

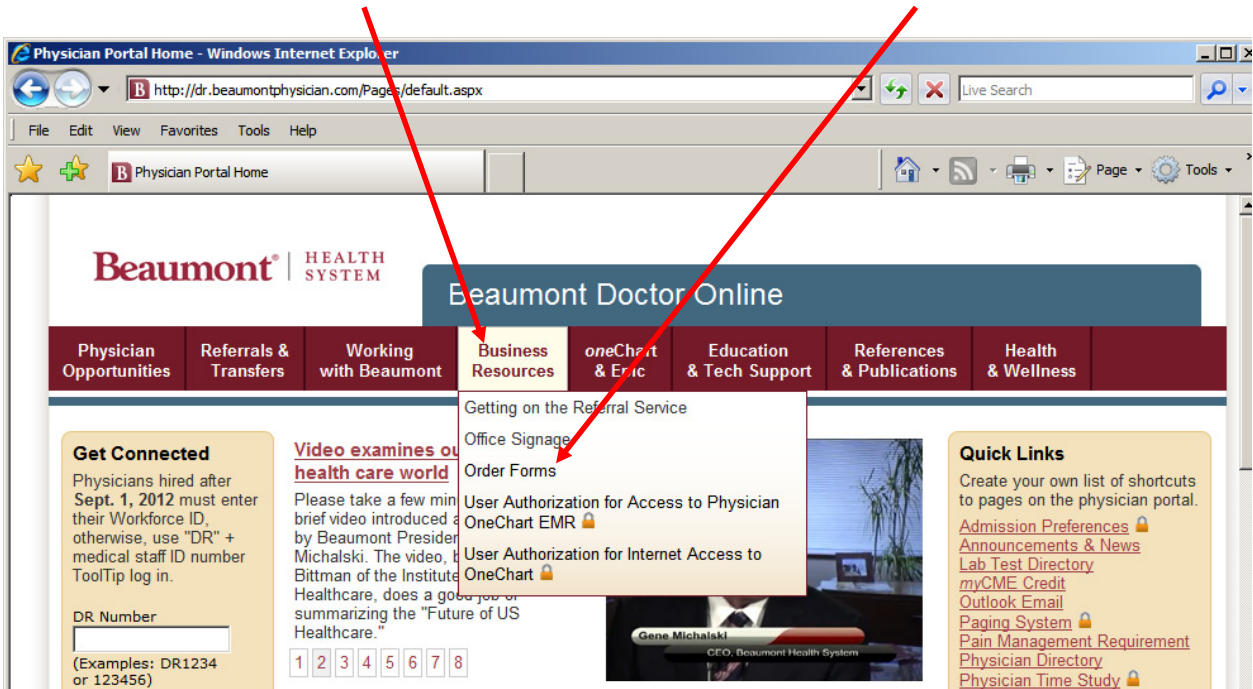
# myBeaumontChart Brochure Ordering Process (for Customers seeking additional Promotional Materials)

**Step 1:** From any web browser (ie: Internet Explorer): Type [beaumontphysicians.com](http://beaumontphysicians.com) in the address bar. The following screen will display:

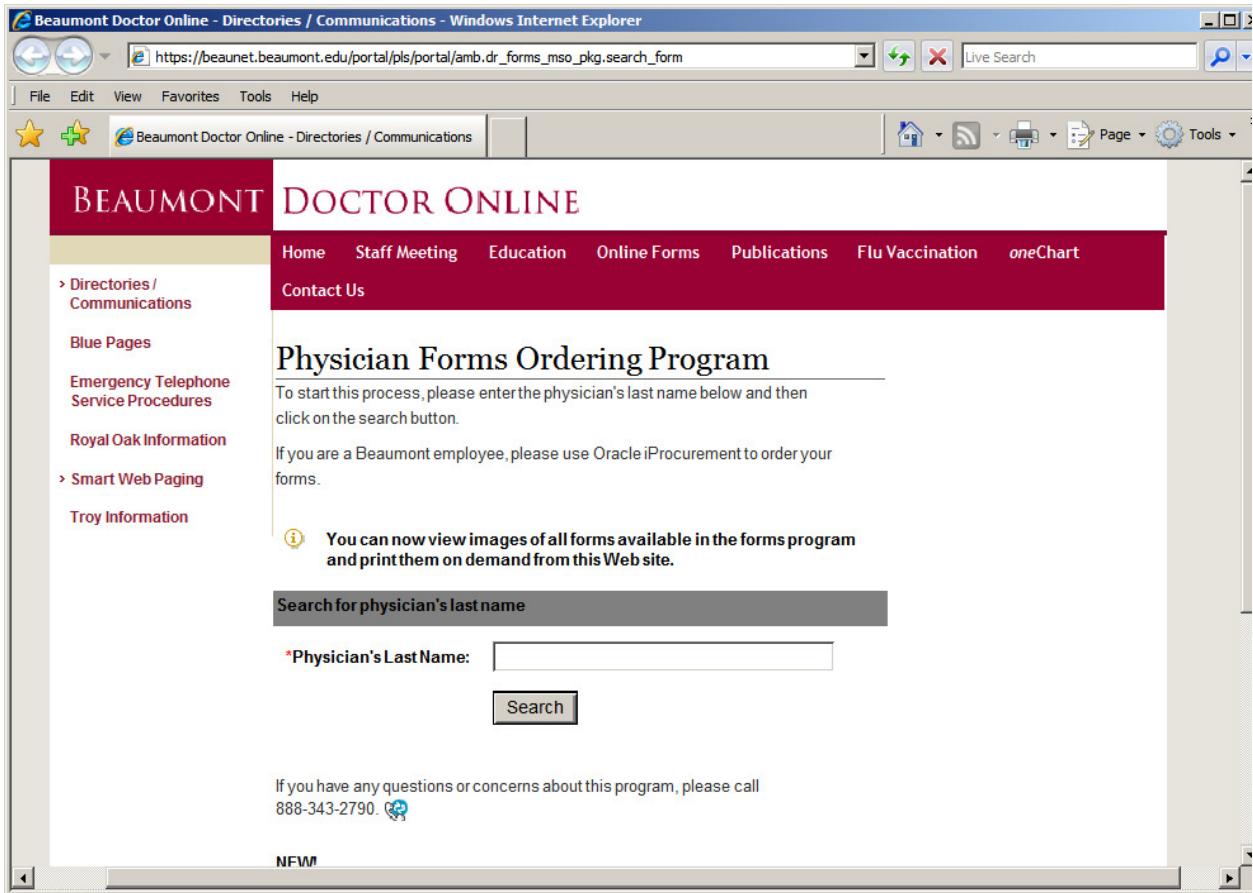
(the web-address will change to <http://dr.beaumontphysician.com/Pages/default.aspx>)



**Step 2:** Click the **Business Resources** Header option, then click the **Order Forms** option

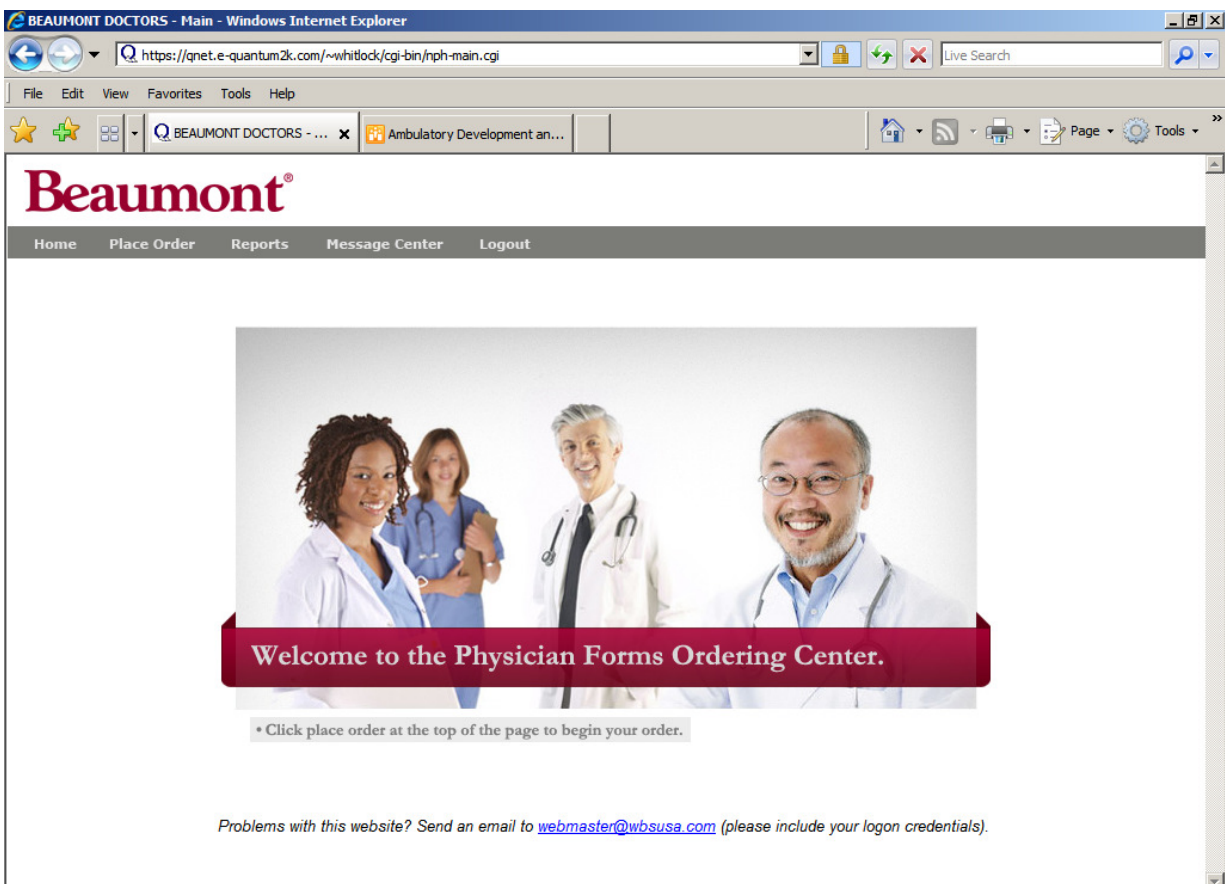


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Step 3: Type the Physician's last name in the search field, and click 'Search' button

Step 4: Click "select office" hyperlink (the Physician Form Ordering Center page will appear)



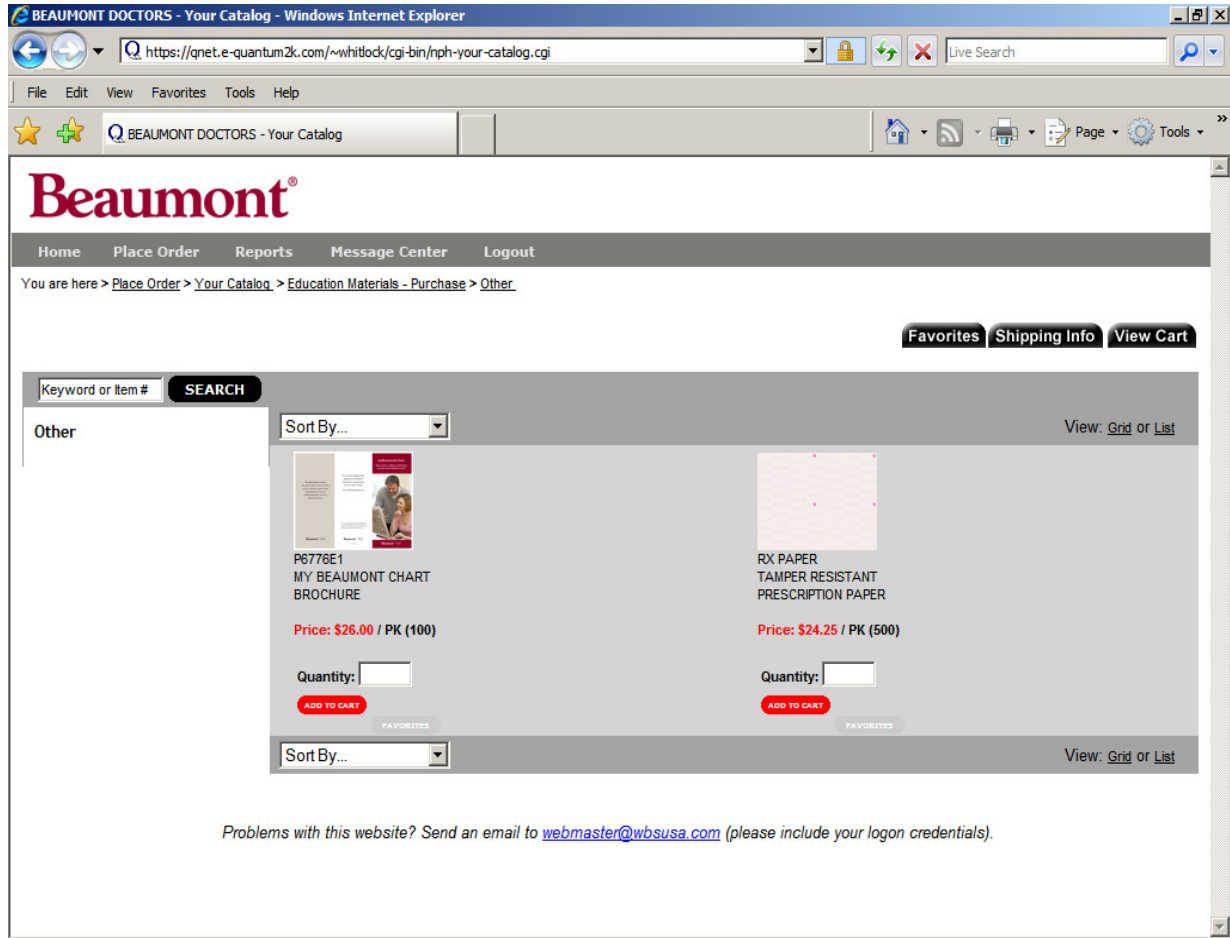
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Step 5: Click “Place Order”

Step 6: Click on the 2<sup>nd</sup> bullet titled “Educational Materials to Purchase”

Step 7: Click the 1<sup>st</sup> bullet titled “Other” and the brochure will be the first item displayed.

*Note:* A thumbnail of the attached PDF file will show, along with the form #P6776e1, & the cost.  
To search by Keyword, type My Beaumont Chart, using spaces between words.



Step 8: Complete the ordering process by entering the quantity, and click “Add To Cart” button.

*Note:* Verify the items in your Cart, and the Shipping Address by clicking the tabs on the top right.