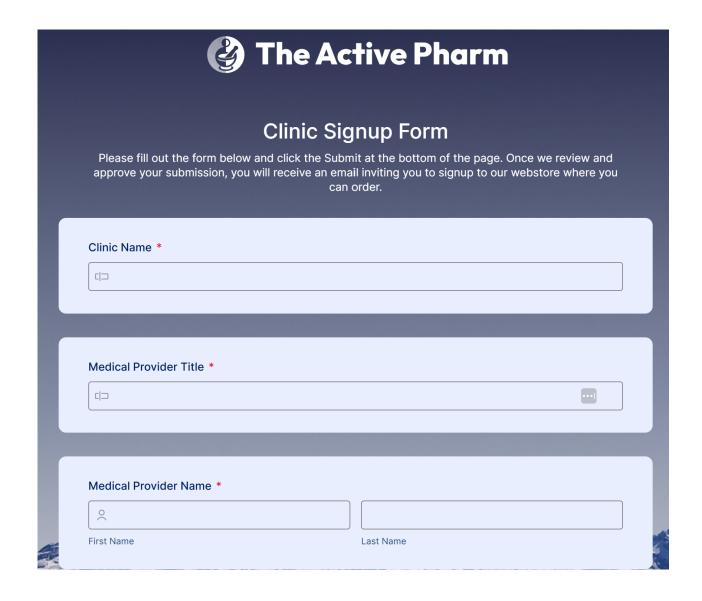
Clinic Onboarding Process & Ordering



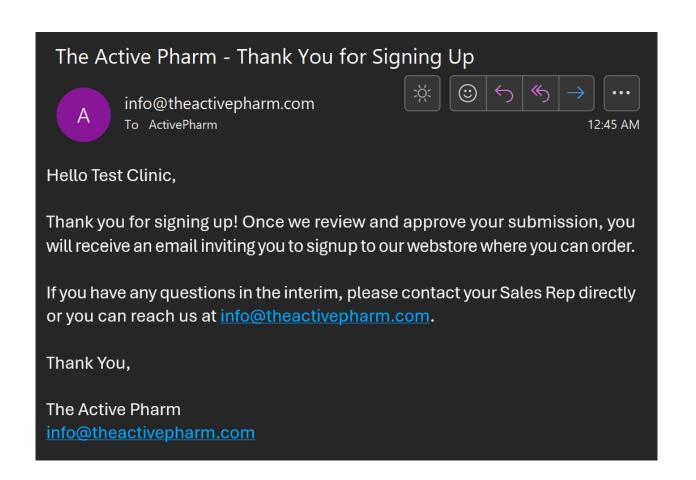
Signup Form

- Visit the signup link provided
- Fill in the form including:
 - Clinic and contact information
 - Medical provider name, NPI, DEA
 - Upload resale tax certificate for sales tax record keeping
- Click "Submit" at the bottom of the form



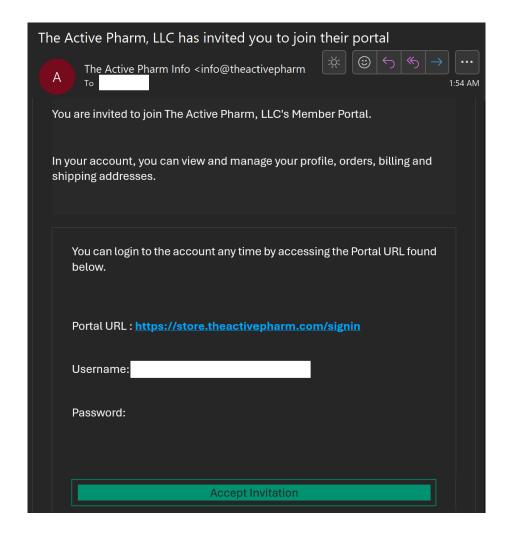
Signup Form

- You will receive an email confirming receipt of your signup form
- The Active Pharm will review your signup form and set up your account on our web store



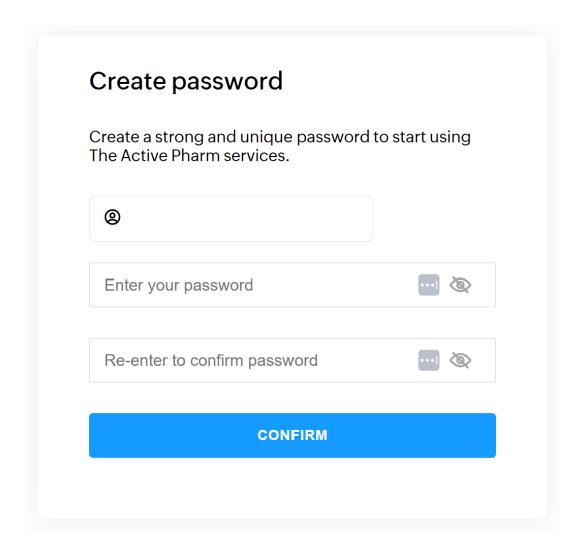
Account Setup

- Once The Active Pharm sets up your account, you will receive an email asking you to set a password and log in for the first time
- Click Accept Invitation



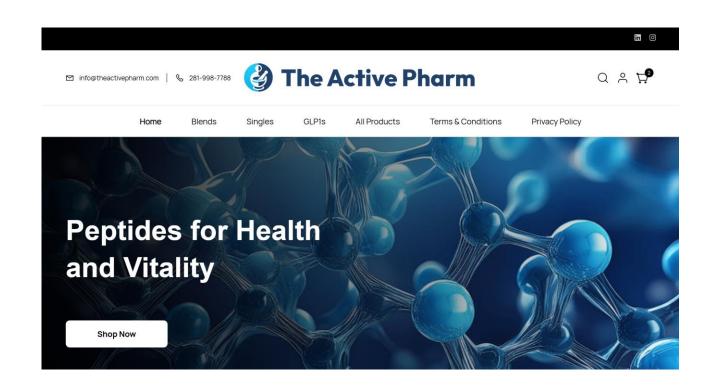
Account Setup

- Select and enter a password for your account, then click Confirm
- You will then be logged into The Active Pharm webstore



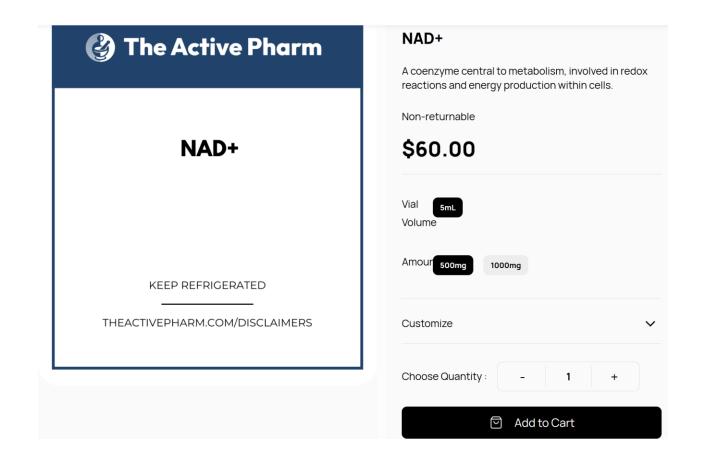
Web Store

 Once logged into the web store (https://store.theactivepharm.com), you may browse products and pricing under the categories listed at the top of the page

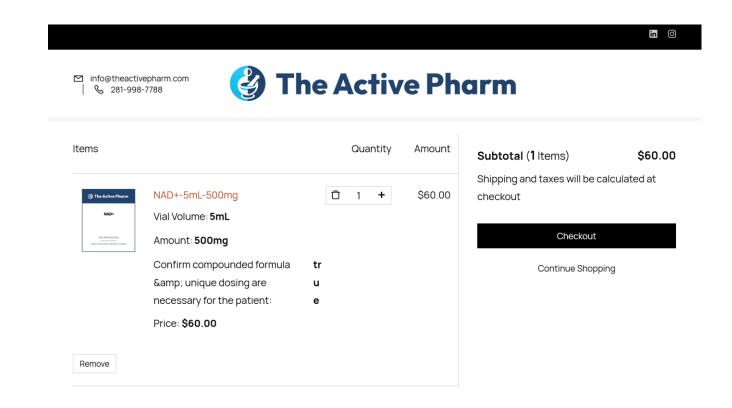


Ordering

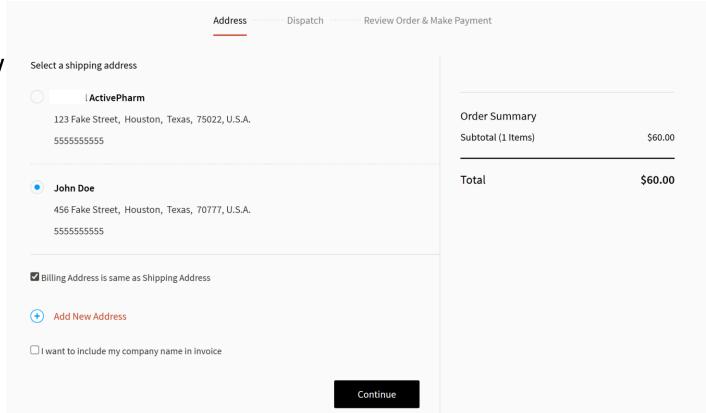
- Select the product you want and click Add to Cart
- Once ready, click on the Cart icon at the top right to proceed to Checkout



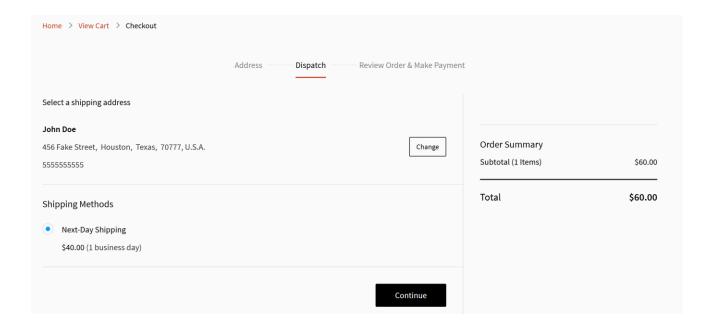
Review your cart and click
 Checkout to continue checkout



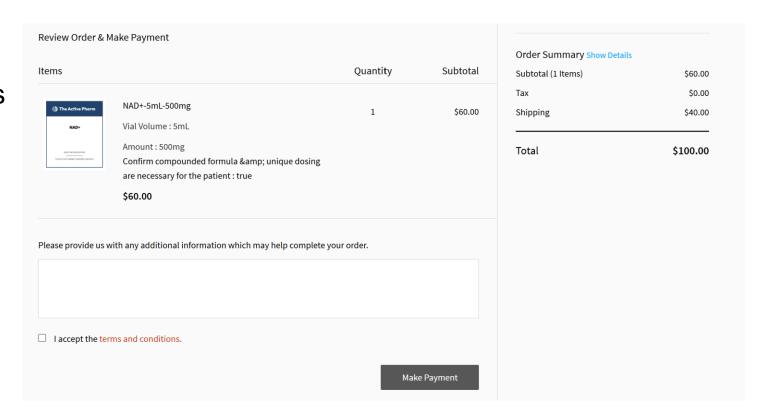
- Select your shipping address (or add a new one by clicking Add New Address)
- Select your billing address
- Click Continue



- Confirm your shipping address
- Click Continue



- Confirm your order
- Review the terms and conditions by clicking the link in red, and if you agree, check "I accept the terms and conditions"
- Click Make Payment



- The Active Pharm accepts payment via credit card
- Enter your credit card information and click Pay to complete the order

