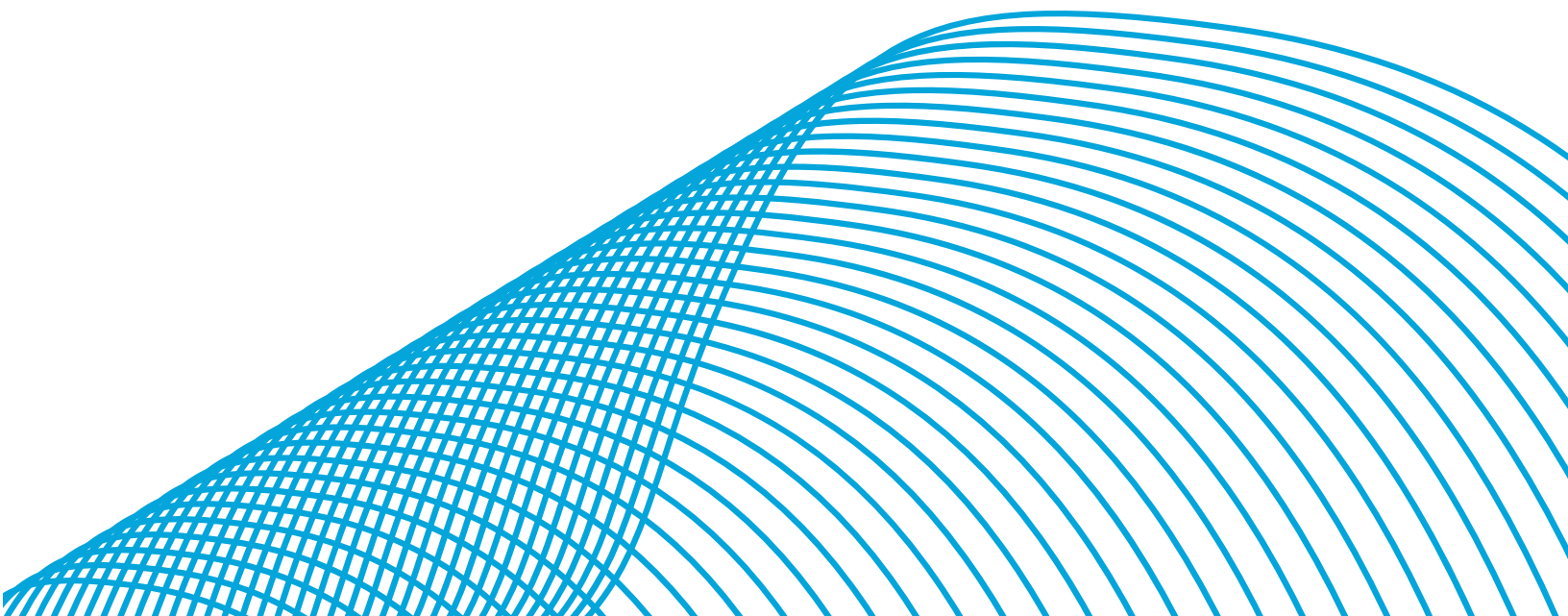




How to Submit a Treatment to the Gallery

A visual guide for using the Invisalign Treatment Uploader to submit treatments

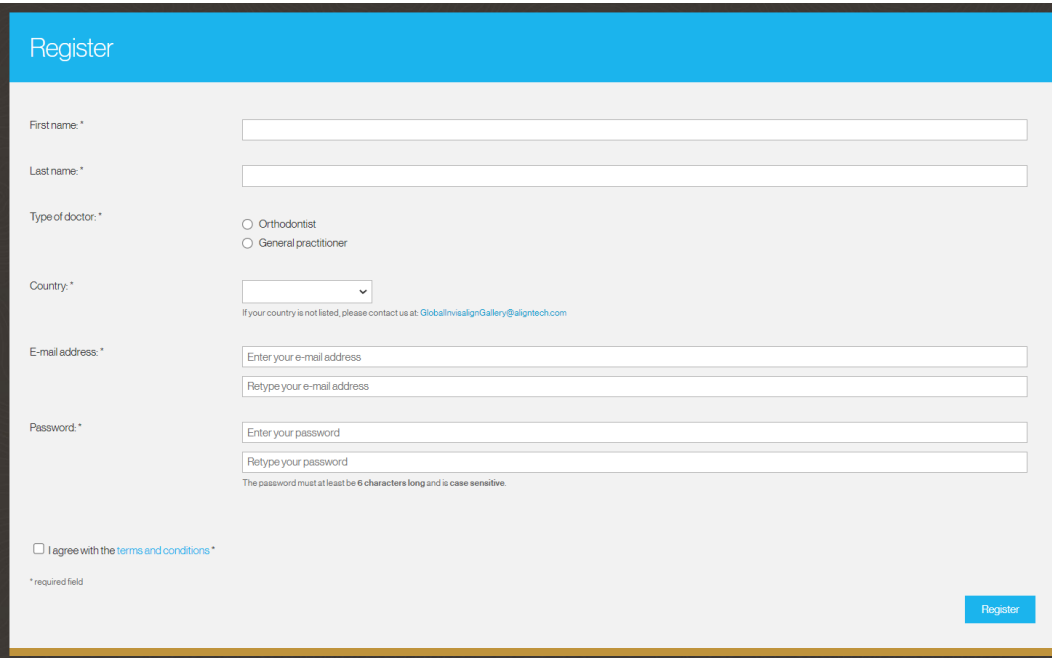


This document is a visual guide for using the Invisalign Treatment Uploader Tool. Via the Uploader Tool, you can submit a treatment for acceptance into the Global Invisalign Gallery. Please be aware that depending on your country, region, or program applicable to your submission, actual images and dashboards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

Registration

Prior to uploading treatment information, you will need to register and create an account in the uploader. This requires information such as your full name, Invisalign ClinID, country of practice and, most importantly, your email address. The email you provide is used for account activation, login, and system notifications.

1. Navigate to <https://submit.invisaligngallery.com/register> in your web browser.
2. Enter the requested personal information, including a personal password.

A screenshot of the 'Register' form on the Invisalign gallery submission website. The form has a blue header with the word 'Register' in white. Below the header, the form is divided into several sections. The first section contains 'First name' and 'Last name' text boxes. The second section is for 'Type of doctor', with radio buttons for 'Orthodontist' and 'General practitioner'. The third section is for 'Country', featuring a dropdown menu and a small note: 'If your country is not listed, please contact us at: GlobalInvisalignGallery@aligntech.com'. The fourth section is for 'E-mail address', with two text boxes for 'Enter your e-mail address' and 'Retype your e-mail address'. The fifth section is for 'Password', with two text boxes for 'Enter your password' and 'Retype your password', and a note: 'The password must at least be 6 characters long and is case sensitive.' At the bottom left, there is a checkbox labeled 'I agree with the terms and conditions' and a footnote '* required field'. A blue 'Register' button is located at the bottom right of the form.

3. Check the box to **Agree with the terms and conditions**.
4. Click **Register**.
5. Check your email for an activation message, which may be in your spam folder.
6. Open the email and click **Activate** to finish registration.
 - You will be redirected to an **Edit Profile** page where you should fill in additional personal information. Click **Save Changes** when you are finished.

Login

1. After activating your account and filling in the required additional information, you can log into the site any time at <https://submit.invisaligngallery.com/login>.

2. If you can't remember your password, click **Password lost?** at the bottom of the login page to send a reset email.

invisalign | iTero

Login Register Uploader

Login

E-mail address: *

Password: *

☒ Stay logged in

* required field

[Password lost?](#)

Login

Program Selection

Upon initial login, you will be prompted to select a program to which you want to submit your case.

1. Select from this list, which will display standard submission programs and any regional programs available for submissions.
2. Click **Confirm** when you've made your decision.

Welcome to the Align Case Submission site! *

Please select the program you would like to take part in below.

Thank you for your submissions!

Please select the correct program for the case you are submitting.

Select a program: *

- ☐ Align Global Gallery
- ☐ CW LMR group
- ☐ Invisalign First Case Collection
- ☐ Invisalign Go Gallery
- ☐ Project Predictability
- ☐ Restorative only cases (Non-orthodontic)

[Confirm](#)

* required field

Treatments Page

The Treatments page is the main dashboard for the site, which you can always access from the top navigation. Here, you will see several tabs related to your submissions and their status in the submission process. See your submissions that are not yet submitted, pending clinical review, completed, or not published by clicking the corresponding tab. Read more about what these mean below.

The screenshot shows the Invisalign iTero Treatments dashboard. The top navigation bar includes 'Program', 'Treatments', and 'Documents'. The 'Treatments' section has four tabs: 'Treatments not yet submitted (1)', 'Submissions pending clinical review', 'Completed submissions', and 'Submissions not published'. The first tab is selected and highlighted with a red box. Below the tabs is a table with columns for 'PID', 'Last modified (GMT+1)', and 'Status'. A single row is visible with the value '03/07/2019 - 12:18' under 'Last modified' and 'Not yet submitted' under 'Status'. A 'Continue submission' button is located to the right of the row.

Treatments not yet submitted

In this section, you will find the list of your treatments that are started, but not yet submitted. You have the options to either continue a submission or delete it.

Submissions pending clinical 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 needed. Should more information be required, you will receive an email to update the treatment and resubmit.

Once all the 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 consisting of private practice doctors. When your treatment is approved or the decision is made not to publish, you will be notified by an automated email.

Completed submissions

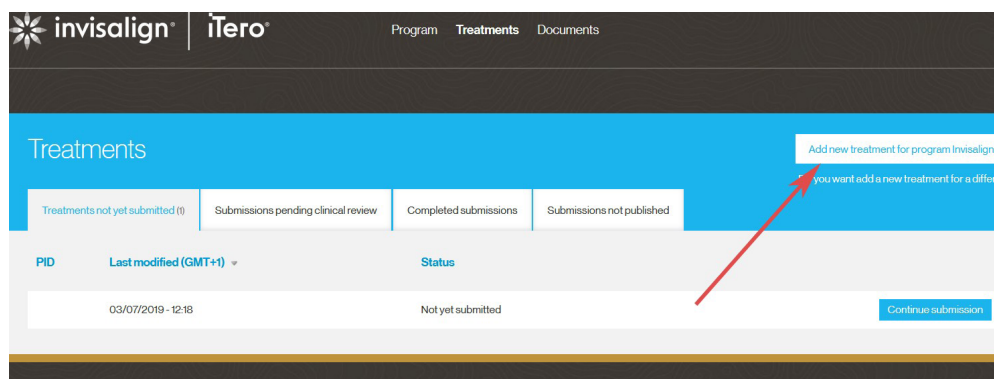
All submissions are added to the archive, including those that are not accepted. These treatments cannot be resubmitted. You are always able to view the history of accepted or declined treatments here, and only relevant data for this purpose is retained.

Begin a new Treatment Submission

Treatment submission is a multi-step process in which you will be required to upload documents, photos, and enter specific treatment information. Submissions are specific to certain programs, which you can view and select from the **Program** page (accessed via the top navigation). You can also download the required consent forms from the **Documents** section (also accessed via the top navigation).

These documents are also available for download in the **Legal Documents** step of the submission process. It is important to prepare the required consent forms and photos prior to submission. After each step, you can save your progress and complete it later.

1. From the **Treatments** page, click the **Add new treatment** button in the upper right corner.
 - This button will reflect the program you have currently selected. You can change the program you are submitting to by clicking **Do you want to add a new treatment for a different program?** below this button.



2. Read the **Submission Criteria** for your program and click **Continue** when you are done.
3. Progress through each of the other submission tabs (described in more detail below), filling in/uploading the required information.
 - Note that you can save your progress at the bottom of each tab.

Legal Documents

Before a treatment can be submitted, you will need to upload a signed **Patient Consent** and a signed **Doctor Consent** form. These documents can be downloaded on the **Documents** page or via the **Download empty forms** section on this tab. Program specific forms are also available for download.

Patient information

In the **Patient Information** section, you will be required to enter all relevant patient and treatment information. Asterisks* indicate required fields. Once done, proceed to the next step via the **Save Patient information & Continue** button at the bottom of the screen.

Document upload

Invisalign Patient ID Number (PID) *

Initial Scan code or ID

Final Scan code or ID

Download empty forms

[Patient informed consent and release](#)

[Doctor records use of authorization](#)

All forms must be fully completed and signed, for a treatment to be submitted.

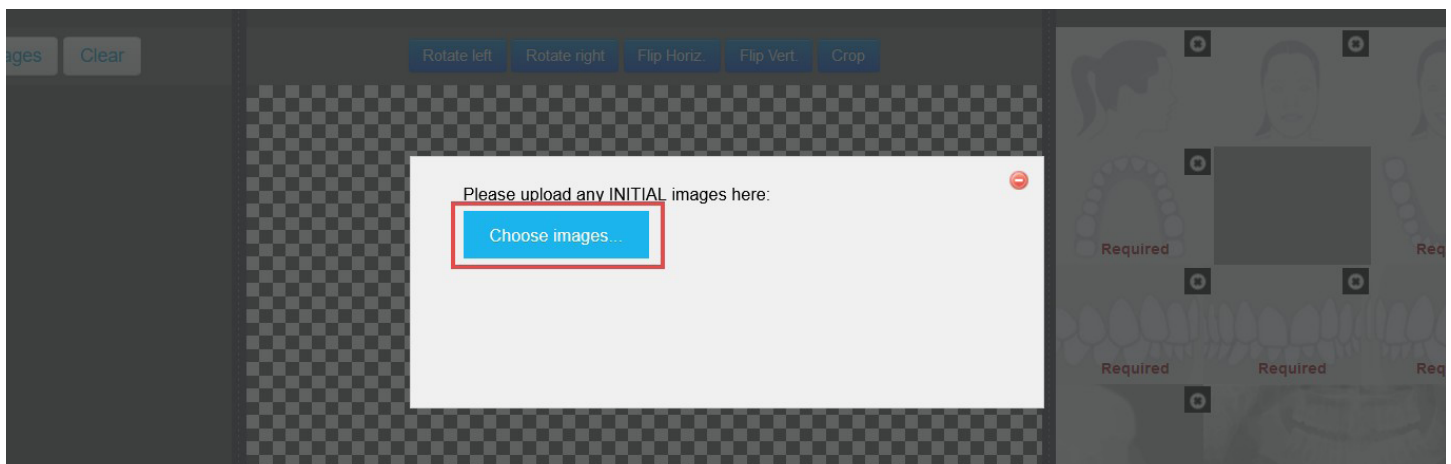
See Documents section for other PDF forms, Program documents

Invisalign Go Gallery

Initial Images

In this section you can upload the initial patient images.

1. Select the images from your local computer by clicking **Choose Images**.



2. Flip, rotate or crop the image as needed.
3. Assign the image to the appropriate image type (i.e. anterior view) either by dragging the image to the corresponding position in the composite view on the right or simply clicking the corresponding image type.
4. Repeat this process for the rest of the initial images.
5. Click **Save Initial Images & Continue** when you are done.

Progress/pre-restorative images

If you have relevant progress and/or pre-restorative images. Use the same process as you did for the initial images described above.

Final images

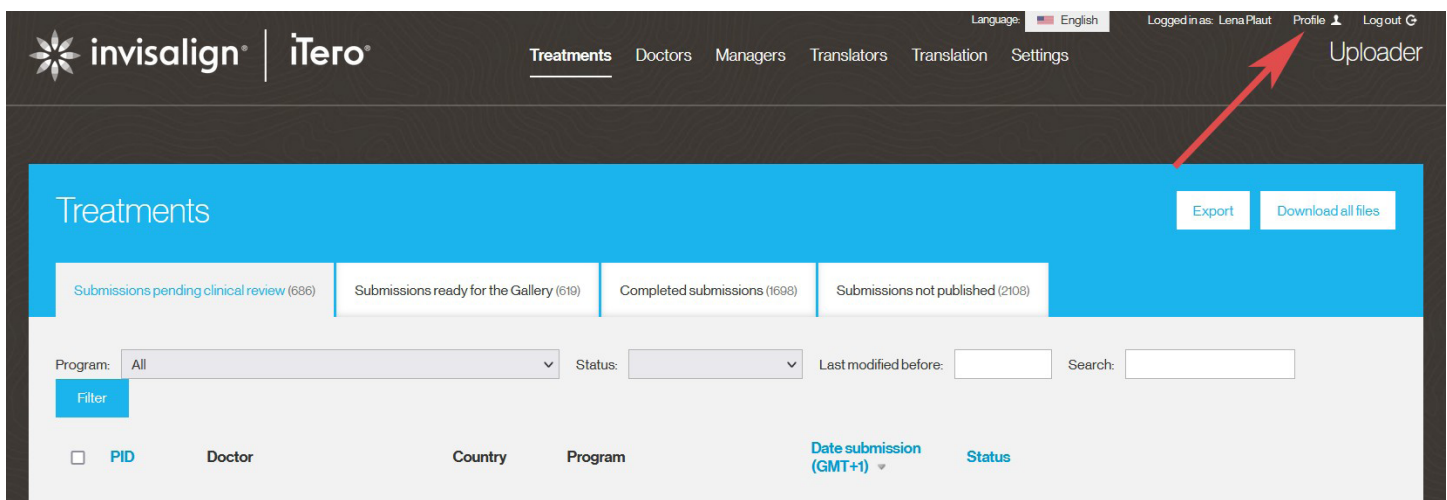
Please provide your final images in this section. The process is the same as the previous two sections.

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.

- Access your profile by clicking the link in the top right corner.



Contact us

For technical assistance, questions, or feedback concerning this site, please email: IntlInvisalignGallery@align-tech.com