

QUICK START GUIDE



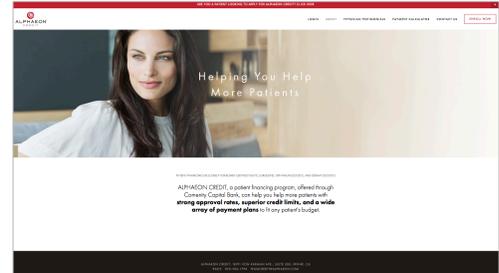
LOGIN

1. Visit 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.

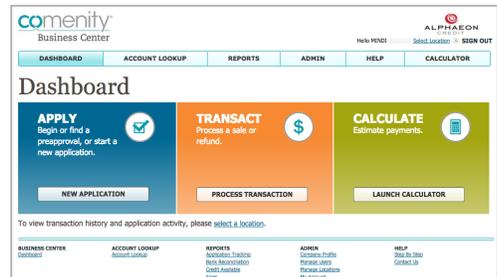
For password resets, call 1-855-497-8176.



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 ALPHAÆON CREDIT HOTLINE: 1-920-306-1794

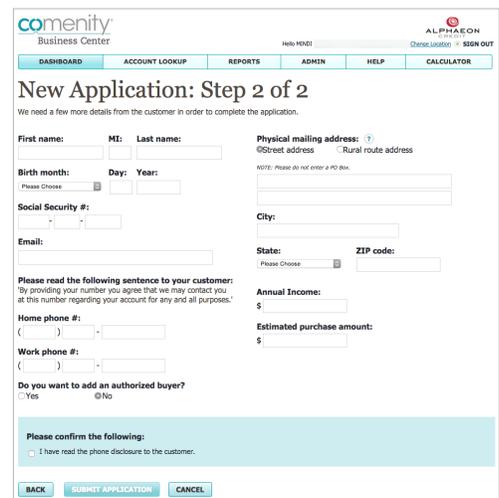
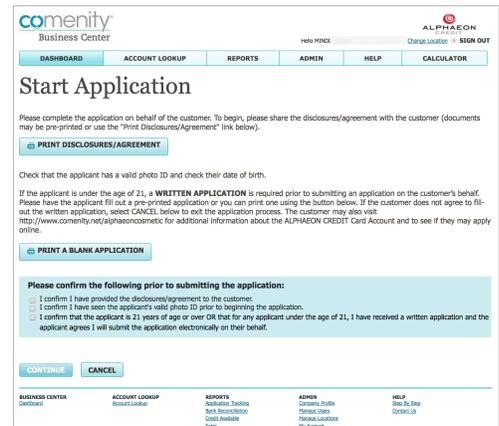
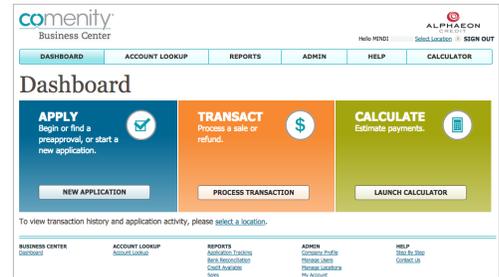
APPLY

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 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.

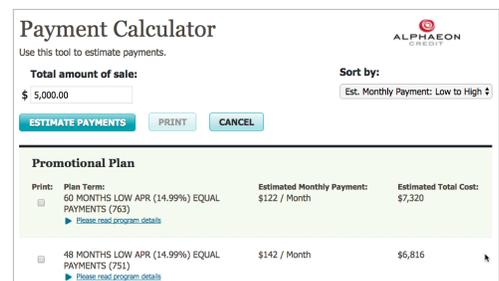
If declined, screen will show "Application Status: Not Eligible". The patient will receive a letter in 7-10 business days.

If pending, screen will show a number to call for additional ID verification and approval.



CALCULATE

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



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