

Access, Registration & Setup

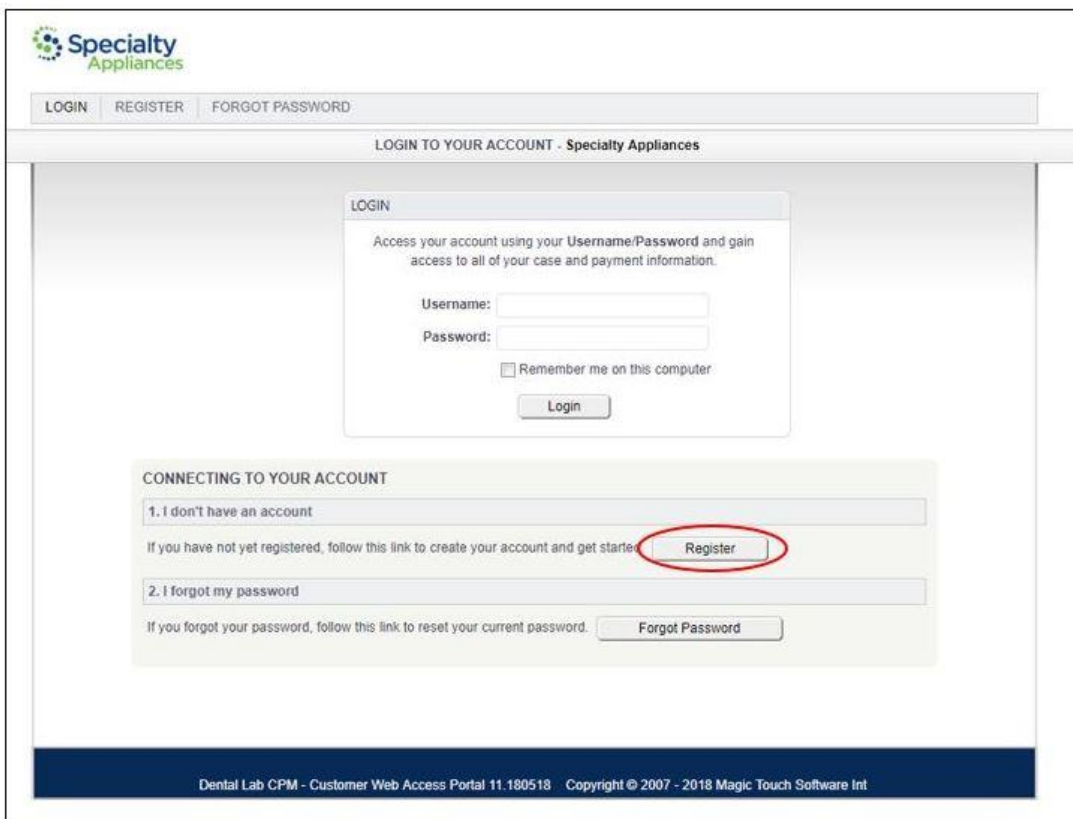
Accessing the Portal

- You may access the new portal by clicking the green "Submit a Case" option in the top-right corner of any page on the Specialty Appliances website.
- The URL address for the portal is <https://customer.specialtyappliances.com/login.aspx> and can be "Bookmarked" in your browser for quick access!

Registration

Portal registration is a one-time set up that must be completed before logging in for the first time.
*NOTE: In order to register, you must have an account established with Specialty Appliances. To establish an account, please complete the [New Account Form](#) and email it to NewAccounts@SpecialtyAppliances.com. We will then contact you to complete your account setup.

(1) Begin this process by selecting "Register" under the "I don't have an account" section on the login page.



The screenshot shows the Specialty Appliances login page. At the top left is the Specialty Appliances logo. Below it are three tabs: LOGIN, REGISTER, and FORGOT PASSWORD. The main heading is "LOGIN TO YOUR ACCOUNT - Specialty Appliances". The central area contains a "LOGIN" form with the following fields: "Username:" and "Password:" (both with input boxes), a checkbox for "Remember me on this computer", and a "Login" button. Below the login form is a section titled "CONNECTING TO YOUR ACCOUNT" with two options: "1. I don't have an account" and "2. I forgot my password". Under the first option, there is a "Register" button circled in red. Under the second option, there is a "Forgot Password" button. At the bottom of the page, a footer reads: "Dental Lab CPM - Customer Web Access Portal 11.180518 Copyright © 2007 - 2018 Magic Touch Software Int".



(2) In addition to creating a username and password that you'll use to log in, you will need to enter 3 additional pieces of information about your account with Specialty Appliances:

- **Account #:** You can find your account number at the top of any invoice or statement that you've received from Specialty Appliances:

 4905 Hammond Industrial Drive Cumming, GA 30041 1-800-522-4636 • 678-513-4408	Page 1 of 1	 4905 Hammond Industrial Drive Cumming, GA 30041 1-800-522-4636 • 678-513-4408	Invoice No: 6781740
	Statement of Account		Invoice Date: 05/24/18
Date: 05-31-2018	Account Number: 100179	PO#	Patient Name: test habit

- **E-mail Address & Office Phone:** Make sure that the e-mail address and office phone number added here match the information on file at Specialty Appliances for your account. If you are experiencing issues with this registration process, please contact Specialty Appliances customer service team to confirm that the correct information is being entered here.

Customer Service
1-800-522-4636
CustomerService@SpecialtyAppliances.com



Setup

Review Settings: Once registration is successfully completed, you will log in and on the home page, click "Account Settings."

-Information about your account including "**General Info**," "**Shipping Address**," "**Phone & E-mail**," and "**Billing Address**" will populate based on the information that we have on file for you. Please review the information on this screen, make any corrections necessary, and "Save Changes."