

Submitting a Case

(1) Once logged in to the portal, click the "Submit A Case" button.



(2) Complete the information in the following sections:

- Doctor Name
- Patient First & Last Name
- Requested Return Date
 - Date should be at least 1 day before the appointment date.
 - For more information on case scheduling, [click here!](#)
- Scanner Type
 - If scans are being sent to Specialty Appliances directly through the scanner, please specify the type of scanner used.
- Rx Submission Method
 - Rush Shipping (if applicable)
- General Comments
- Shipping Address
 - If an alternate shipping address is needed, click "Change" on the right-hand side and select the correct address from the list of addresses we have on file.
 - If there is a need to add a new address, please contact our customer service department to have that added.

SUBMIT CASE

GENERAL INSTRUCTIONS

Case Type New Case

Doctor's Name

Patient First Name

Patient Last Name

Requested Return Date

Submission Date

RX Submission Method

Scanner

Rush *Approval to Charge Express Shipping. (If selecting a date prior to 10 business days)*

General Comments

Shipping Address Full Name: Dr. Zaney Zwarty [Change](#)

Address: 123 New Colonial Drive,

City: Waco - State: TX - Zip Code: 76701 - Country: US

Cases Submitted after 4:00 PM EST will be processed on the following business day.

[Click Here For New Rx Sheets!](#)

- (3) Once all case information has been entered, the next step is to upload the corresponding digital Rx and any supporting images, scans, etc.
- NOTE: Please be sure that the file type selected matches the actual files being uploaded.


[Click Here For New Rx Sheets!](#)

Model Scan

Digital Impression

Design

Photos & Attachments



Notes:

- (4) Lastly, authorize and sign the case by clicking the signature check box and select "Submit Case" to send the case to Specialty Appliances!

This case is authorized and signed by Doctor: Dr. Zaney Zwarty