

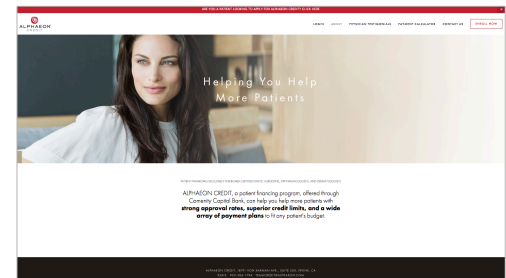
# QUICK START GUIDE



## LOGIN

1. Visit [www.myalphaeoncredit.com](http://www.myalphaeoncredit.com)
2. Select **LOGIN** (option at top of screen)
3. Select your Specialty
4. Enter your User ID and Password

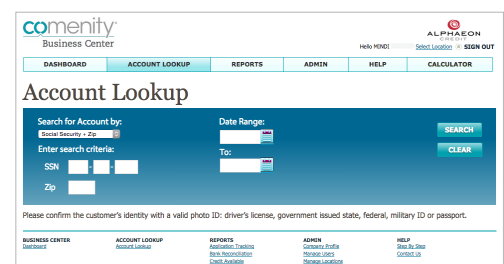
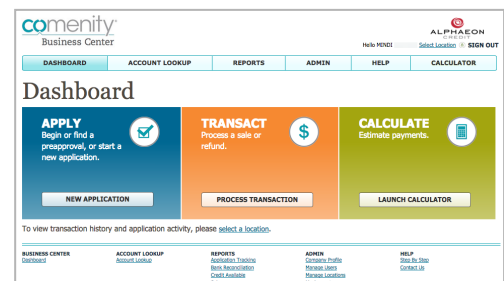
User ID: \_\_\_\_\_  
Passwords need an uppercase and lowercase letter, a number, and eight or more characters.  
For password resets, call 1-855-497-8176.



## TRANSACT

A physical card is not required to run a transaction.

1. Select **PROCESS TRANSACTION** (orange box)  
OR If the patient applied in the practice, locate patient's name in the Application Activity, select **PROCESS SALE**, and skip to Step 4.
2. Enter the patient's account number or social security number and zip code, select **SEARCH**
3. Select **NEW SALE**
4. Enter total amount of sale, select **CONTINUE**
5. **CHOOSE** a plan
6. Select **SUBMIT SALE**
7. Check mark ID box, select **PRINT RECEIPT**  
Two copies will print, one for you and one for the patient.
8. Document ID details, patient signs receipt  
Keep signed receipt on file for six years in case of a dispute.

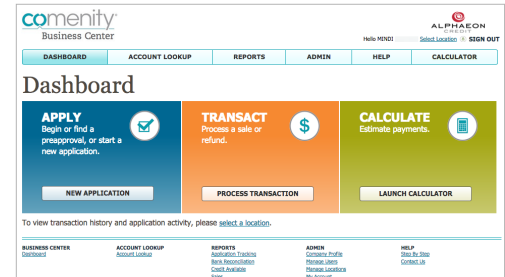


**NEED HELP? CALL THE ALPHAEON CREDIT HOTLINE: 1-920-306-1794**

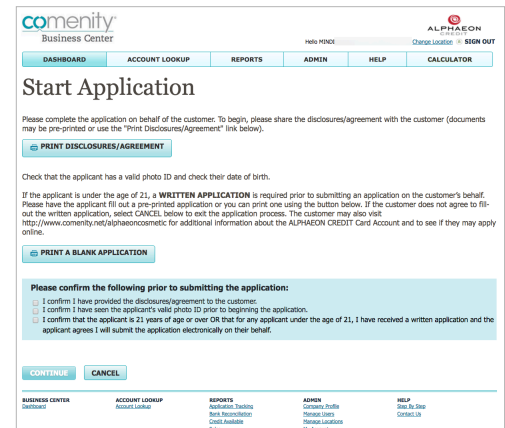
## APPLY

There is no paperwork to print or sign if the patient is 21 or older. Patients can also apply on their own by visiting [www.alphaeon.com/credit](http://www.alphaeon.com/credit) or texting BEST to 97788.

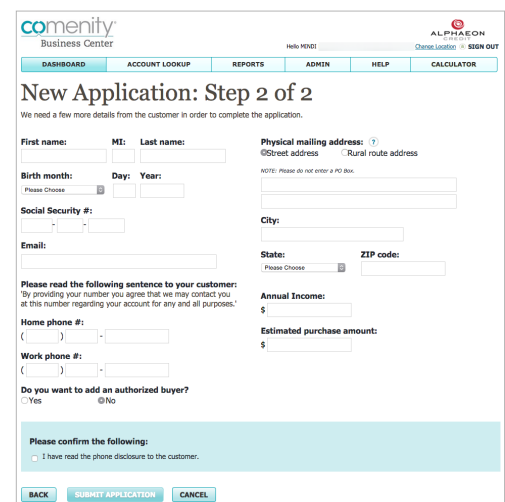
1. Select **NEW APPLICATION** (blue box)
2. Provide disclosures to patient  
Preprinted disclosures are in your Welcome Kit.  
To order more, call 1-920-306-1794.
3. Check valid, government-issued photo ID
4. Is the patient 21 or older?  
If yes, skip to the next step.  
If no, print and have the patient complete the written application.
5. Click all three boxes, which confirm the above tasks and select **CONTINUE**
6. Complete fields, read phone number disclosure, select **SUBMIT APPLICATION**  
If approved, screen will show "Account Created" along with a credit amount and account number. Patient details will also show up on your dashboard screen.  
  
If declined, screen will show "Application Status: Not Eligible". The patient will receive a letter in 7-10 business days.  
  
If pending, screen will show a number to call for additional ID verification and approval.



The screenshot shows the Alphaeon Business Center Dashboard. At the top, there's a navigation bar with links: DASHBOARD, ACCOUNT LOOKUP, REPORTS, ADMIN, HELP, and CALCULATOR. Below this, the main content area has three large boxes: 'APPLY' (blue) with a 'NEW APPLICATION' button, 'TRANSACTION' (orange) with a 'PROCESS TRANSACTION' button, and 'CALCULATE' (green) with a 'LAUNCH CALCULATOR' button. A footer section contains links for BUSINESS CENTER, ACCOUNT LOOKUP, REPORTS, ADMIN, and HELP.



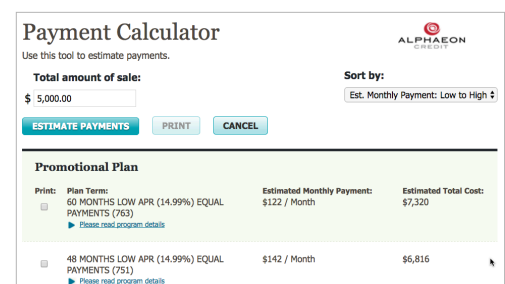
The screenshot shows the 'Start Application' page. It includes a 'PRINT DISCLOSURES/AGREEMENT' button and a 'PRINT A BLANK APPLICATION' button. Below these, there's a section for confirming the application, with checkboxes for: 'I confirm I have provided the disclosures/agreement to the customer', 'I confirm I have seen the applicant's valid photo ID prior to beginning the application', and 'I confirm that the applicant is 21 years of age or over OR that for any applicant under the age of 21, I have received a written application and the applicant agrees I will submit the application electronically on their behalf.' There are 'CONTINUE' and 'CANCEL' buttons at the bottom.



The screenshot shows the 'New Application: Step 2 of 2' page. It contains various input fields for personal information: First name, MI, Last name, Birth month, Day, Year, Social Security #, Email, Home phone #, Work phone #, Physical mailing address (Street and Rural route), City, State, ZIP code, Annual Income, and Estimated purchase amount. There's also a section for 'Do you want to add an authorized buyer?' with Yes/No options. At the bottom, there's a 'Please confirm the following' section with a checkbox 'I have read the phone disclosure to the customer.' and 'BACK', 'SUBMIT APPLICATION', and 'CANCEL' buttons.

## CALCULATE

1. Select **LAUNCH CALCULATOR** (green box)
2. Enter **TOTAL AMOUNT OF SALE**
3. Select **ESTIMATE PAYMENTS**
4. Review promotional plan options, estimated



The screenshot shows the 'Payment Calculator' tool. It has a 'Total amount of sale' input field set to '\$ 5,000.00'. Below this, there's a table of promotional plans. The first plan is '60 MONTHS LOW APR (14.99%) EQUAL PAYMENTS (763)' with an estimated monthly payment of \$122 and a total cost of \$7,320. The second plan is '48 MONTHS LOW APR (14.99%) EQUAL PAYMENTS (751)' with an estimated monthly payment of \$142 and a total cost of \$6,816. There are buttons for 'ESTIMATE PAYMENTS', 'PRINT', and 'CANCEL'.

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