*my*BeaumontChart Brochure Ordering Process (for Customers seeking additional Promotional Materials)

<u>Step 1:</u> From any web browser (ie: Internet Explorer): Type <u>beaumontphysicians.com</u> 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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Get Connected Physicians hired after Sept. 1, 2012 must enter their Workforce ID, otherwise, use "DR" + medical staff ID number TooITip log in. DR Number (Examples: DR1234 or 123456)	Video examines or health care world Please take a few min brief video introduced by Beaumont Preside Michalski. The video, 1 Bittman of the Institut Healthcare, does a go summarizing the "Futt Healthcare."	Getting on the Office Signage Order Forms User Authoriza OneChart EMR User Authoriza OneChart User Jour of User Jour of Us	Referral Servic	t Access to	System	Quick Links Create your own I to pages on the p Admission Prefers Announcements & Lab Test Director myCME Credit Outlook Email Paging System Pain Managemen Physician Directo Physician Time S	ist of shortcuts hysician portal. ences & News & News & t t t t t t t t t t t t t t t t t t

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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 2nd bullet titled "Educational Materials to Purchase"

Step 7: Click the 1st bullet titled "Other" and the brochure will be the first item displayed.

<u>Note</u>: A thumbnail of the attached PDF file will show, along with the form #P6776e1, & the cost.





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.