

How to create Staff codes and book your clinical appointment:

1st step: Log into your Invisalign personal account and open Account tab – Staff – *Add new account* and insert the data, as shown below:

Staff username + password : **invisalign**

Patients **Account** WebStore Education Support Virtual Care

Summary Payments Dr. Profile Advantage **Staff**

Create new **staff member**

Your staff username can contain letters, numbers or any of these symbols - . _

Create Staff Username*

invisalign

Create Password*

Confirm Password*

Staff member name*

Invisalign

Invisalign

MI

Select staff member's role

- Patient management - Add patient, Upload photos
- Prescription management*** - Submit prescription forms, review ClinCheck treatment plans (note: cannot approve)
- Treatment management* - Review & approve ClinCheck treatment plans, Submit prescription forms
- Payments management - Make payments, View account summary
- Education access
- Store purchases - Submit Align Store orders
- SmileView™

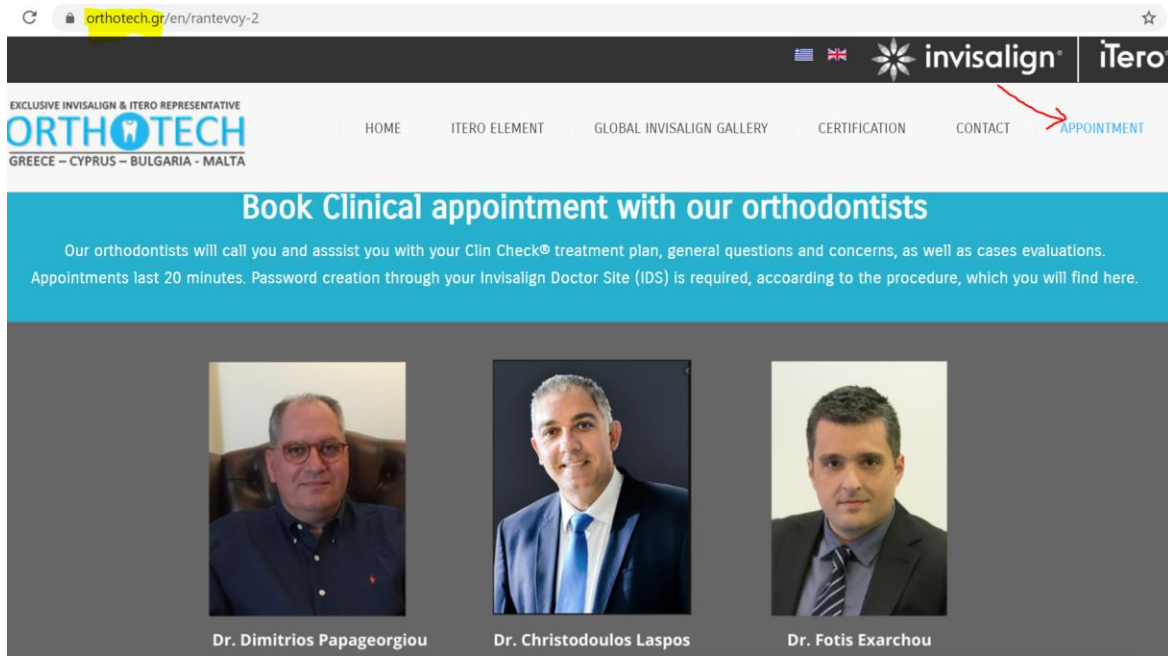
Note: All staff roles include access to the Support page.
No staff role has access to the Dr. Profile or Staff pages

* By selecting this role, doctor acknowledges that treatment with the Invisalign system requires a prescription and that the assigned individual staff member is a licensed Invisalign trained provider in good standing who can prescribe Invisalign treatment and review and modify ClinCheck treatment plans.

Create

Note: above Staff codes are created only once and used for all future clinical appointments

2nd step: Visit www.orthotech.gr and go to Appointment tab in order to book a clinical appointment with one of our orthodontists:



- Choose the calendar of wished clinical advisor and book your appointment following the steps below:

The screenshot shows the appointment booking form. The "Available" tab is selected. The form displays a table of availability slots with columns for "FROM" and "TO". A "New Appointment" modal form is open, showing the following fields:

FROM	TO
Mon 30/11 8:00	8:20
Mon 30/11 8:20	8:40
Mon 30/11 13:30	13:50
Mon 30/11 13:50	14:10
Mon 30/11 14:10	14:30
Wed 2/12 13:30	13:50
Wed 2/12 13:50	14:10
Wed 2/12 14:10	14:30
Fri 4/12 8:00	8:20
Fri 4/12 8:20	8:40


The "New Appointment" modal form includes the following fields:

- When: 30/11/2020 8:00 to 30/11/2020 8:20
- Full name *
- Email *
- Phone *
- Mobile *
- Topic *: CLIN CHECK REVIEW (selected)

* Indicates required field

Buttons: Create Appointment, Cancel

Important : please insert correct IDS username + Staff username and password in order to give visibility to your clinical advisor:

Sign In 

Staff Account Information

Παρακαλούμε συμπληρώστε με ακρίβεια τα παρακάτω στοιχεία :

Doctor IDS Username *

Staff Username *

Staff Password *

Patient's name and/or number *

Brief description of issue in discussion

(Fill in, only in case you choose "GENERAL CLINICAL QUESTION")

[Cancel](#)

Once you complete the steps a confirmation notification of the appointment will be sent at your email within the next 24 hours

For any additional assistance you can call us at the local telephone support line +30 2314 312147 (GR, CY, ML) and +359 899 604964 (BG) daily from 9.00 to 17.00