



## Doctor's Manual



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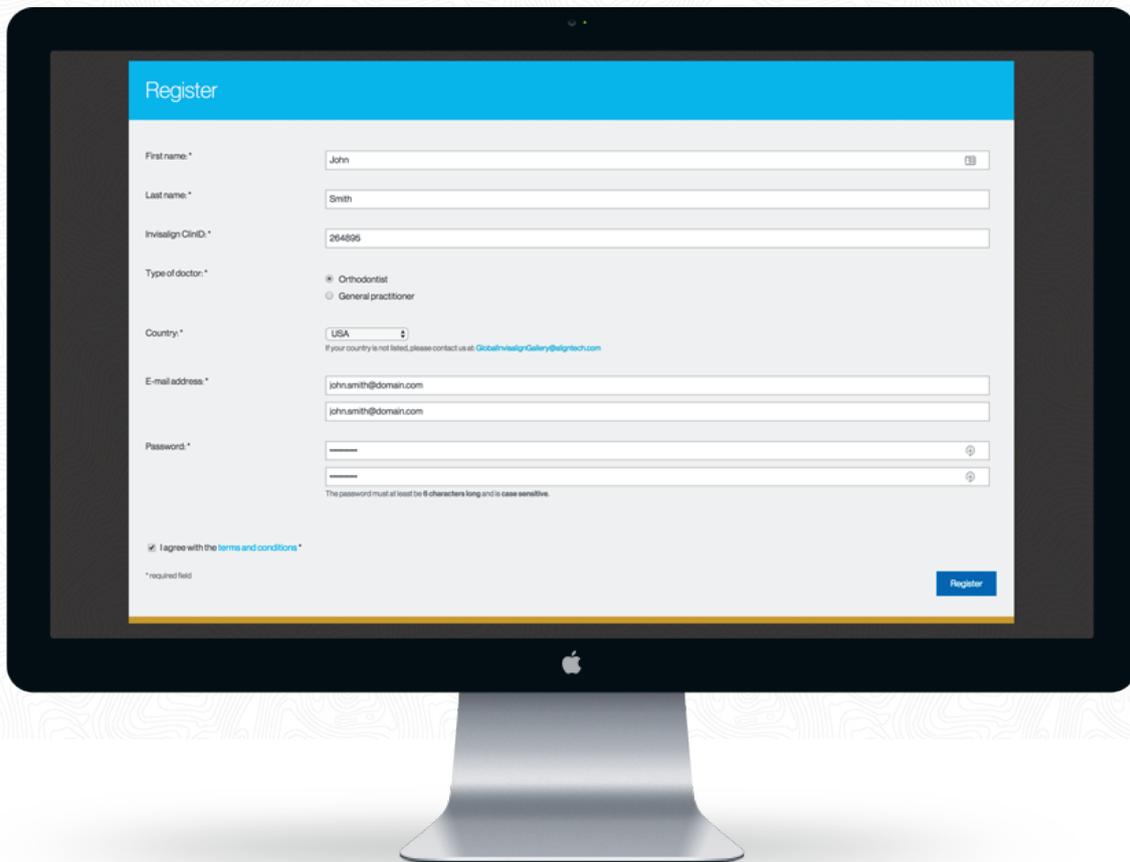
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This document is a visual guide for using the Invisalign Treatment Uploader Tool. Via the Uploader Tool you can submit a treatment for acceptance into the Global Invisalign Gallery. Please be aware that depending on your country, region or program 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.



The image shows a computer monitor displaying the registration form. The form is titled "Register" and has a blue header. The fields are as follows:

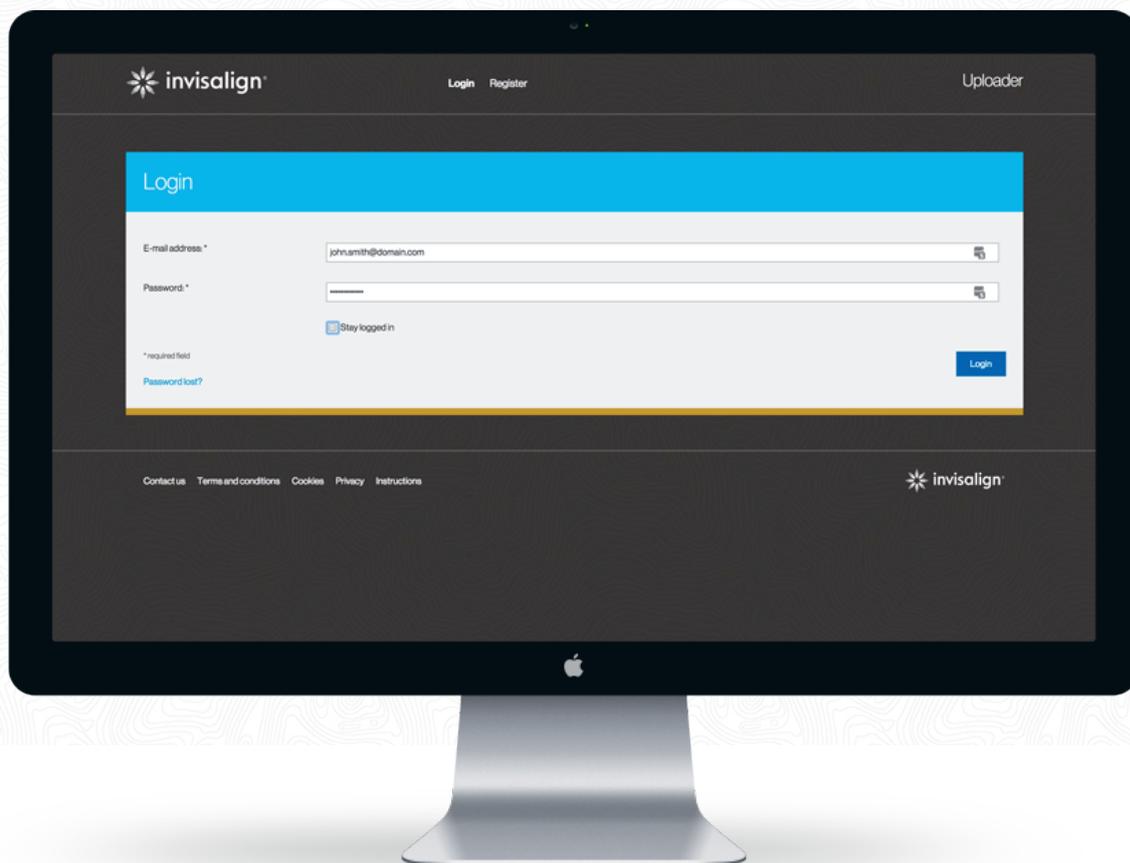
- First name: John
- Last name: Smith
- Invisalign ClinID: 264896
- Type of doctor:  Orthodontist,  General practitioner
- Country: USA (with a note: "If your country is not listed, please contact us at: [GlobalInvisalignGallery@aligntech.com](mailto:GlobalInvisalignGallery@aligntech.com)")
- E-mail address: john.smith@domain.com
- Password: (two masked fields, with a note: "The password must at least be 8 characters long and is case sensitive.")

At the bottom left, there is a checkbox for "I agree with the [terms and conditions](#)". At the bottom right, there is a blue "Register" button. A small asterisk indicates required fields.

## 2. Login

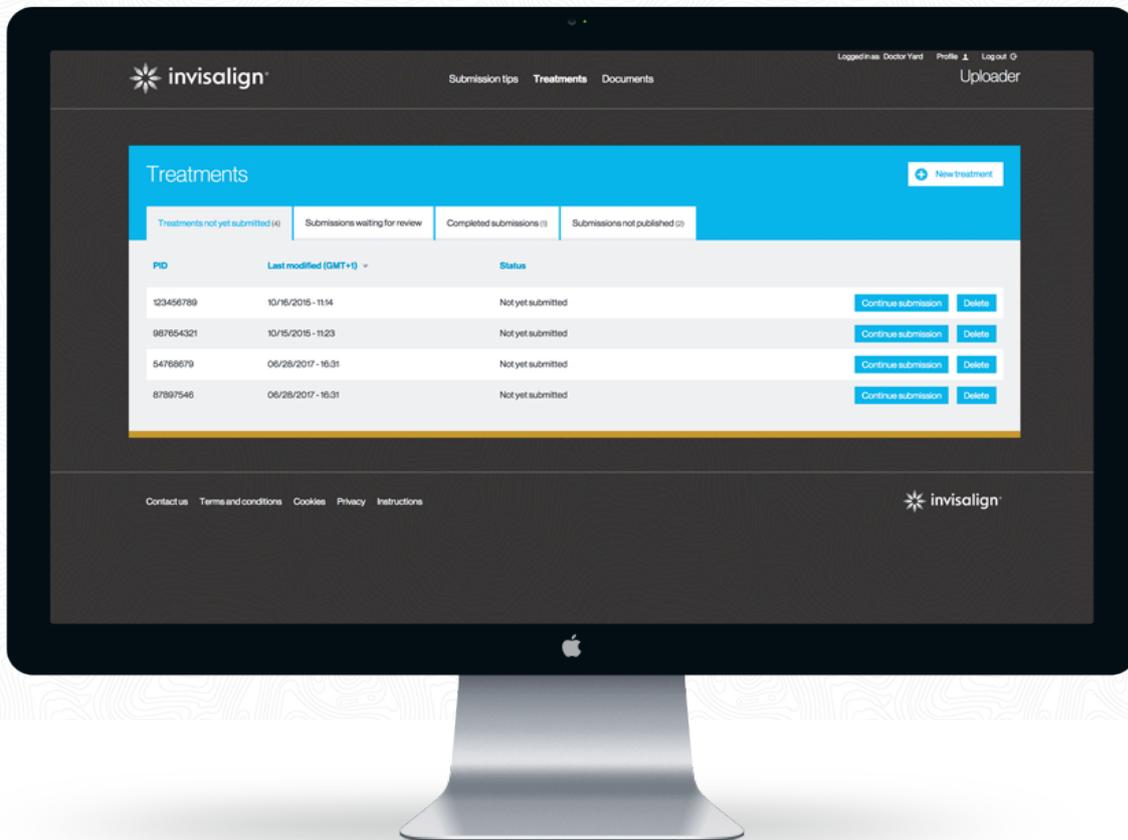
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After successful registration and activation, you are able to log in. The login requires entering the correct email and password credentials. If these are correct, you will be logged in. On your first visit you will be redirected to your personal dashboard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



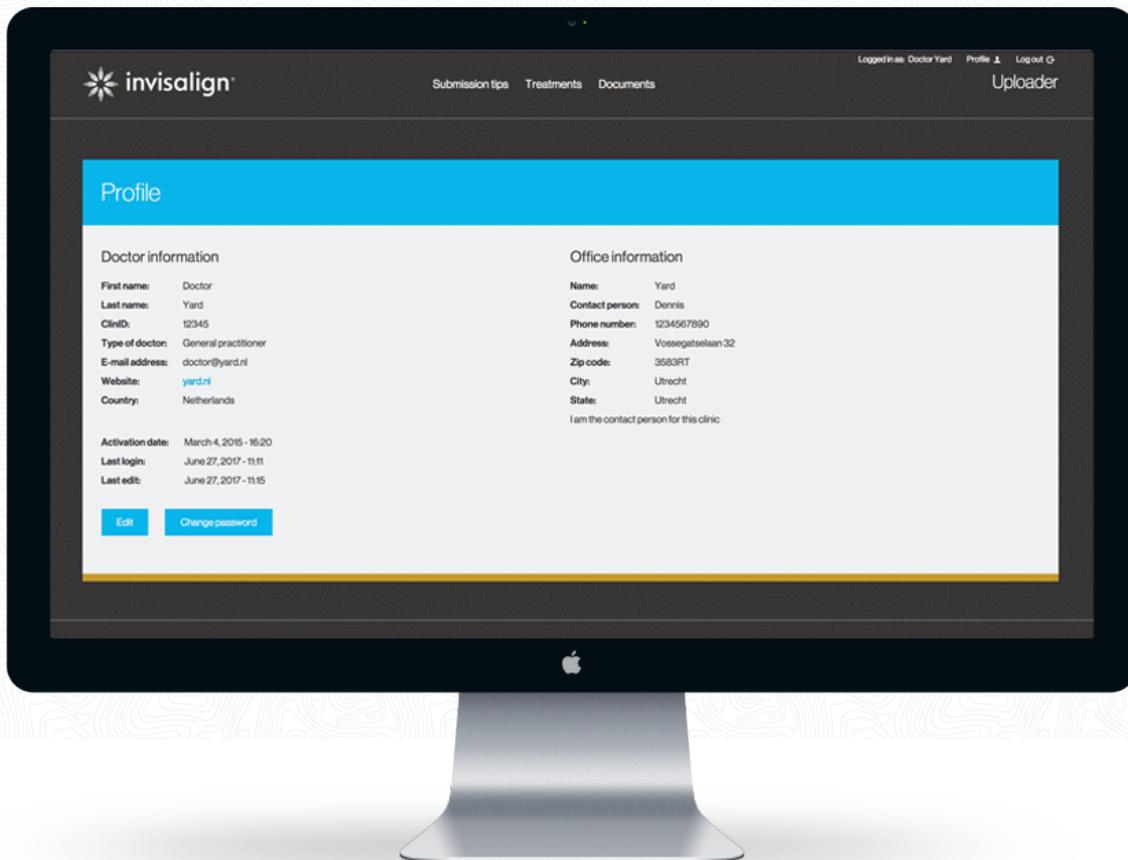
### 3. Dashboard

The dashboard is the central gateway for using the uploader. In the top right the doctor can change profile settings. The documents section provides access to the consent forms for which the uploader will provide specific consent forms for the account region. The treatments section provides lists for treatments waiting for review, accepted and rejected treatments. The new treatment button will provide a form to submit a treatment for review to the uploader managers. On the Submission Tips tab you can find the latest information on what we are looking to add in the gallery along with helpful tips to submit the best treatments.



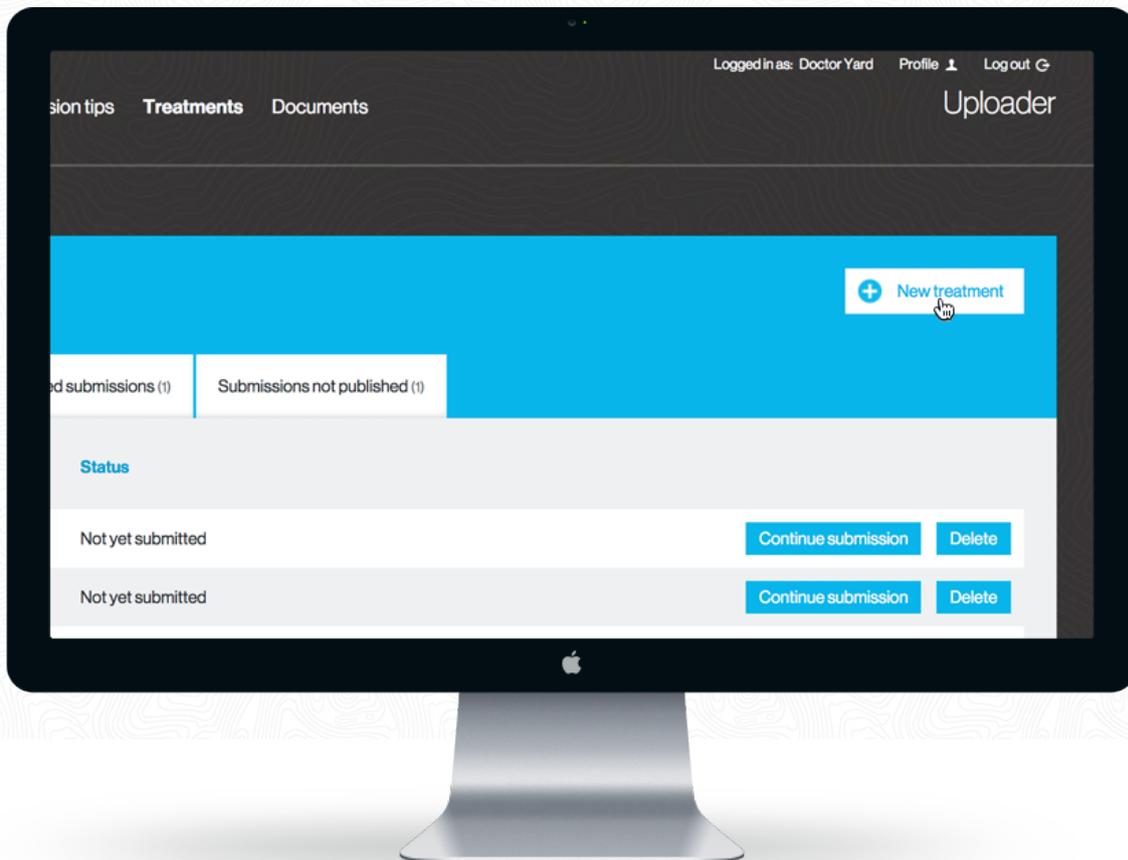
## 4. Profile

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.



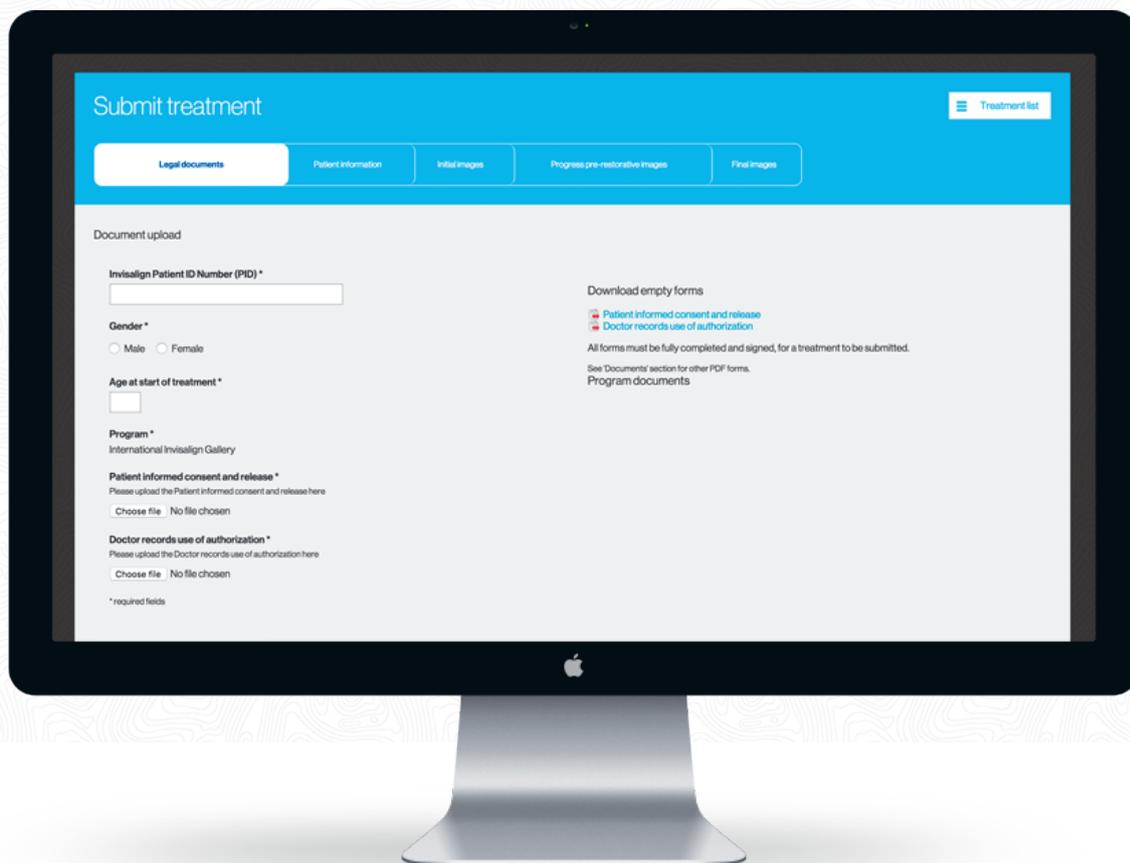
## 5. Submit a treatment

By selecting “+ New treatment” 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. If you do not see the “New treatment” button it could mean that your profile has not been fully completed or your account has not yet been activated. Please check your email for an account activation email.



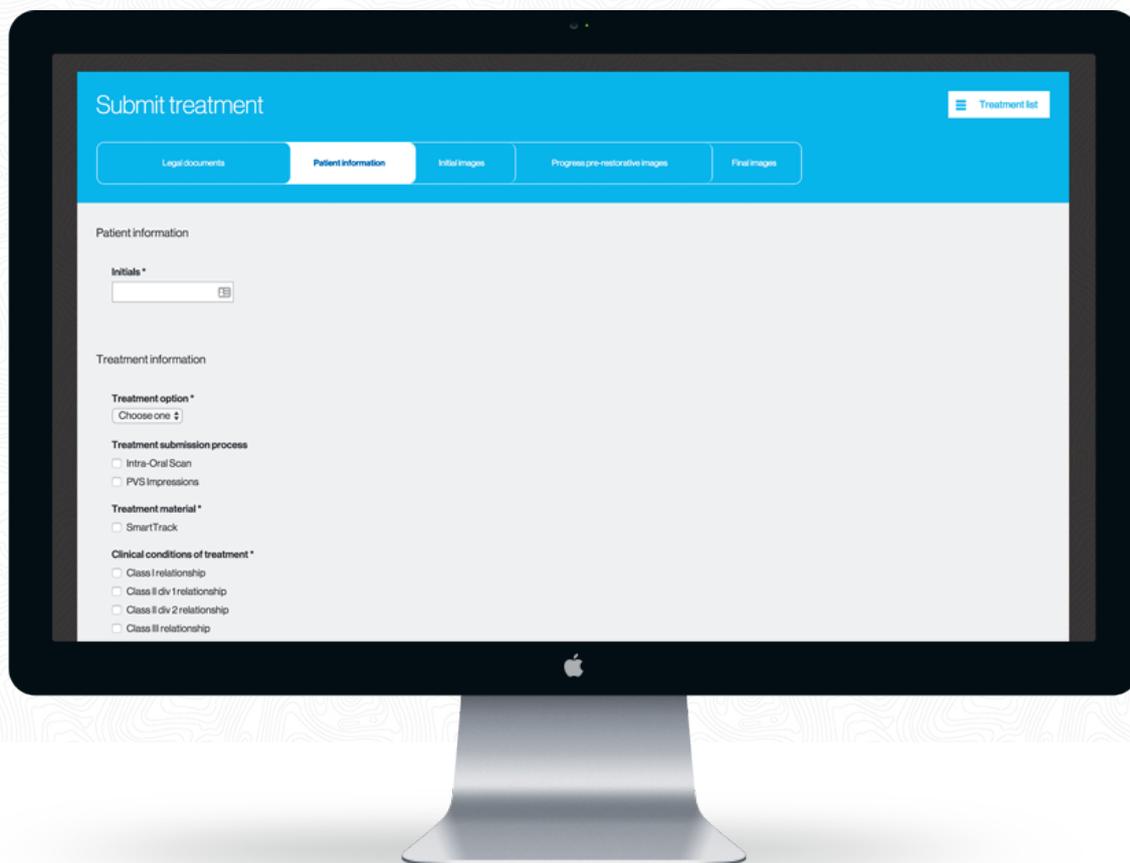
## 6. Legal documents

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. When uploading your signed consent forms please scan all the pages of the document. Incomplete documents are not valid.



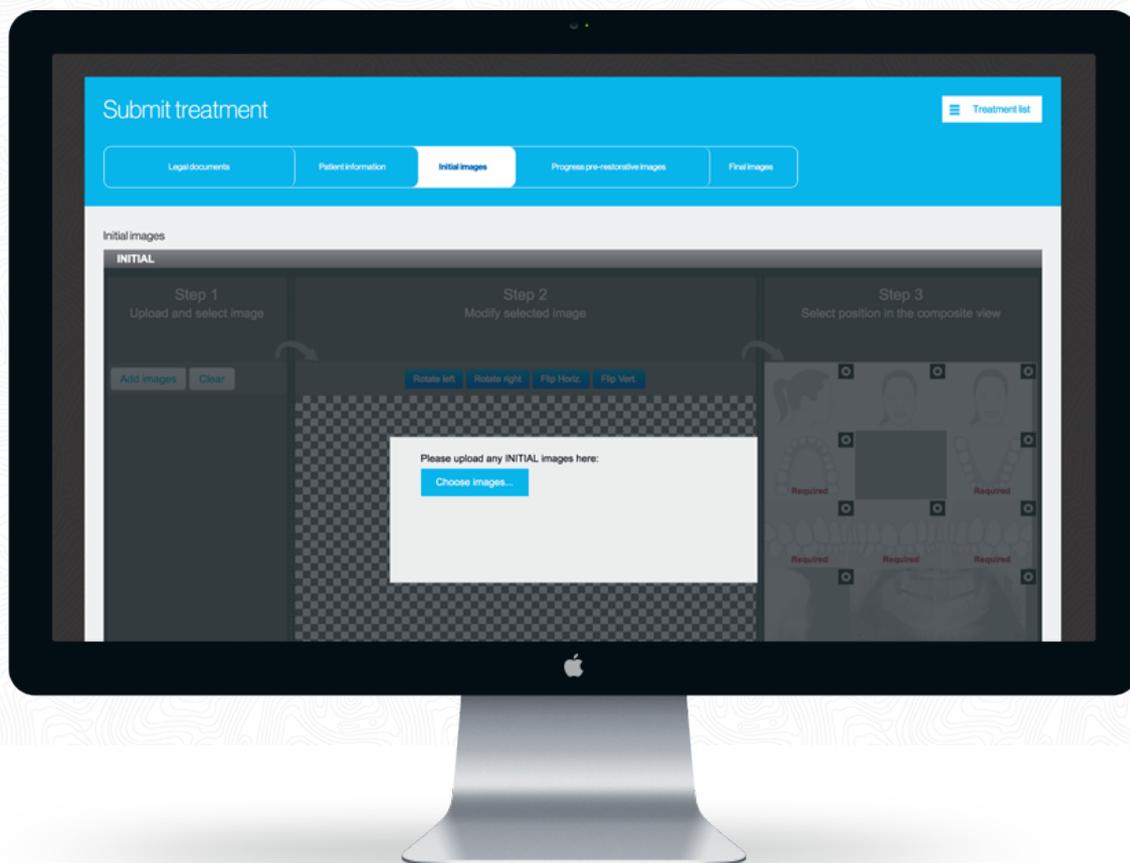
## 7. Patient information

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.



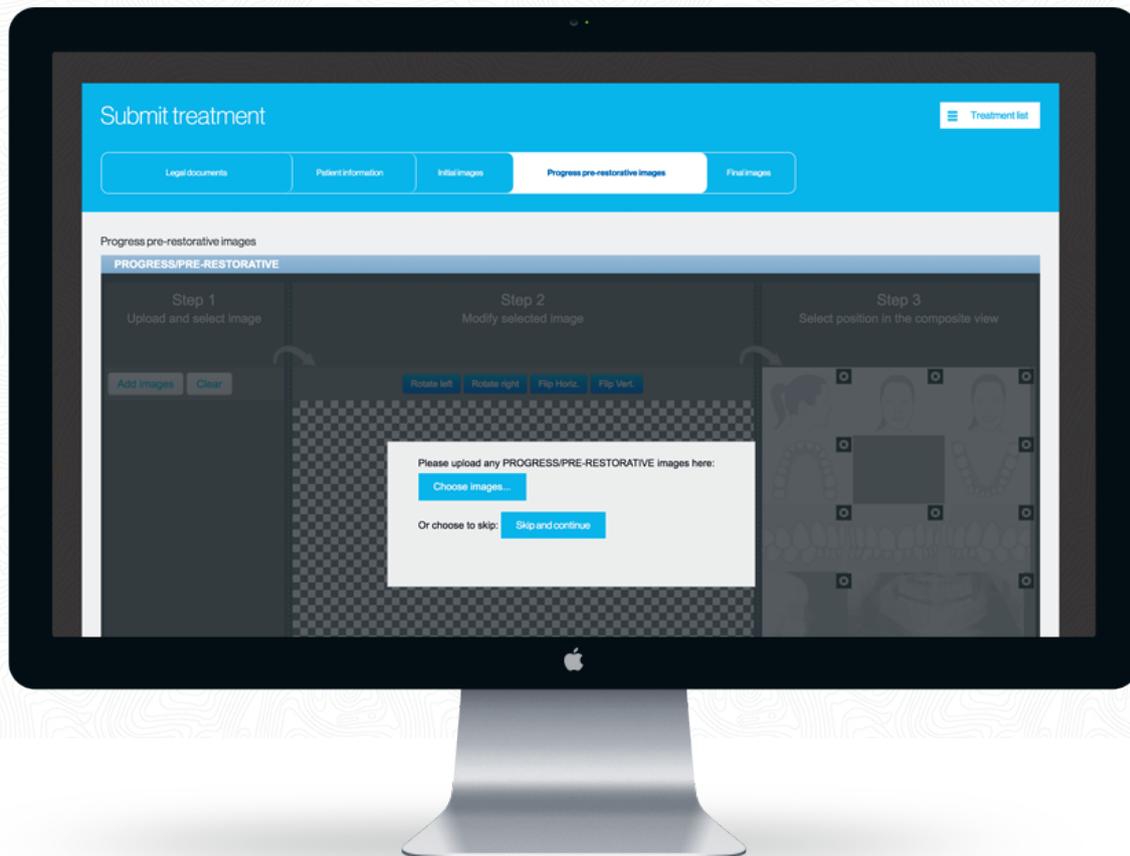
## 8. Initial images

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.



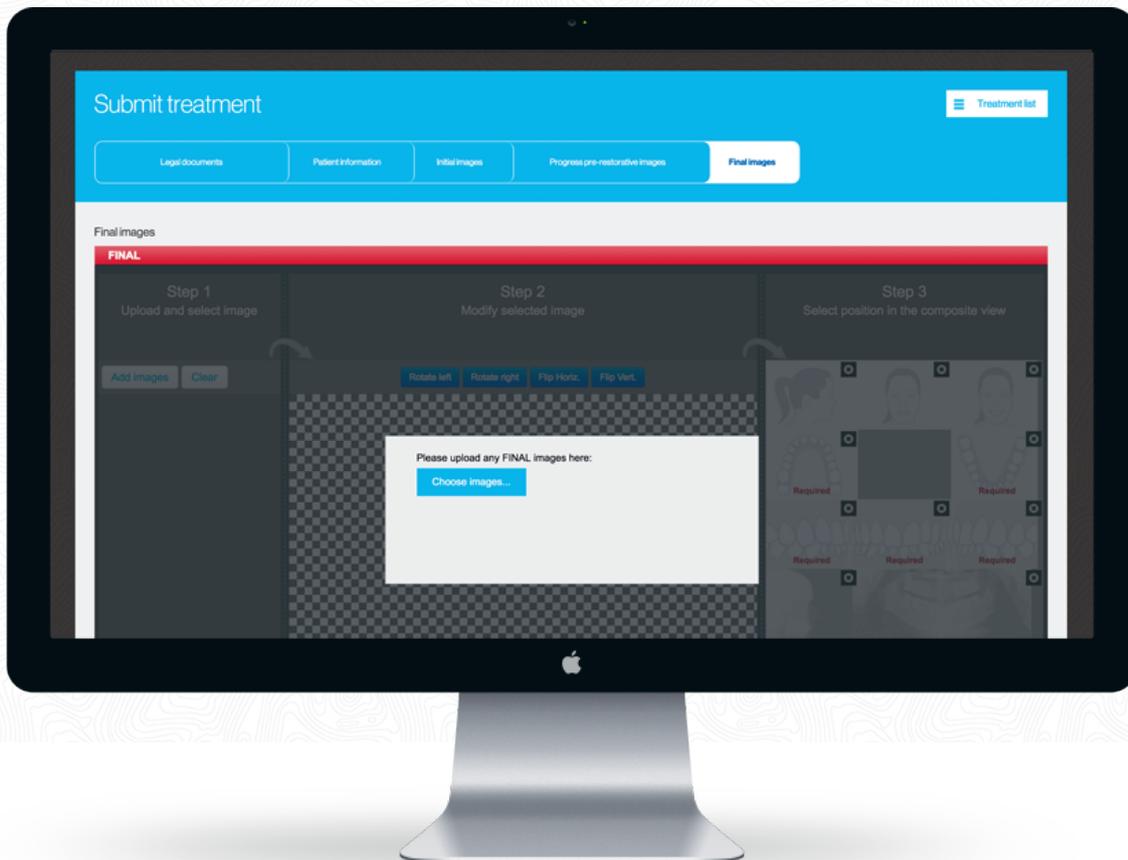
## 9. Progress pre-restorative images

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.



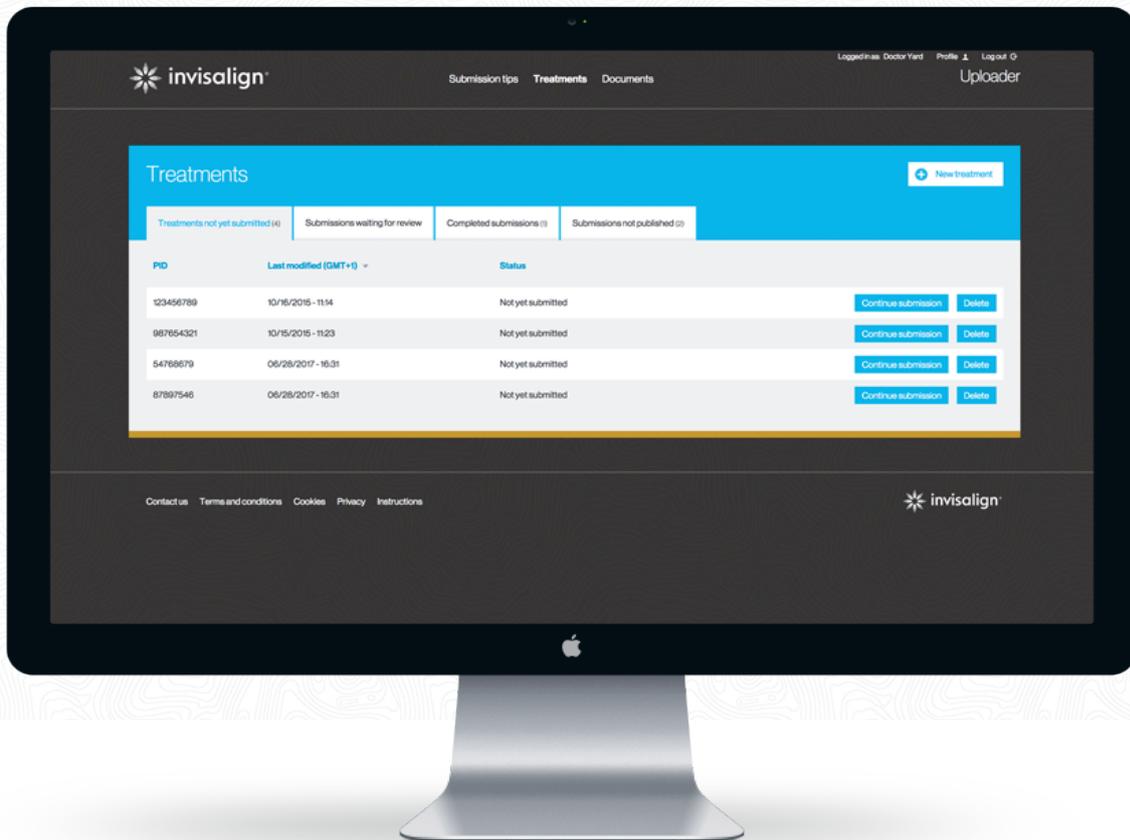
## 10. Final images

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.



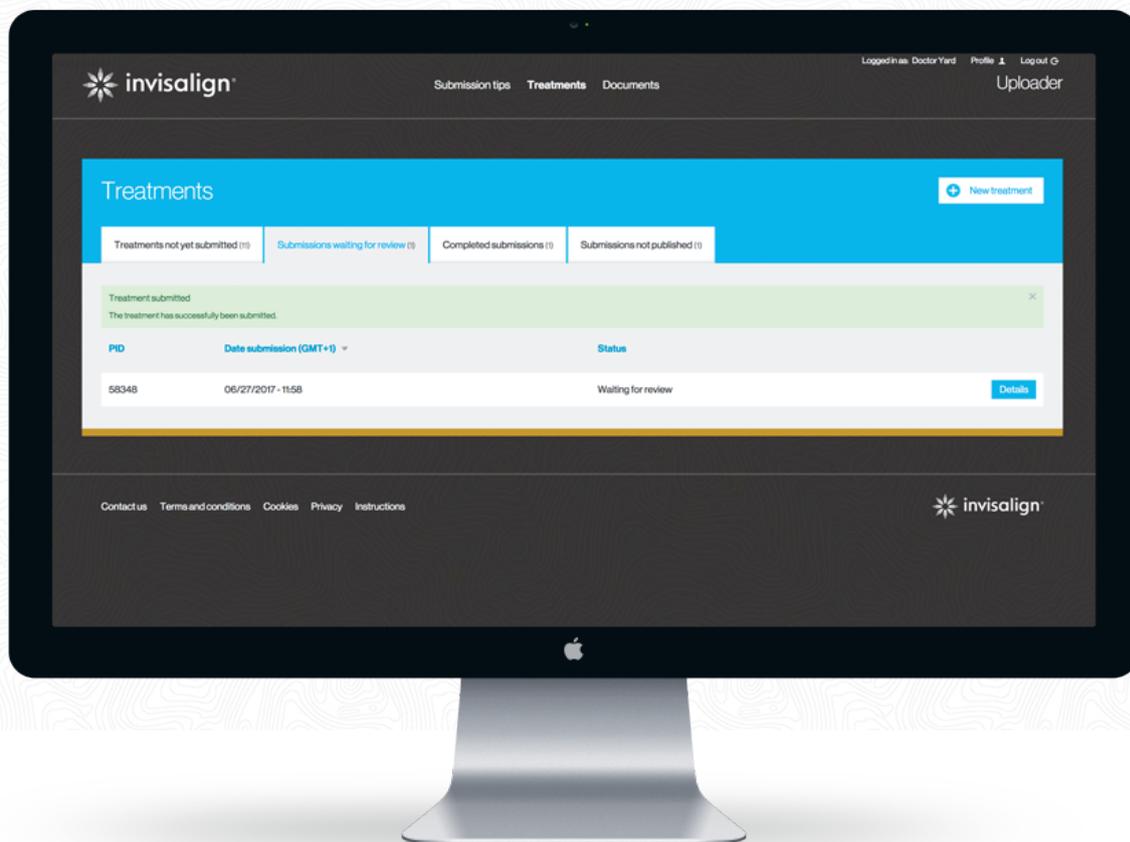
# 11. Treatments not yet submitted

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.



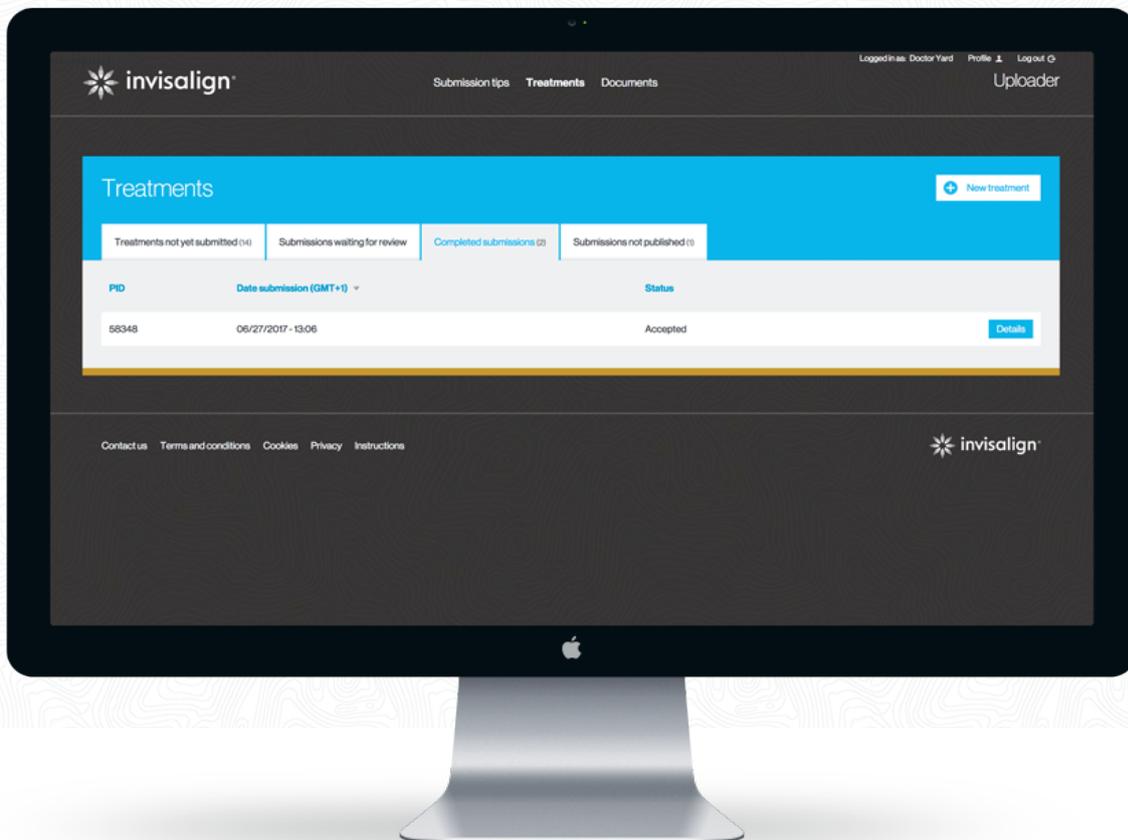
## 12. Submissions waiting for review

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

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For technical assistance, questions, or feedback concerning this site, please email:  
[GlobalinvisalignGallery@aligntech.com](mailto:GlobalinvisalignGallery@aligntech.com)