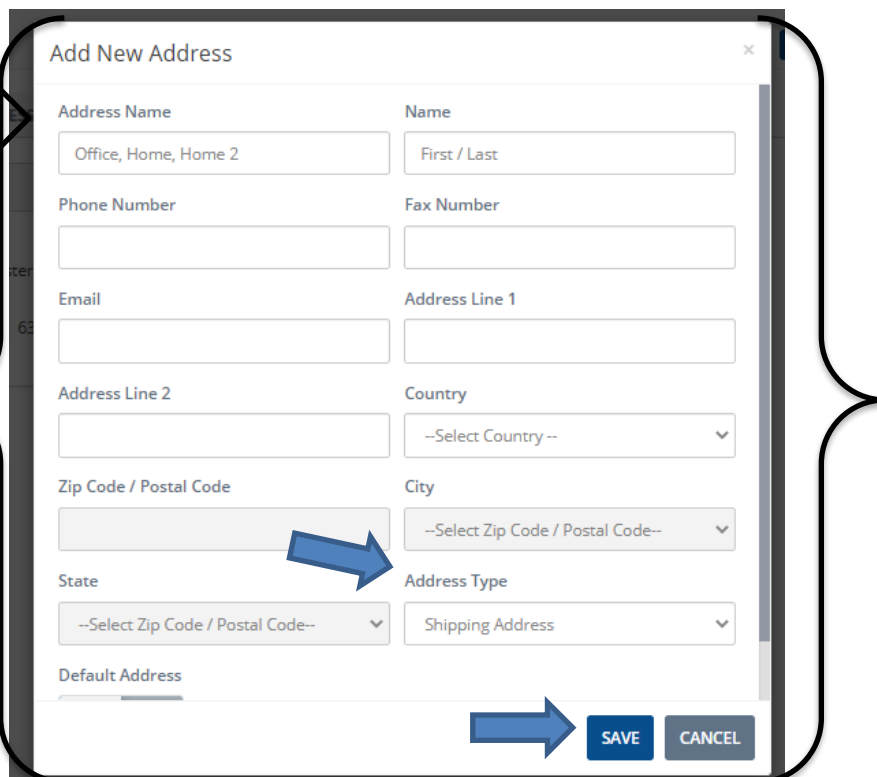


ADDRESSES [ADD ADDRESS](#) [Return to Store](#)

BILLING ADDRESS SHIPPING ADDRESS CREDIT CARD BILLING ADDRESS

7. Fill in your shipping address. Be sure Address Type says **Shipping Address** before saving, otherwise, the address won't save correctly. Click **SAVE.**

***Please note: Address name is simply the name you would like to call the address you are entering. For example you can call the address Home or Work. ***



Add New Address

Address Name	Name
<input type="text" value="Office, Home, Home 2"/>	<input type="text" value="First / Last"/>
Phone Number	Fax Number
<input type="text"/>	<input type="text"/>
Email	Address Line 1
<input type="text"/>	<input type="text"/>
Address Line 2	Country
<input type="text"/>	--Select Country--
Zip Code / Postal Code	City
<input type="text"/>	--Select Zip Code / Postal Code--
State	Address Type
--Select Zip Code / Postal Code--	Shipping Address

Default Address

Annotations: A blue arrow points from the 'Address Name' field to the note box. Another blue arrow points from the 'Address Type' dropdown to the 'Shipping Address' option. A third blue arrow points from the 'SAVE' button to the right.

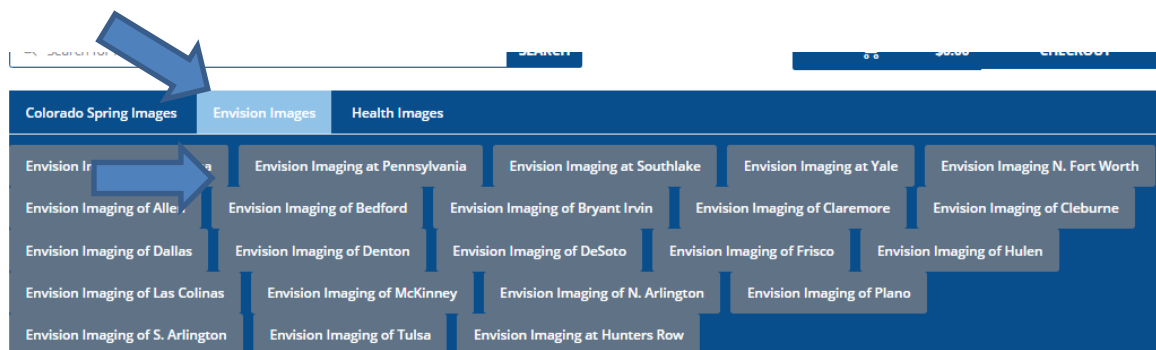
8. To begin ordering, click on the Envision logo at the top of the page.



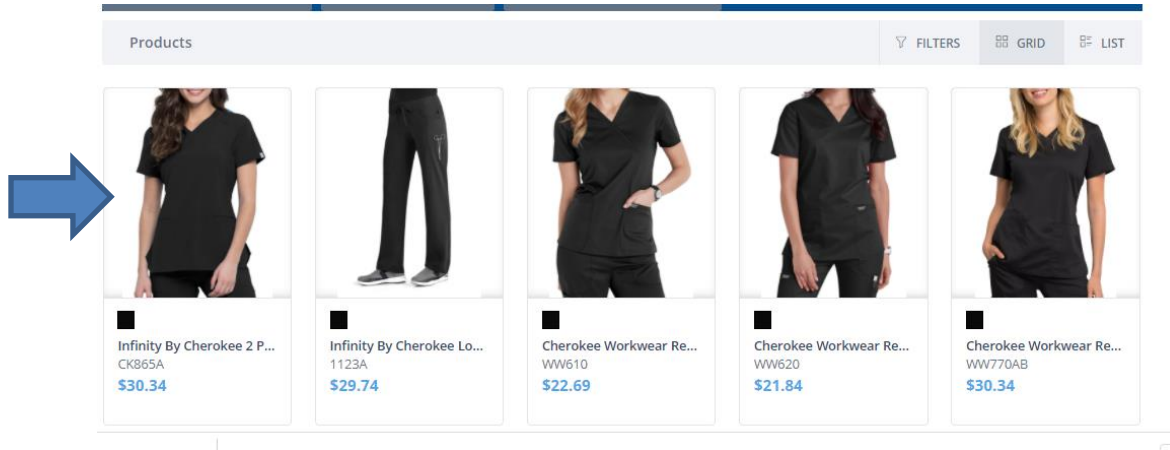
9. Click on Colorado Springs, Envision Images, or Health Images.



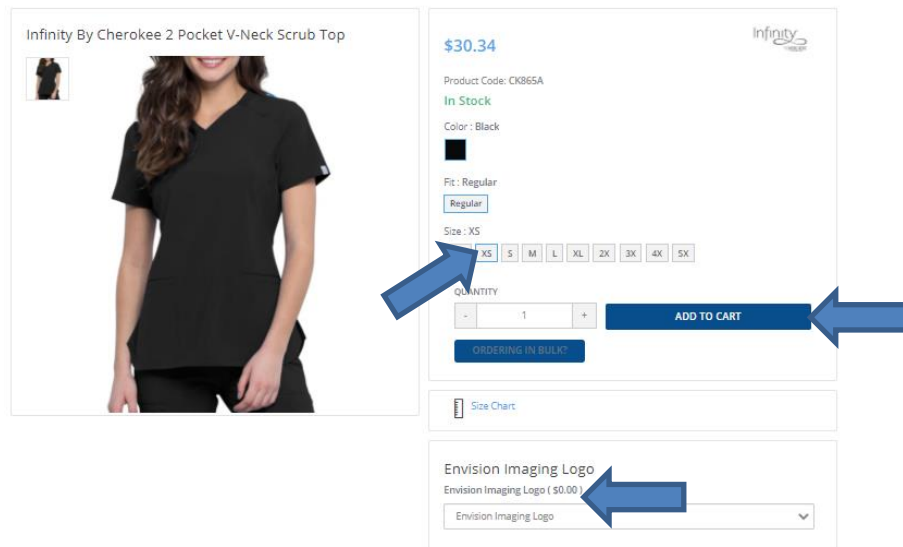
10. Using Envision Images as an example, once selected, you will see all the different offices. Click on your office. I am using Envision Imaging at Pennsylvania for reference.



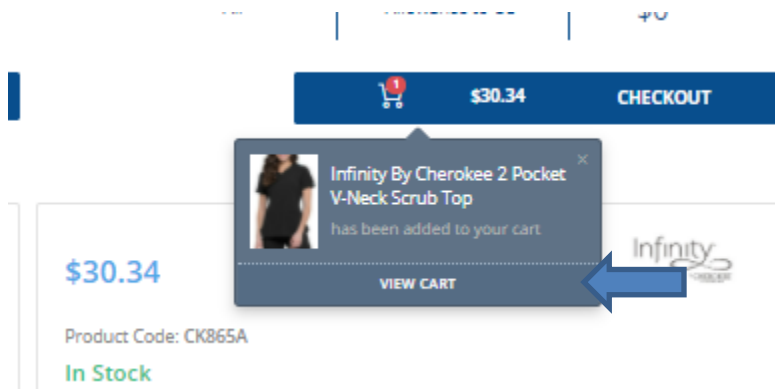
11. Next, click on the style you would like to view/purchase.



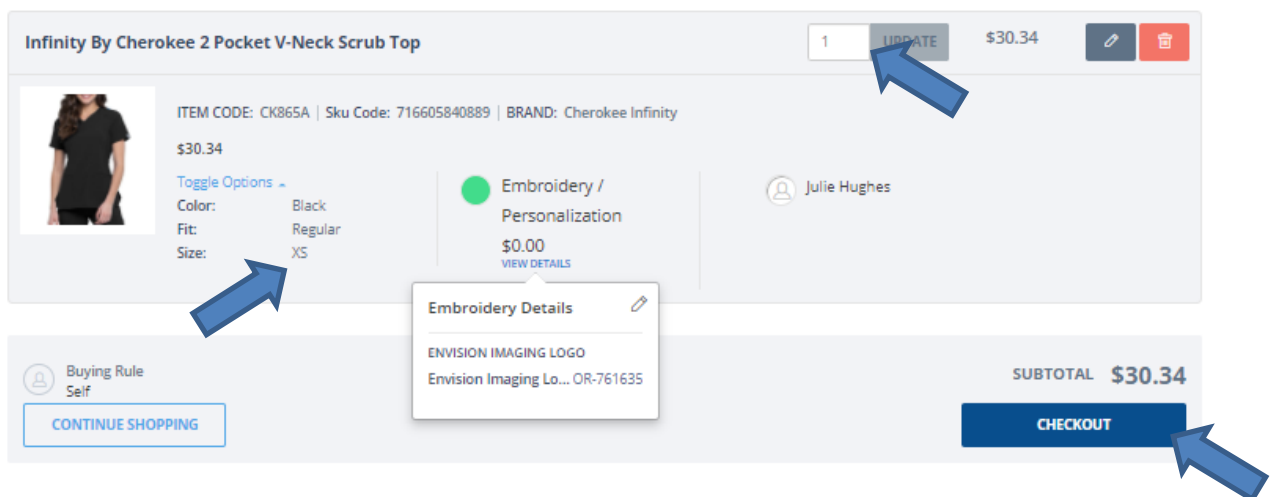
12. Select desired **size** and **quantity**. You will also see your specific embroidery, which will automatically be added to your scrub top. Click **ADD TO CART**.



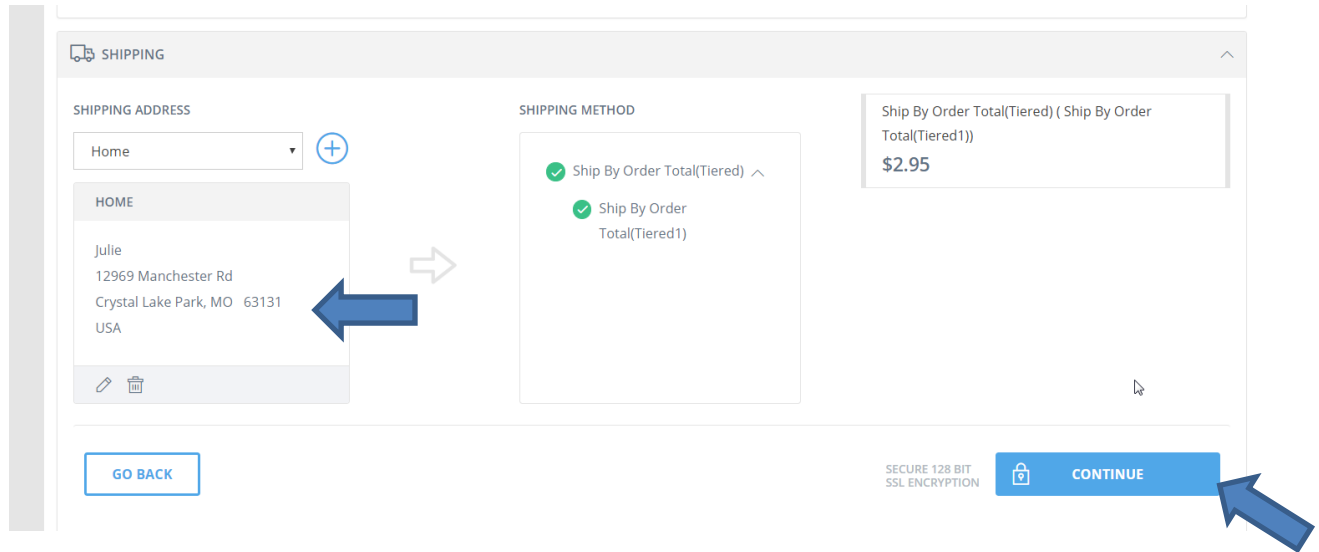
13. By clicking **View Cart**, you can check the order's accuracy.



14. Verify your **size** and **quantity**. If everything is correct, click on **CHECKOUT**.




15. Verify your shipping address once more. Click **CONTINUE**.



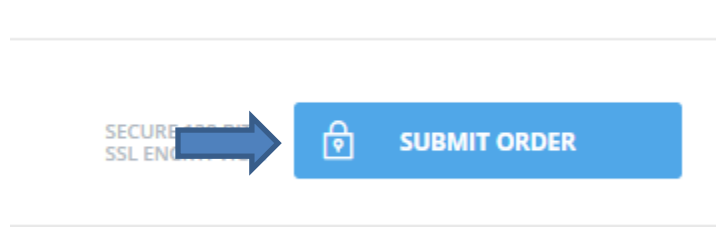
16. On the payment screen, you will see your order total. Your voucher will be applied here and if you go over the allowance amount, you will need to pay for the balance with a personal credit card (Step 18). Click **CONFIRM**.

Allowance to CC Ledgers

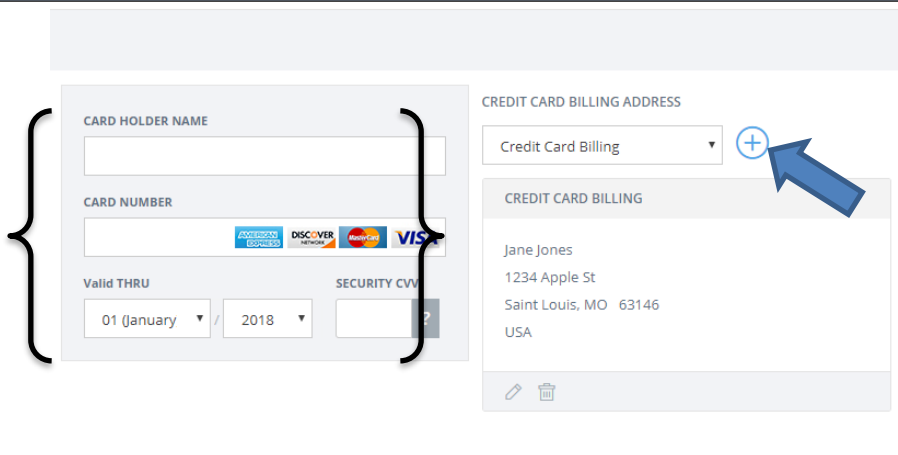
Ledger	Payment Program	AVAILABLE	USED	BALANCE
Allowance	Allowance to CC	\$200.00	\$200.00	\$0.00
Credit Card	Allowance to CC	Unlimited	\$11.50	NA


CONFIRM

17. If your order is completely paid for with your allowance, simply click **SUBMIT ORDER** to place your order. You will then get an email confirmation with your order information

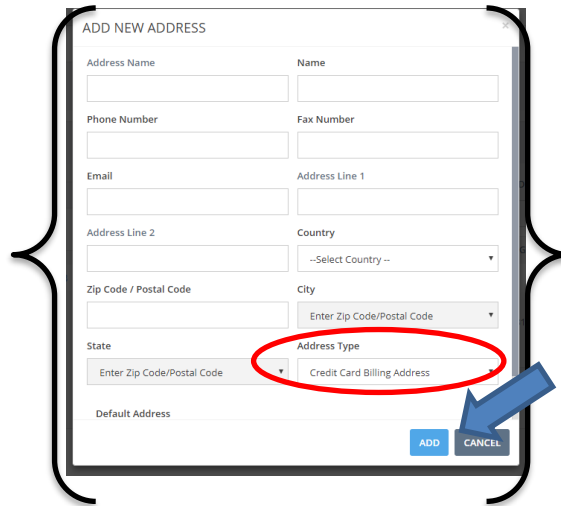


18. Any balance over your voucher will need to be paid for with a credit card. Enter your credit card information. Next, you will add your credit card billing address by clicking on the blue plus sign.



19. Fill in your billing address information. Be sure Address Type says **CREDIT CARD BILLING ADDRESS** before saving, otherwise, the address won't save correctly. Click **ADD**.

***Please note: Address name is simply the name you would like to call the address you are entering. For example you can call the address Home or Work. ***



The screenshot shows the 'ADD NEW ADDRESS' form with the following fields: Address Name, Name, Phone Number, Fax Number, Email, Address Line 1, Address Line 2, Country (dropdown), Zip Code / Postal Code, City, State, Address Type (dropdown), and Default Address. The 'Address Type' dropdown is circled in red and set to 'Credit Card Billing Address'. A blue arrow points to the 'ADD' button.

20. After your card information and address have been entered, click **SUBMIT ORDER** to place your order.



The screenshot shows a 'GO BACK' button on the left and a 'SUBMIT ORDER' button on the right. A blue arrow points from the 'SUBMIT ORDER' button to the right. Above the 'SUBMIT ORDER' button, the text 'SECURE 128-BIT' is visible.

You will receive an email as confirmation of your order, which will also act as your receipt.