



Doctor's Manual



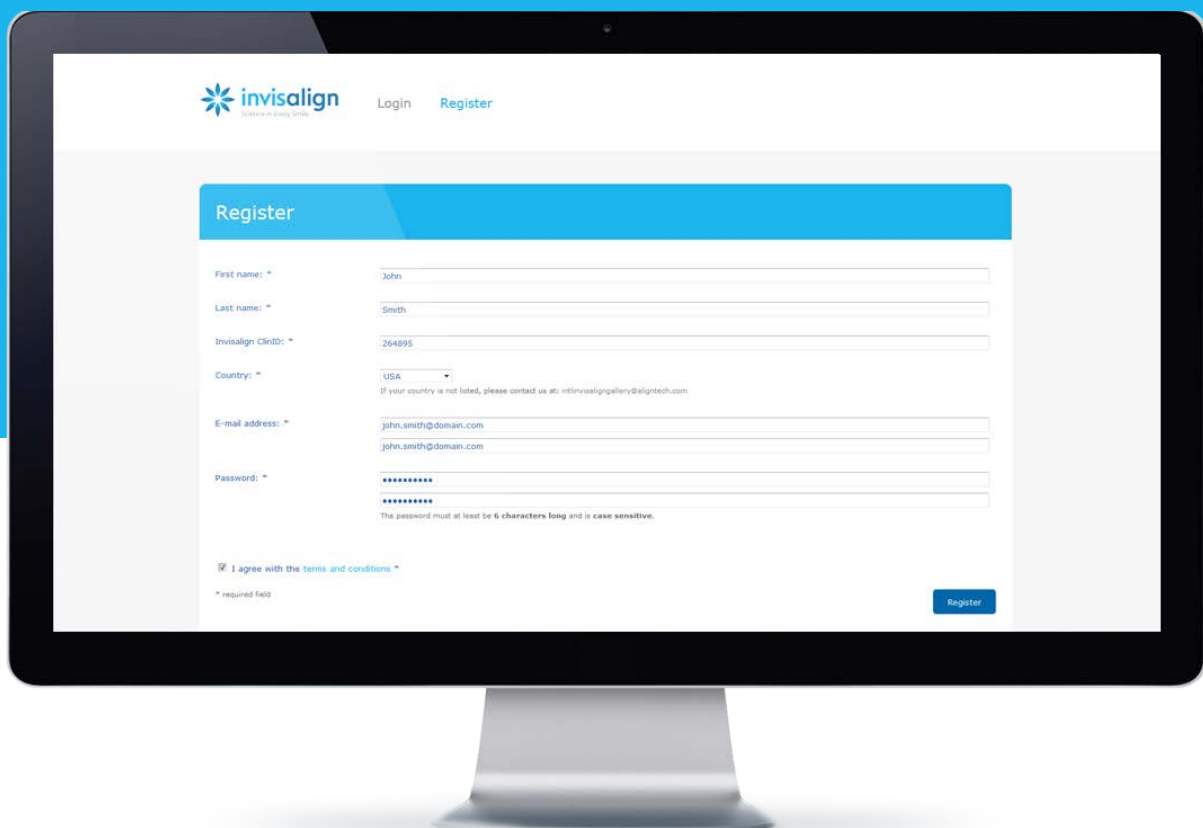
Table Of Contents

1. Registration
2. Login
3. Dashboard
4. Profile
5. Submit a treatment
6. Legal documents
7. Patient information
8. Initial images
9. Progress pre-restorative images
10. Final images
11. Treatments not yet submitted
12. Submissions waiting for review
13. Completed submissions
14. Contact information

This document is a visual guide for using the Invisalign Treatment Uploader Tool. Via the Uploader Tool you can submit a treatment for acceptance into the Global Invisalign Gallery. Please be aware that depending on your country, region or program applicable to your submission actual images and dashboards may be slightly different.

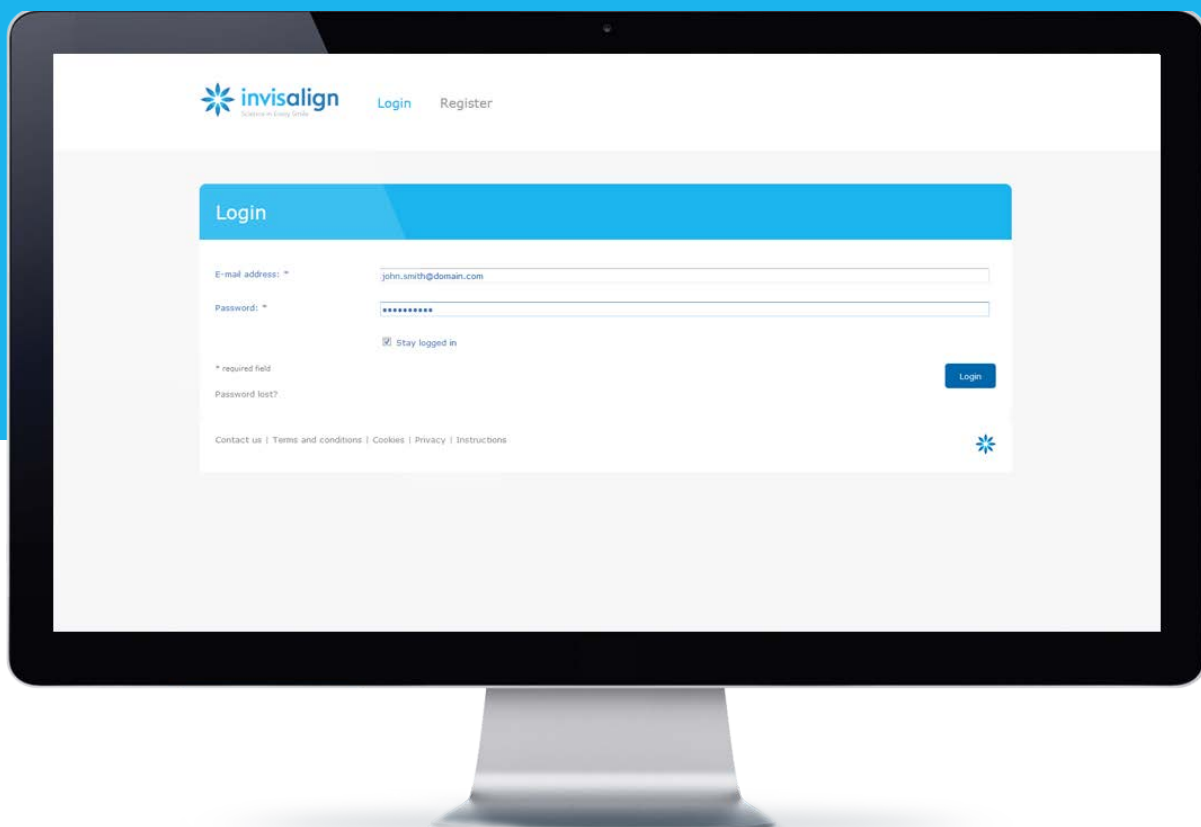
1. Registration

In order to upload a treatment for the Global Invisalign Gallery, you will need to go to <https://submit.invisaligngallery.com> in your web browser. Prior to uploading treatment information, you need to register and create your account in the uploader. Registration requires basic information such as full name, Invisalign ClinID, Country of practice and most importantly your email address. The email address you provide is used for account activation, log in and for system notifications. You will be able to choose a personal password to access your account.



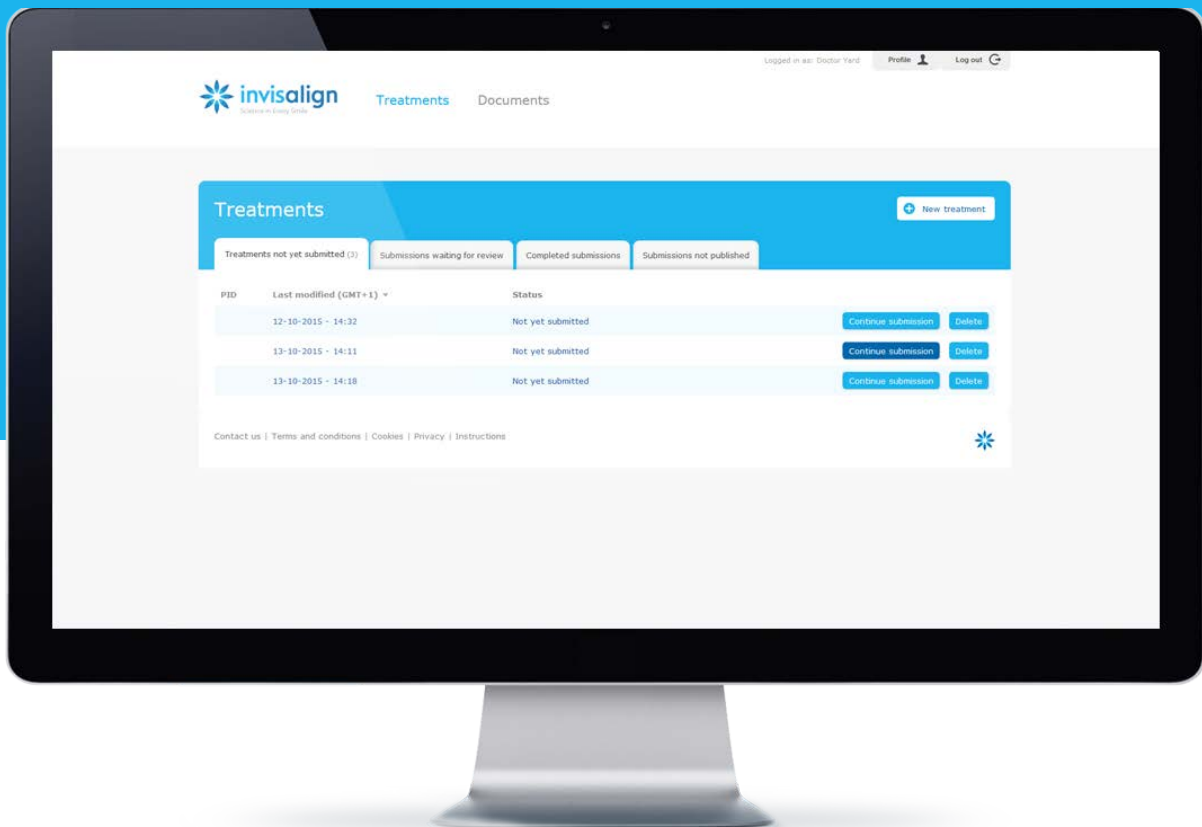
2. Login

After successful registration and activation, you are able to log in. The login requires entering the correct email and password credentials. If these are correct, you will be logged in. On your first visit you will be redirected to your personal dashboard where additional contact information should be filled in. If you forget your password, please click the 'forgot password?' link to acquire a new password.



3. Dashboard

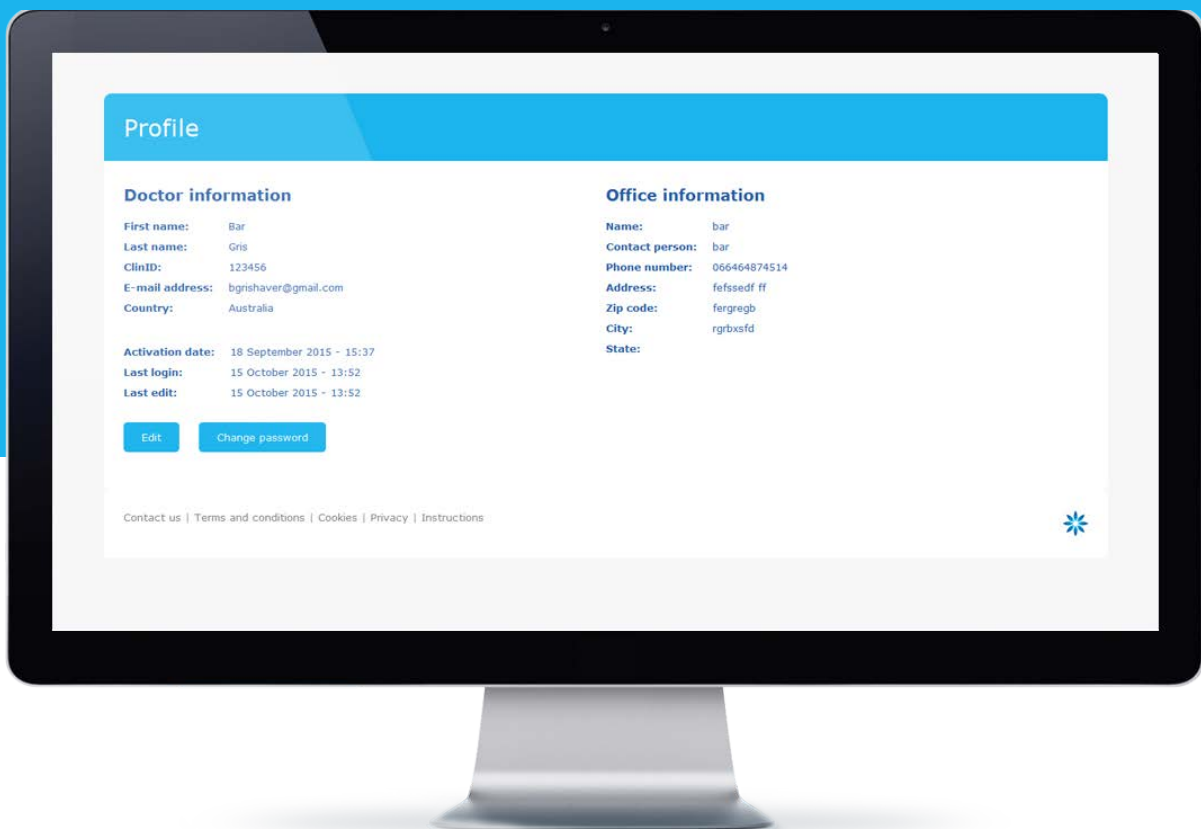
The dashboard is the central gateway for using the uploader. In the top right you can change your profile settings or log out. The documents section provides access to the consent forms specific for your country. The treatments section contains tabs which sort out phases of a submitted treatment, "including treatments not yet submitted", "submissions waiting for review", "treatments accepted for usage in the gallery", "and treatments not published". The "New - treatment" button will provide a form to submit a new treatment to the Global Invisalign Gallery.




4. Profile

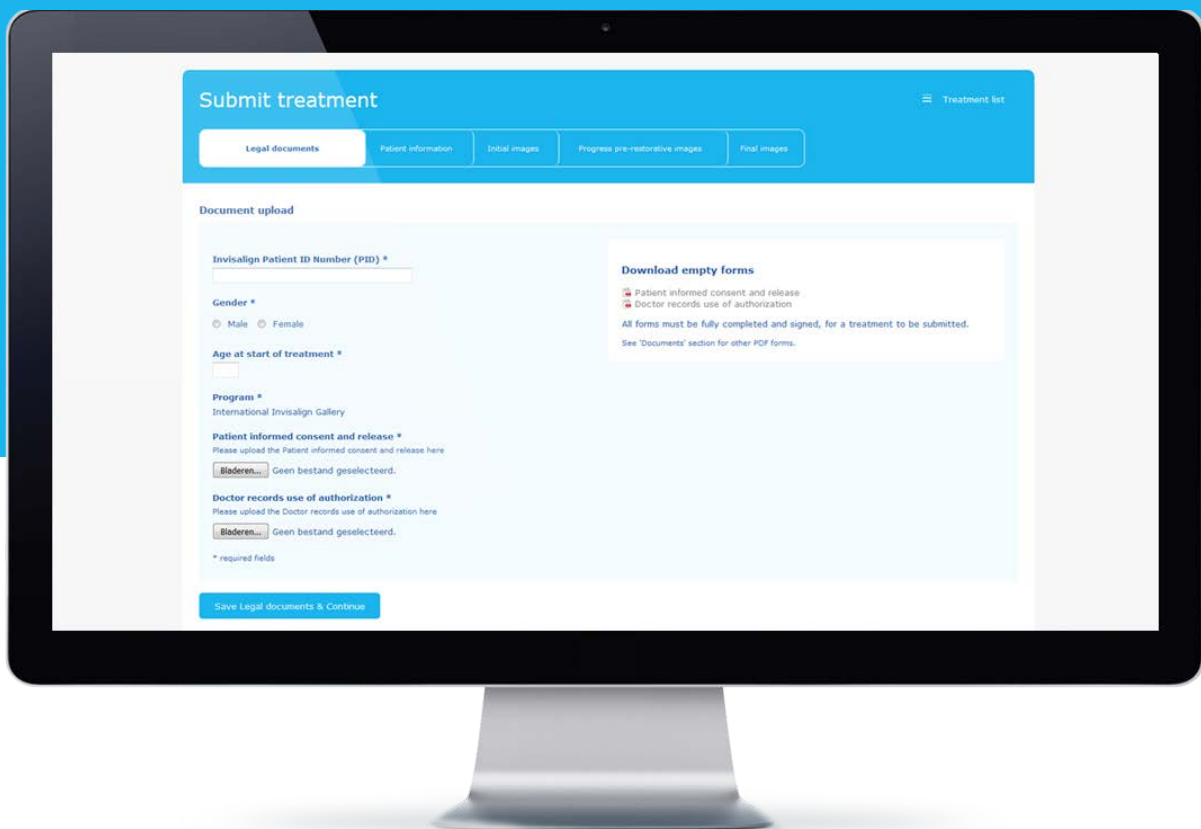
The profile section allows you to manage personal details such as office information and personal credentials. This information will be kept strictly confidential and used for contact purposes with the following exceptions: Should your treatment be selected for treatment of the month, your uploaded photo will be featured on the homepage of the Global Invisalign Gallery.

North American doctors: Your name, photo, office logo and website, and city/state/country will be used for display purposes to identify your case if it is selected for the Global Invisalign Gallery.



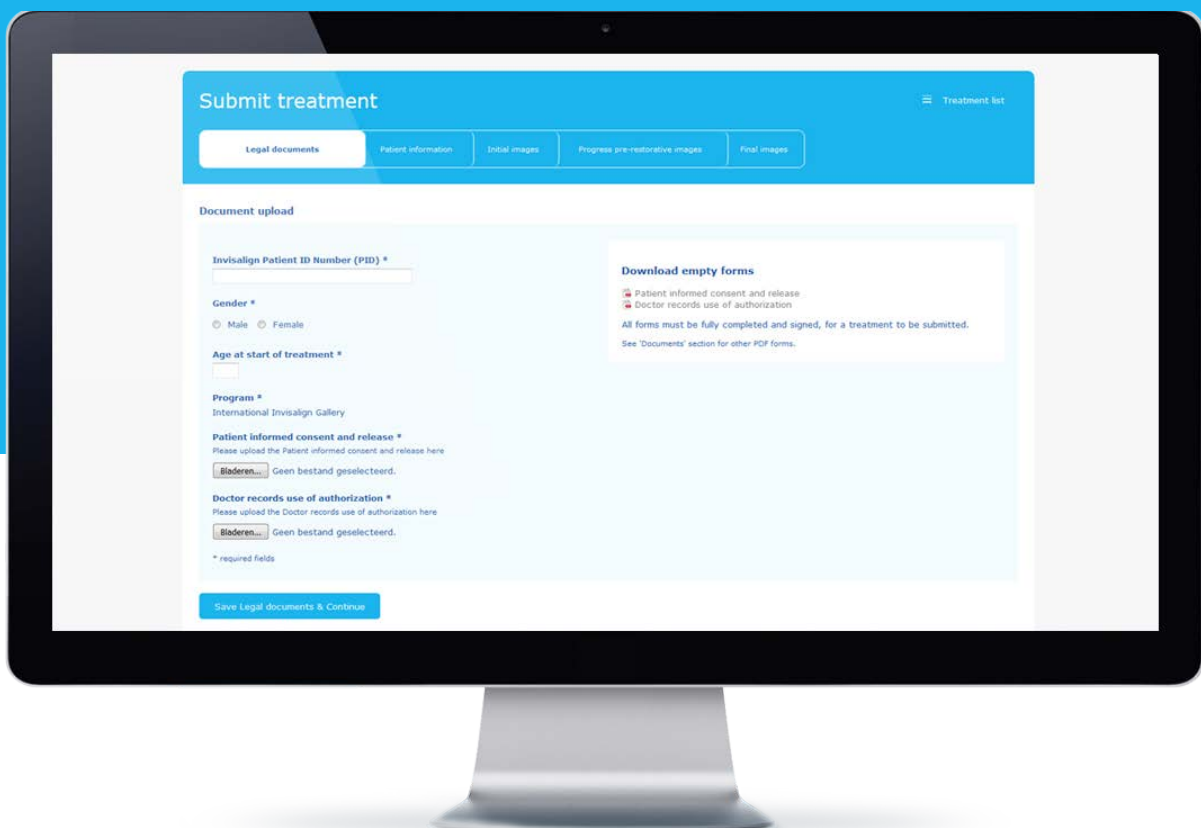
5. Submit a treatment

By selecting  you will be directed to a submission form. This will result in a multi-step process in which you will be required to upload documents, photos and enter specific treatment information. The required consent forms are available for download in the first step of the process and in the Documents section. It is important to prepare the required consent forms and photos prior to submission. Each step in the process can be saved and completed at a later time via the dashboard.



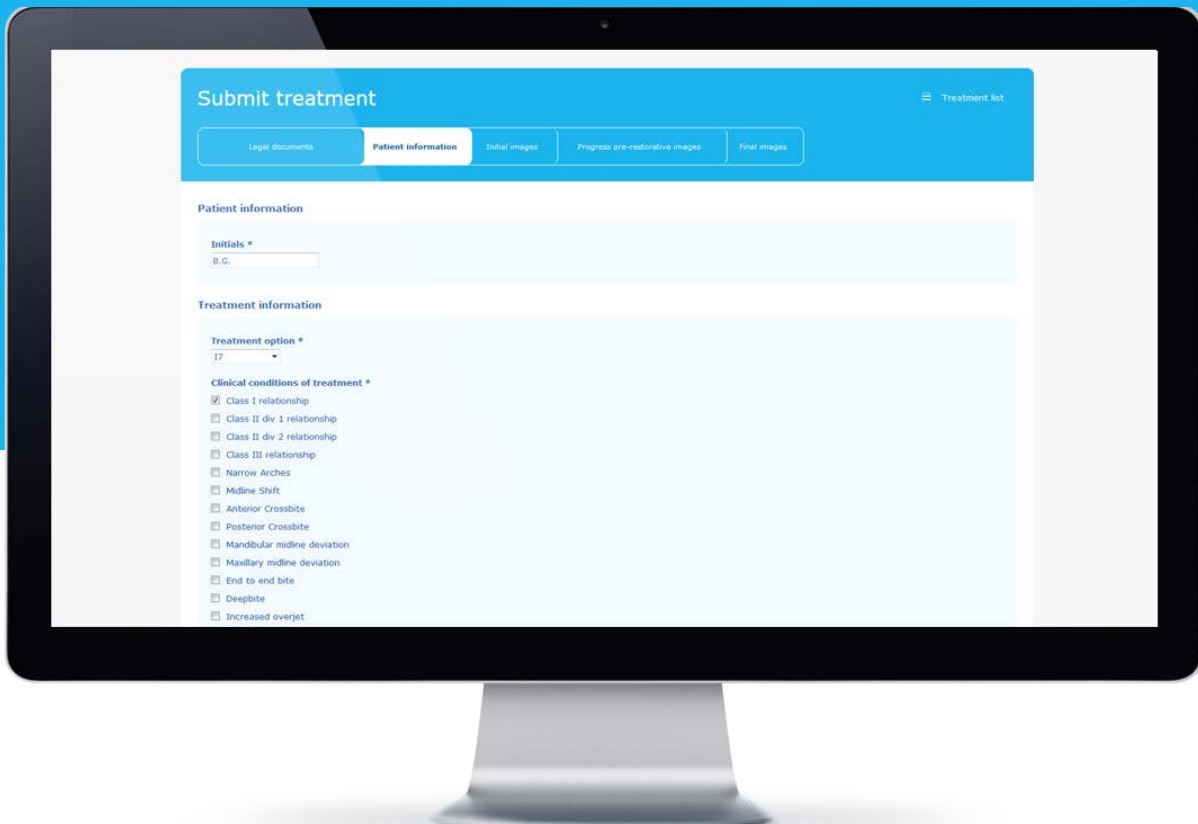
6. Legal documents

Before a treatment can be submitted you will need to upload a signed Patient Consent and a signed Doctor Consent. These documents can be downloaded under the documents tab or under Download empty forms.



7. Patient information

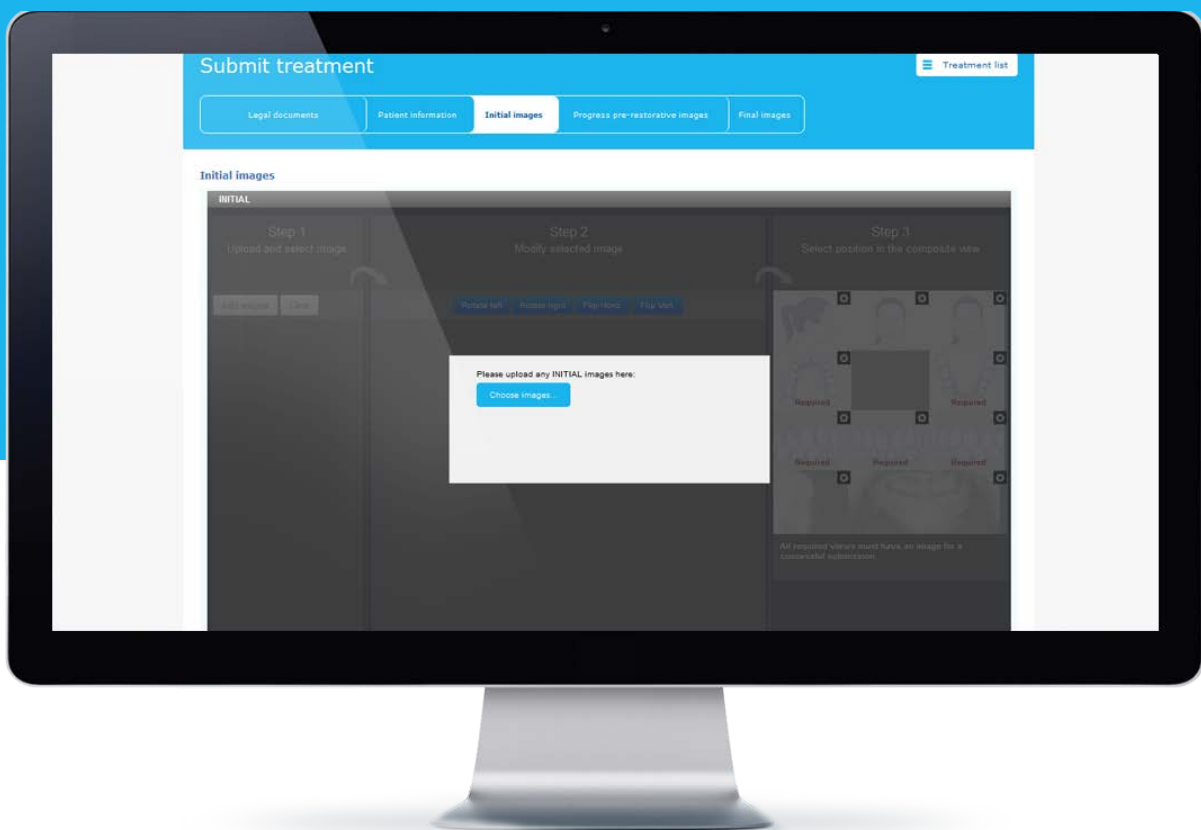
In the Patient Information section you will be required to enter all relevant patient and treatment information. Required fields will be identified by an *. Once done, please proceed to the next step via the “Save Patient information & Continue” button at the bottom of the screen.



The screenshot displays the 'Submit treatment' interface. At the top, there is a navigation bar with tabs for 'Legal documents', 'Patient information', 'Initial images', 'Progress pre-restorative images', and 'Final images'. The 'Patient information' section includes a text input field for 'Initials *' with the placeholder 'B.C.'. Below this is the 'Treatment information' section, which features a dropdown menu for 'Treatment option *' currently set to '17'. Underneath is a list of 'Clinical conditions of treatment *' with checkboxes: 'Class I relationship' (checked), 'Class II div 1 relationship', 'Class II div 2 relationship', 'Class III relationship', 'Narrow Arches', 'Midline Shift', 'Anterior Crossbite', 'Posterior Crossbite', 'Mandibular midline deviation', 'Maxillary midline deviation', 'End to end bite', 'Deepbite', and 'Increased overjet'.

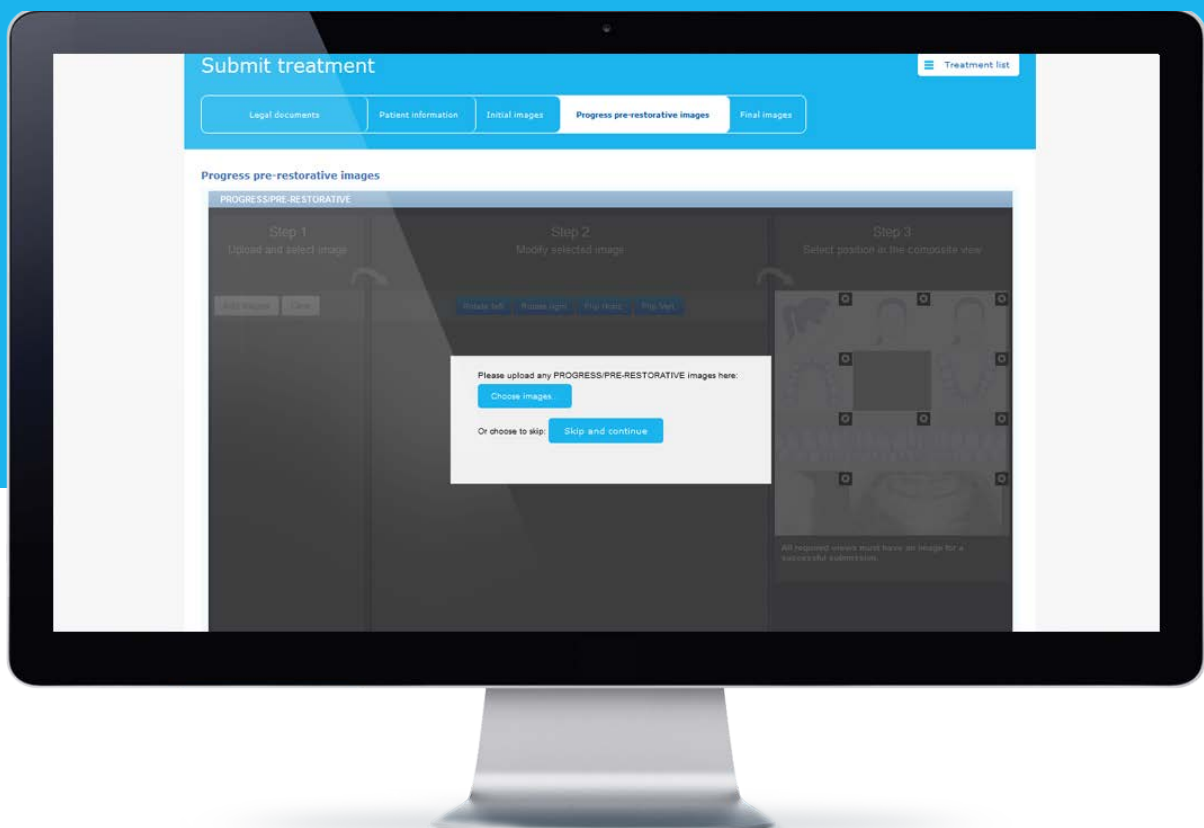
8. Initial images

In this section you can upload the Initial images. The first step is to select the images from your local computer. You are able to flip or rotate the images when needed. In step 3 drag the images to the appropriate position in the composite view on the right. Once done, please proceed to the next step via the “Save Initial images & Continue” button at the bottom of the screen.



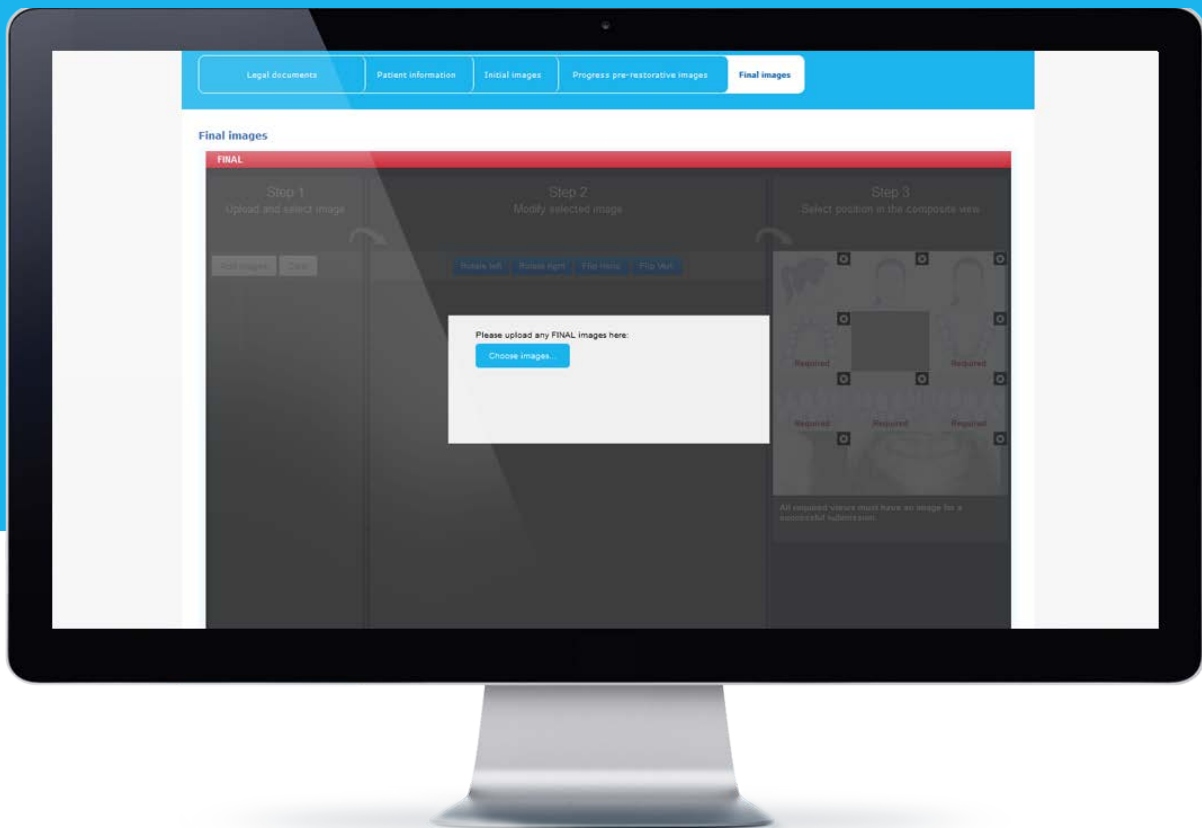
9. Progress pre-restorative images

If you have relevant progress and/or pre-restorative images, please provide them in this section. The first step is to select the images from your local computer. You are able to flip or rotate the images when needed. In step 3 drag the images to the appropriate position in the composite view on the right. Once done, please proceed to the next step via the “Save Progress pre-restorative images & Continue” button at the bottom of the screen.



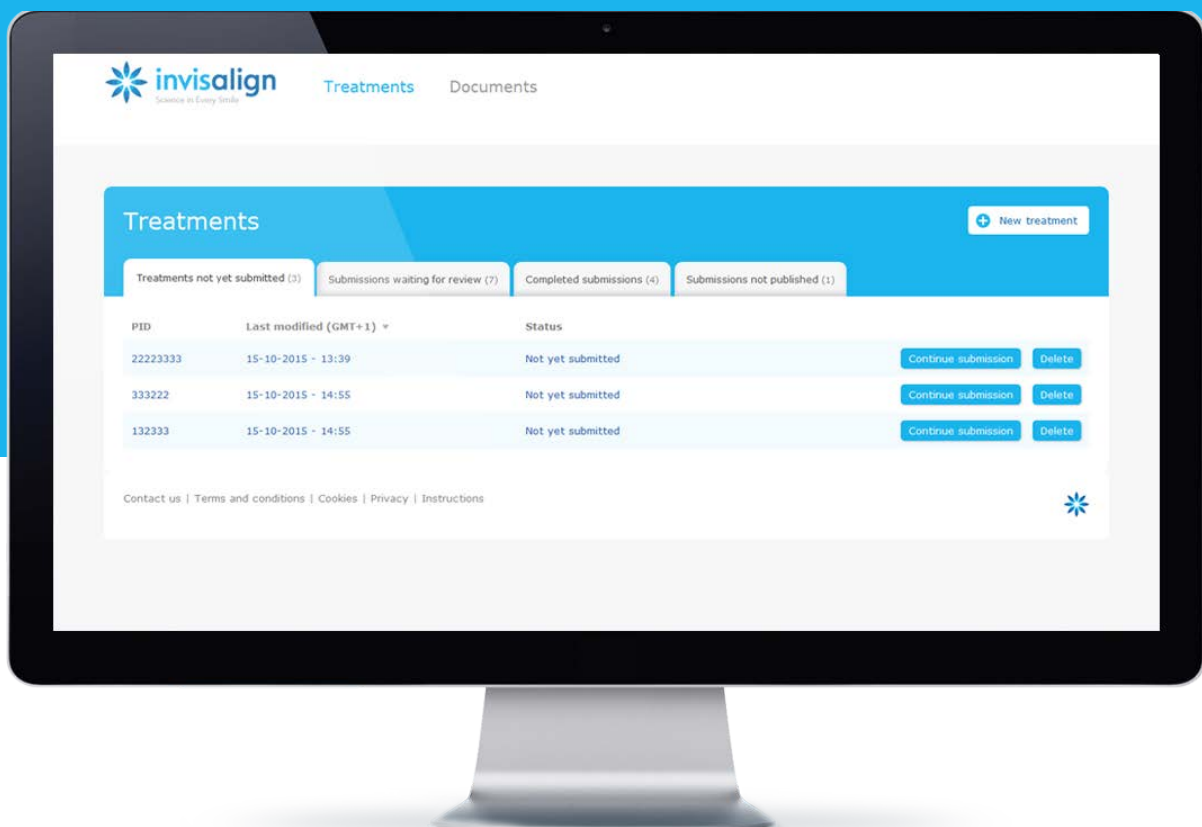
10. Final images

Please provide your Final images in this section. The first step is to select the images from your local computer. You are able to flip or rotate the images when needed. In step 3 drag the images to the appropriate position in the composite view on the right. Once done you can choose to save only via the 'Save' button. This gives you the option to re-check all your data, using the tabs at the top, for the final time before you select the "Save and Submit for Gallery" button at the bottom of the screen.



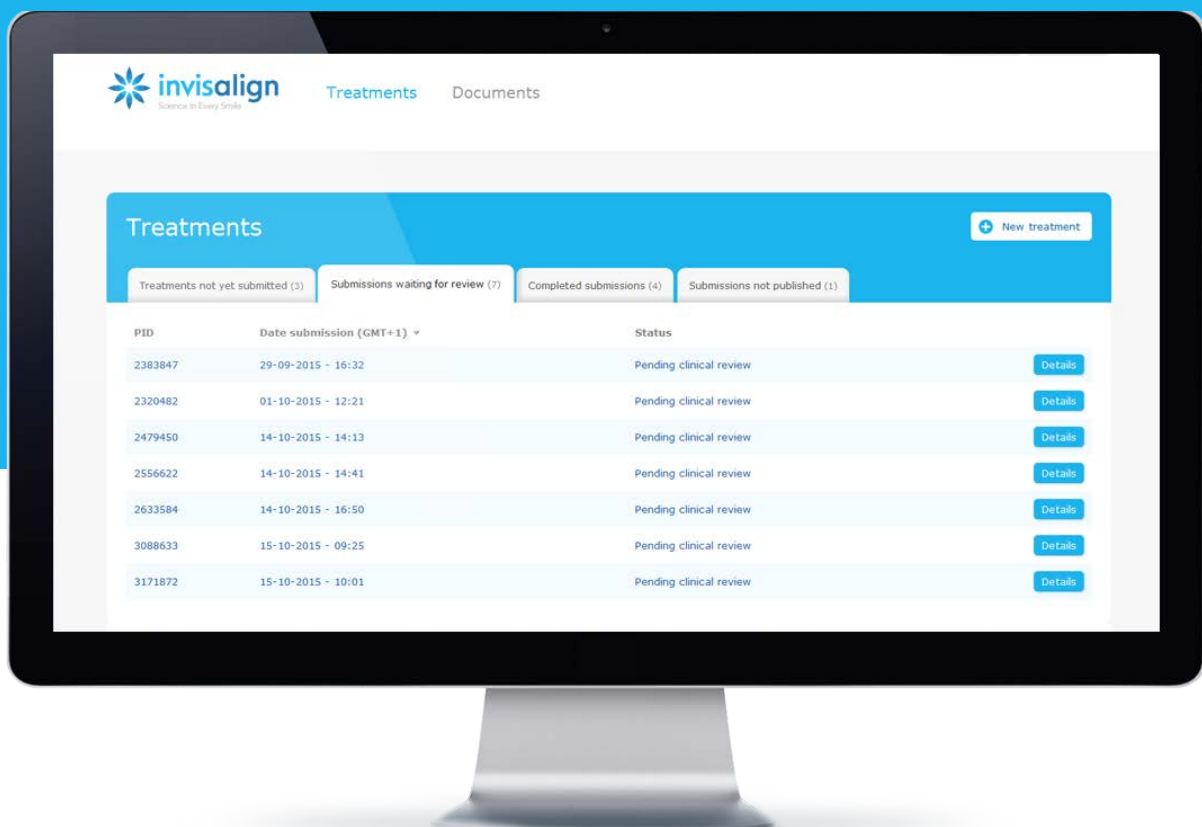
11. Treatments not yet submitted

In this section you will find the list of treatments that aren't yet submitted. You have the options to either continue the submission or delete it.



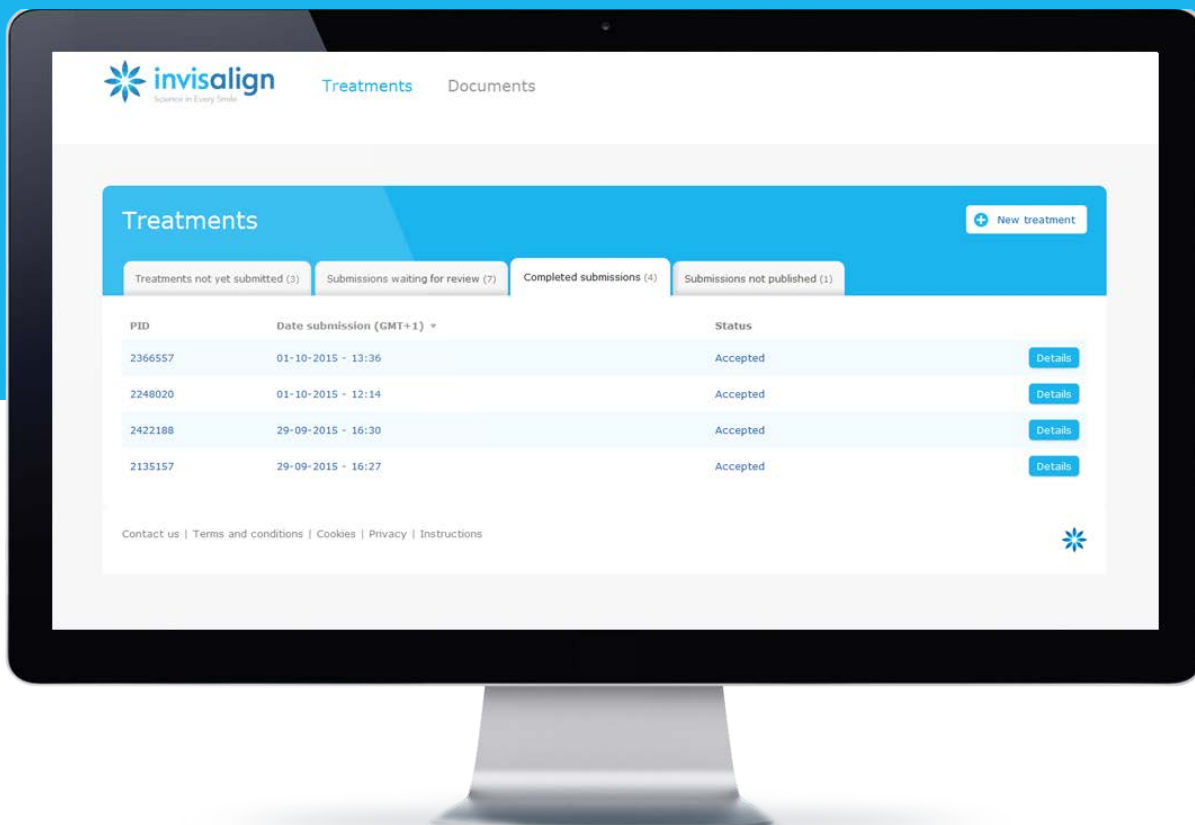
12. Submissions waiting for review

Align Technology employees will review each submission for content and validity. The reviewer may decide that more information about this treatment is required or better oral photos are required. Should more information be required you will receive an email to update the treatment and resubmit. Once all necessary information is acquired, a clinical review will occur and a decision will be made to accept your submission into the Global Invisalign Gallery or to reject it. For North American submissions, this process is conducted by an independent Clinical Review Committee comprised of private practice doctors. Should more information be required you will receive an email to update the treatment and resubmit. When your treatment is approved or the decision is made to not publish, you will be notified by an automated email. You can follow the status of your treatment by logging into your personal dashboard.



13. Completed submissions

All submissions are added to the archive, including those that are not accepted. These treatments cannot be resubmitted again. You are always able to view the history of accepted or declined treatments. Only relevant data for this purpose is retained.



14. Contact information

For technical assistance, questions, or feedback concerning this site, please email:

IntlInvisalignGallery@aligntech.com