

# Step BY Step

## PATIENT ORDERING INSTRUCTIONS

The Center for Functional Medicine

1001 High Ridge Rd

Stamford, CT 06905

Customer Service: 800-842-0924

Website: [www.patientservices.com](http://www.patientservices.com)

Registration Code: EVA203-01

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### Step One

#### REGISTER AND LOG IN: New and Returning Patients

Right click on the website address above, open the link in another tab or window and follow the below directions.

##### New User:

1. Register as a New Patient by putting in the above **Registration Code** under **REGISTER**.
2. Fill in all the necessary information requested for proper registration. Click **Complete Registration** *\*\*Note: Post Office Boxes cannot be accepted as the Shipping Address.*

##### Returning User:

1. Fill in your **Email Address** and **Password** under **LOGIN**

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### Step Two

#### BROWSE AND SELECT PRODUCTS

There are two ways to order:

##### Order:

1. Upon your initial registration you will be directed to the **Main Page**. Under the **Shop Now** tab click **Quick Order**. This will bring up the quick order form where you can start your order.
2. Select the products you would like to order, and type in the quantity in the right-hand column. Then click **Add to Cart**. This will take you to the shopping cart.
3. Confirm that your order is correct by clicking on **Proceed to Secure Checkout**

##### Browse Products:

1. Click on the **Shop Now** tab. You may browse products by the name of the product, health condition or ingredient. Select the item by clicking **Add to Cart**. A box will drop down and give you the option to **Continue Shopping** or **Checkout**. Make your choice and proceed.
2. When you are ready to check out, click on the **Shopping Cart Icon** in the upper right of the screen.
3. Confirm that your order is correct by clicking on **Proceed to Secure Checkout**

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### Step Three

#### CONFIRM YOUR SHIPPING & BILLING INFORMATION:

1. Step 1: Shipping Address: Confirm shipping information is correct or enter an alternate shipping address here
2. Step 2: Payment: Add New Credit Card or Use Credit Card on File \*\* and check box for Credit Card Policy Terms
3. Step 3: credit card billing address
4. After reviewing the order details carefully, click **Submit Order**
5. The Order Confirmation page will be displayed and you will be given an option to print your order. A copy of your order will also be emailed to you.
6. Your products will ship FedEx ground to your specified address. All products are shipped the same day if your order is received by 3:00PM CST, Monday through Friday. **Please note we are not open on weekends.**