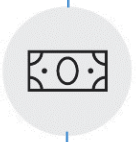
User Manual

Sign-Up



Make A Payment

Print Invoices And Statements

Send And Track Cases

Trouble Shooting

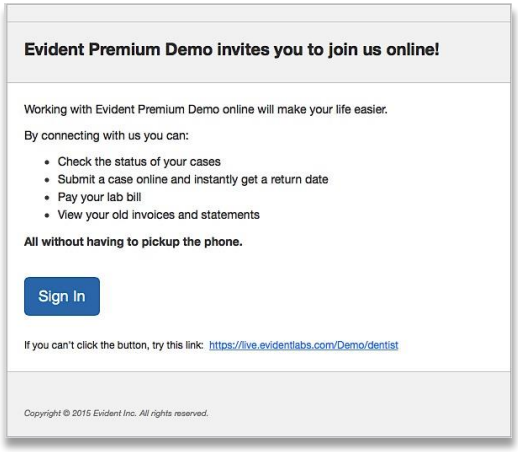
Sign-Up

Get Your Invitation

Ask your dental lab to send you an invitation. Click *Sign In* to get started.

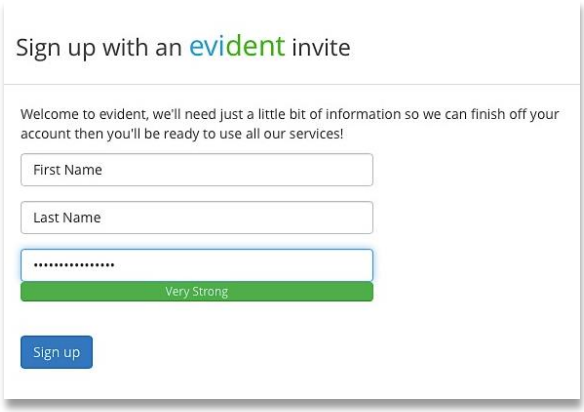
Contact your dental lab to have additional invitations sent to any other email addresses that should have access to your account.

Please check your Junk and Spam folders if you do not see your invitation.



Create Your Account

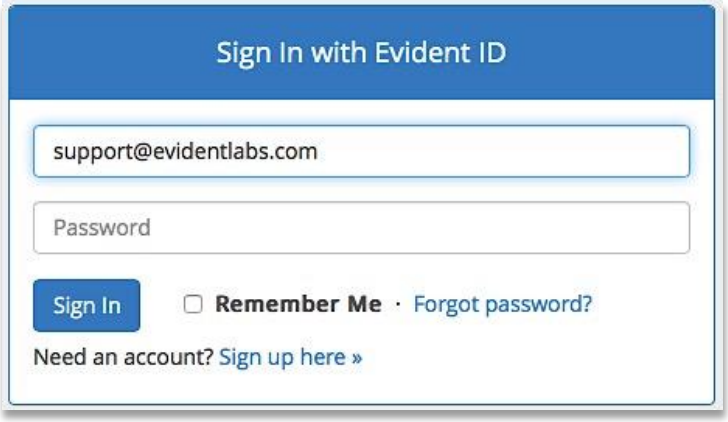
Enter your first and last names, then choose a password. Click *Sign up* to create your account.



Sign In

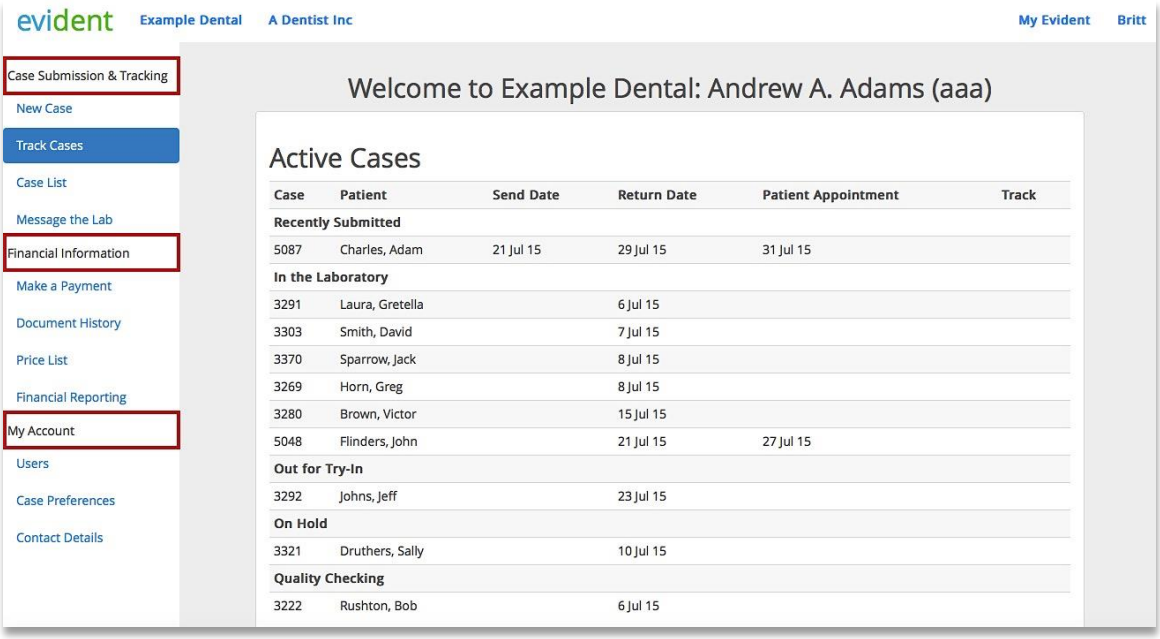
Once your account has been created, sign in using your email address and your password.

> Your login is the email address your lab sent the original invite to.



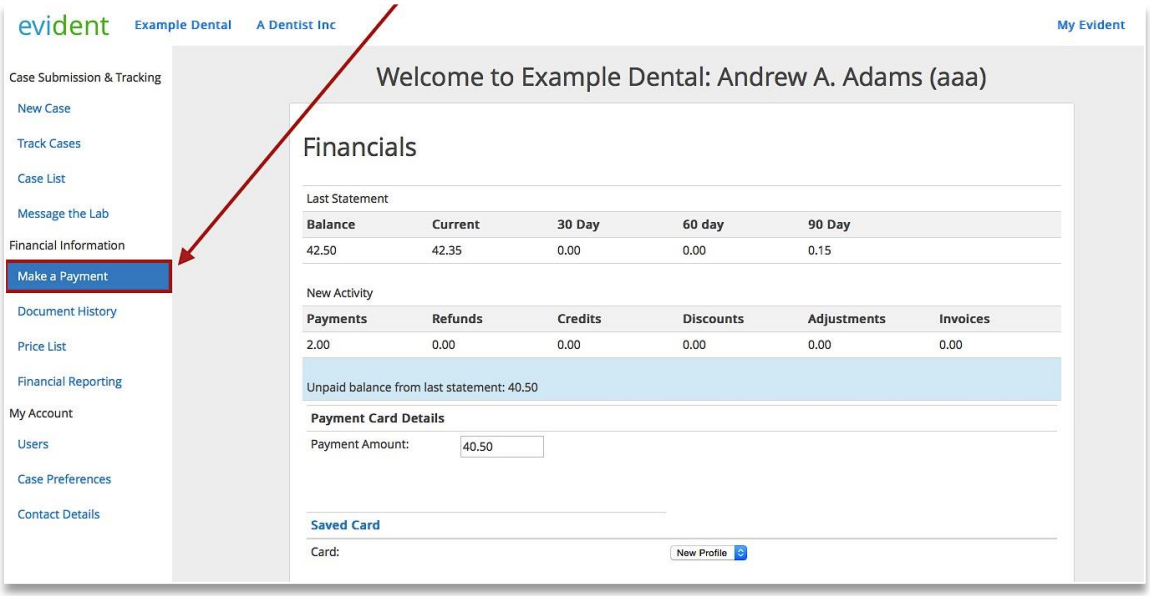
Your Homepage

From your Homepage you can use the menu on the left hand side of your screen to submit and track cases online, review financial information and your account details.



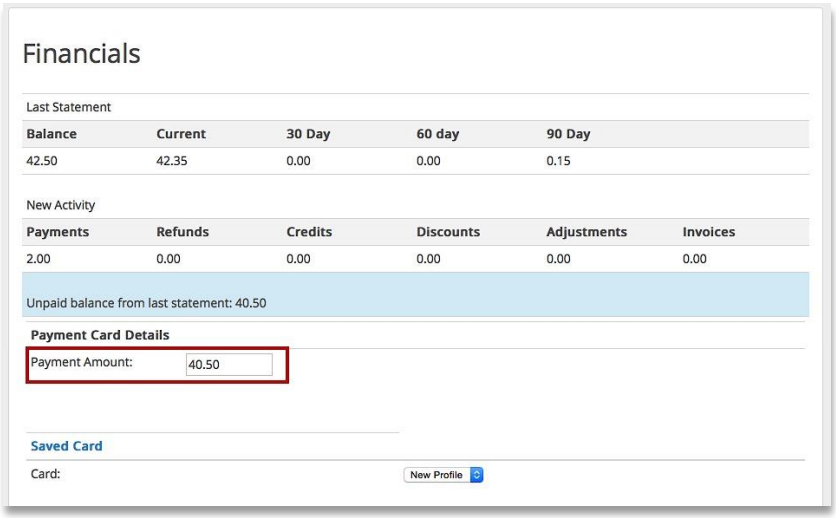
Make A Payment

Click *Make a Payment* to pay your lab bill by credit card.



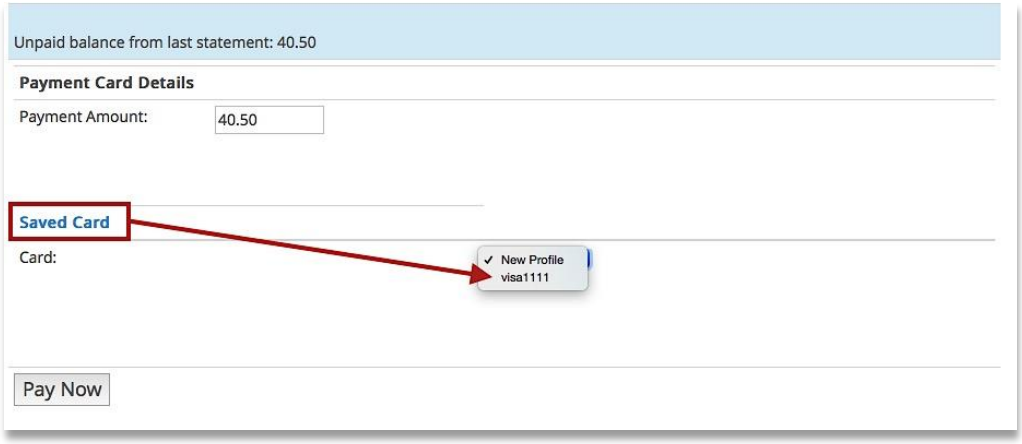
Step 1: Payment Amount

Select the amount you want to pay.



Step 2: Select Card

Pay using the authorized credit card your lab has saved on your account, or create a **New Profile** by entering a new card.

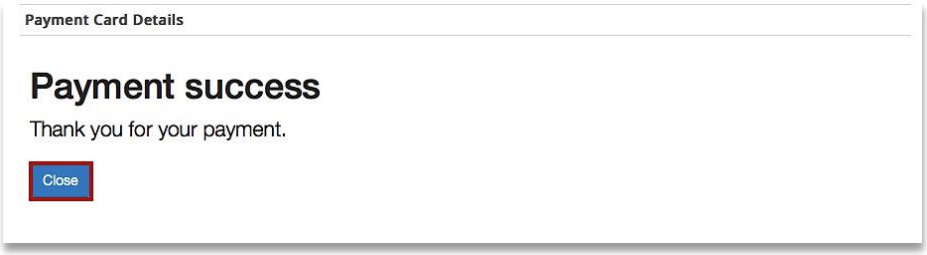


Step 3: Pay Now

Click *Pay Now* to complete the transaction.

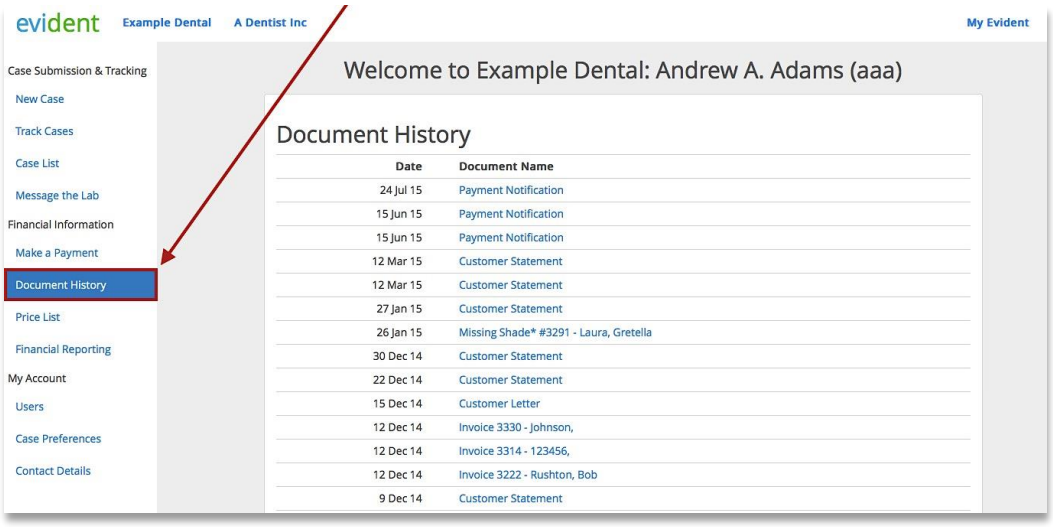
Payment Success!

Once the payment is finished processing click *Close*.



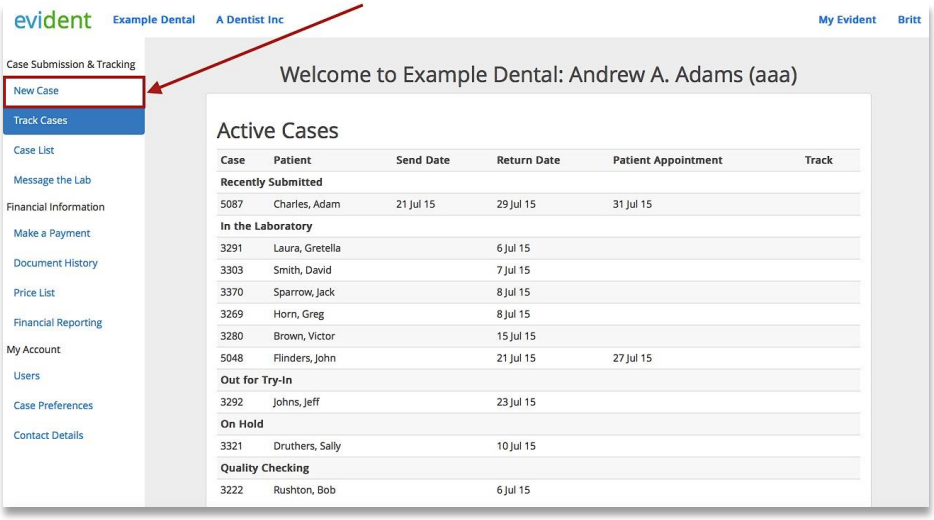
Print Invoices And Statements

Click on *Document History* to view. To print documents, simply use *ctrl + P* or right-click and choose *print*.



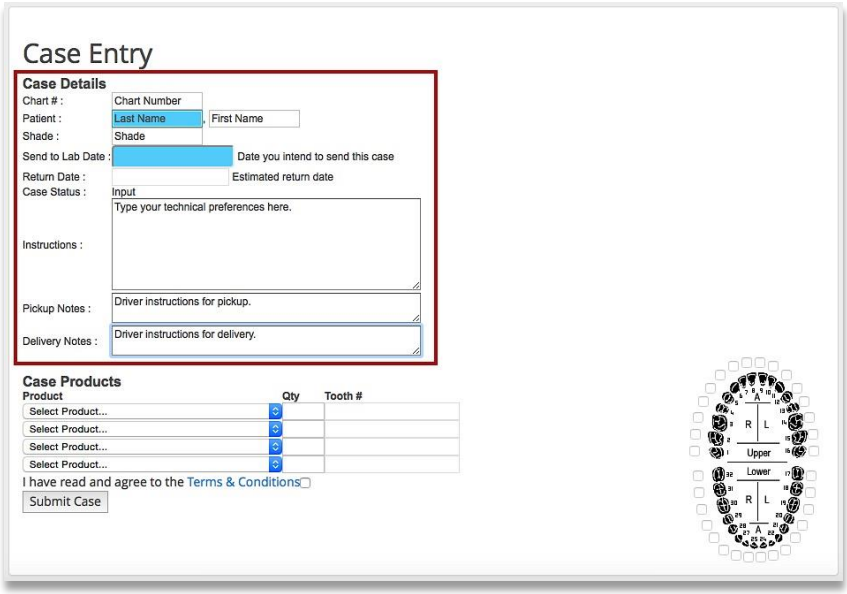
Send And Track Cases Online

Click *New Case* to create and send a new case to the lab.



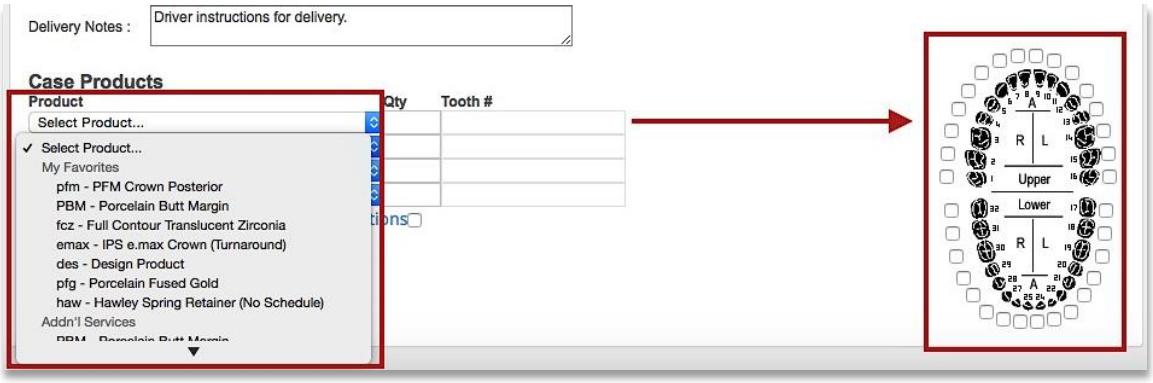
Step 1: Fill Out The Case Details

Please Note: Only fields highlighted in blue are mandatory.



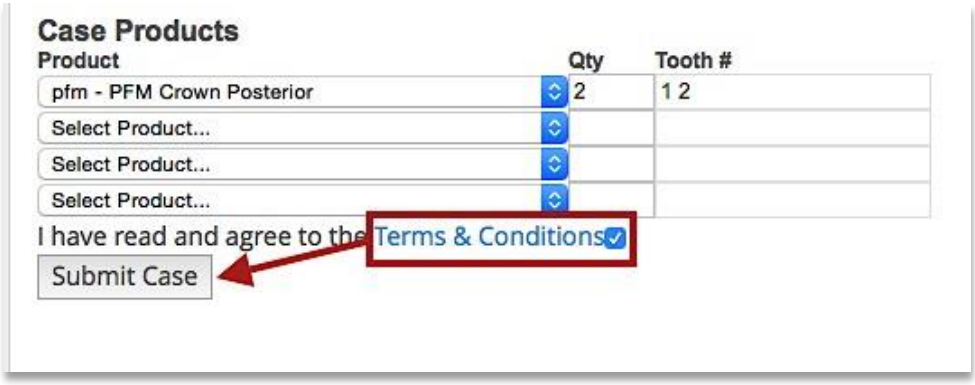
Step 2: Add Products

Use the *Select Product* drop down menu to choose a product. Use the tooth chart on the right to select teeth.



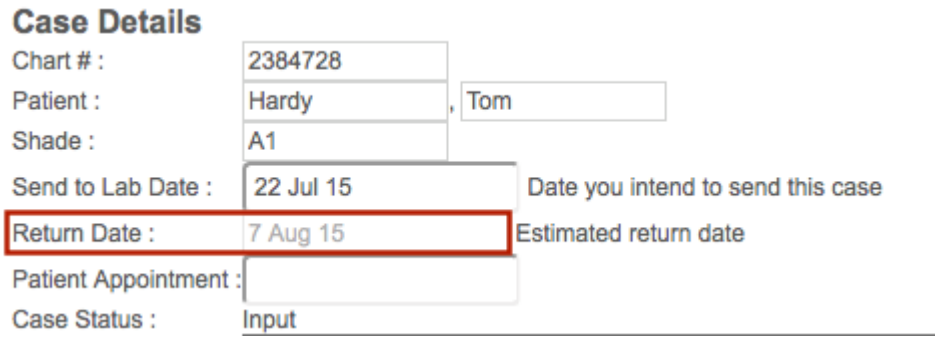
Step 3: Submit Case

Put a checkmark in the box to indicate that you have read and agreed to the Lab's Terms and Conditions. Click *Submit Case.*



Step 4: Return Date

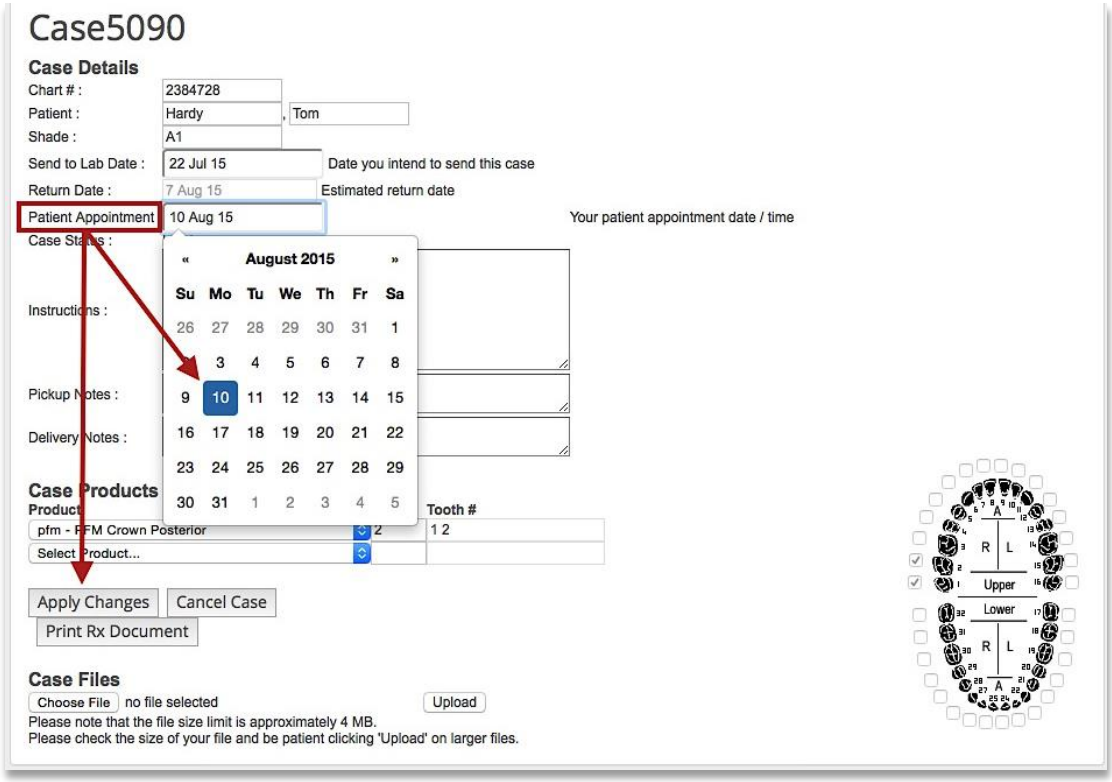
After the case has been successfully submitted to your lab, you will receive your estimated return date. This is the date you can expect to receive the case back from the lab.



Your case has now been submitted. Skip straight to Step 7 if you wish!

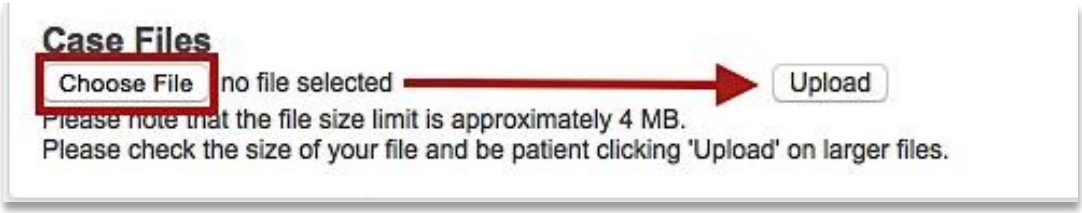
Step 5: Patient Appointment (Optional)

Enter your patient's appointment date and click *Apply Changes* to save.



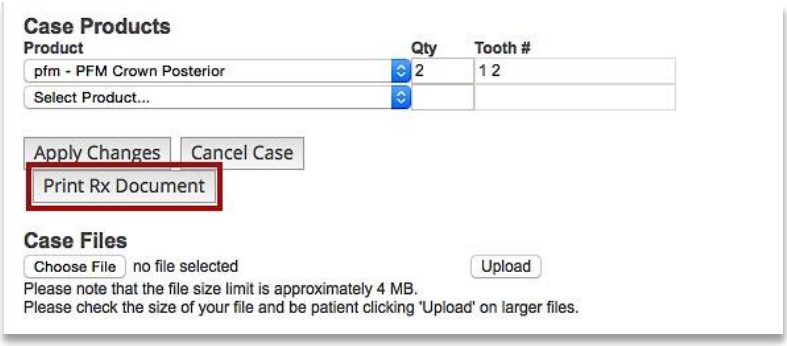
Step 6: Attach Files And Patient Photos (Optional)

Click *Choose File* to select patient photos and click *Upload* to attach to the case.



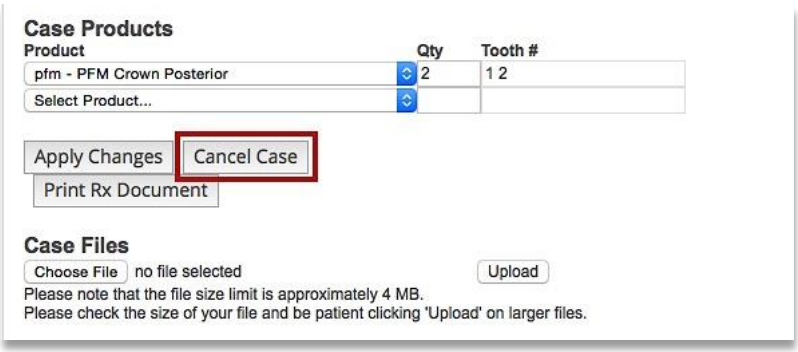
Step 7: Print Rx

Print the Rx document to sign and send with the case.



Cancel The Case?

Click *Cancel Case* to cancel a case before the lab receives it.



Trouble Shooting

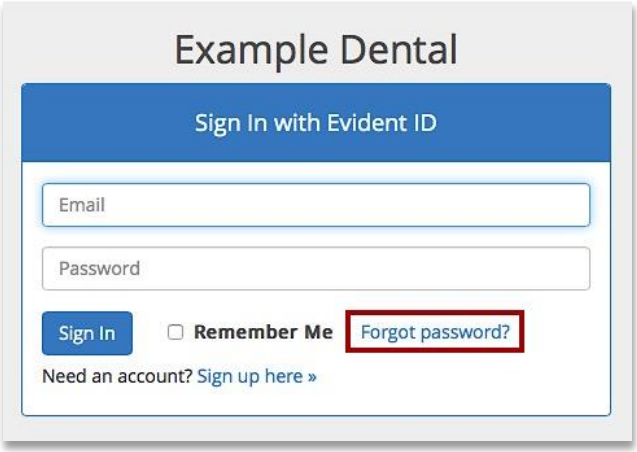
Can't Go Back To Your Account Page?

If you see this screen and cannot reach your account, this is because you logged in with a different email address than the one your invite was sent to. Simply contact your lab to request an invite for the additional email address which you signed in with.

Forgot Password?

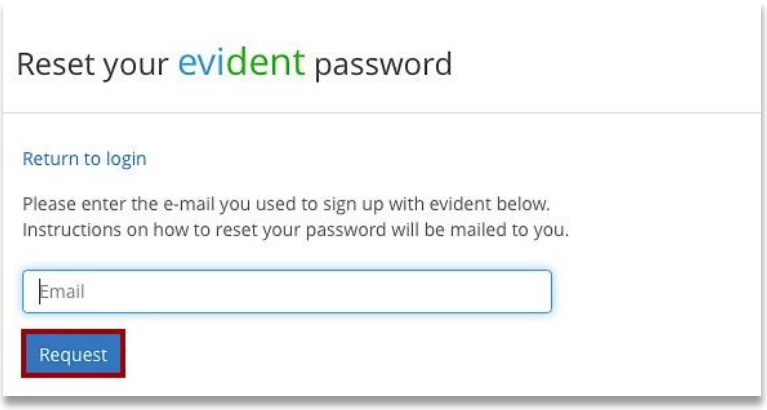
Step 1: Click Forgot Password

Click Forgot Password on the login page to reset your password



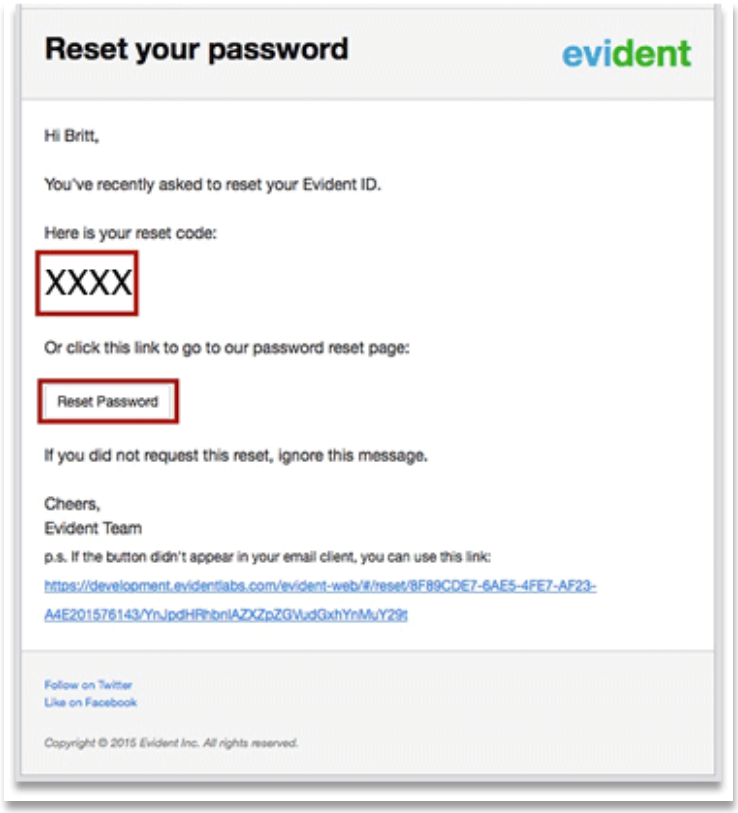
Step 2: Enter Email

Enter the email address you used to sign up with and click *Request.*



Step 3: Check Email

An email with instructions will be sent to your email address. Click the *Reset Password* button.



Step 4: Reset Password

Enter a new password and click *Reset.*

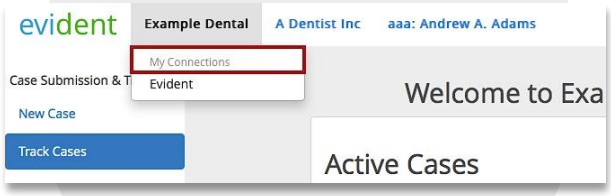
Lost Sign In Page?

If you are having trouble finding your sign in page on your lab's website or have lost your email invitation with your sign in link: Go to https://evidentlabs.com and sign in using the top right hand corner.

Multiple Practices

Use the top menu bar to navigate between labs, dental clinics, and dentists. Return to your Homepage by clicking on evident in the top left-hand corner.

Dental Labs



Dental Clinic

Dentists