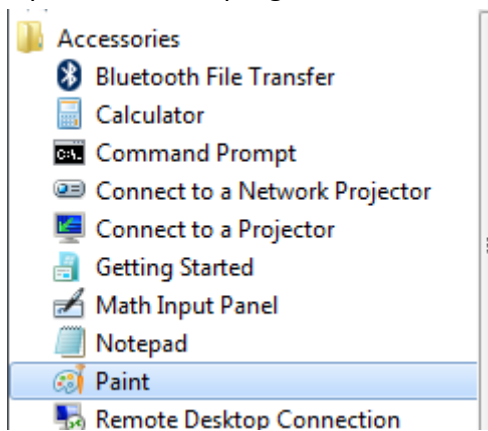


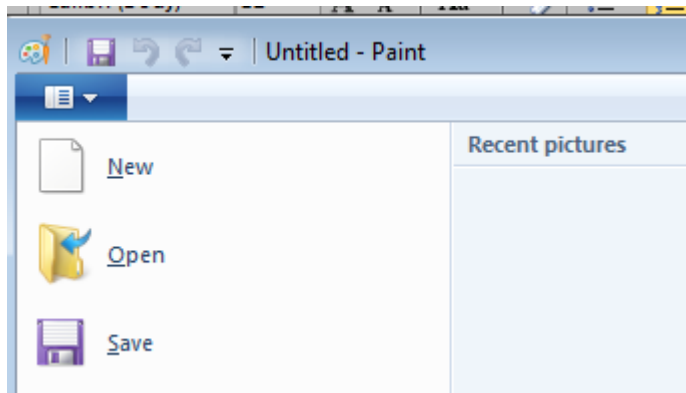
Adding Physician Signature Quick Reference

The physician signature must be uploaded to have the signature on file in OrderSmart.

1. To get the signature on your compute
 - a. Scan the signature into the computer or
 - b. Take a pic of the signature and email it to yourself and save it to the computer
2. Open the PAINT program under Start menu, accessories

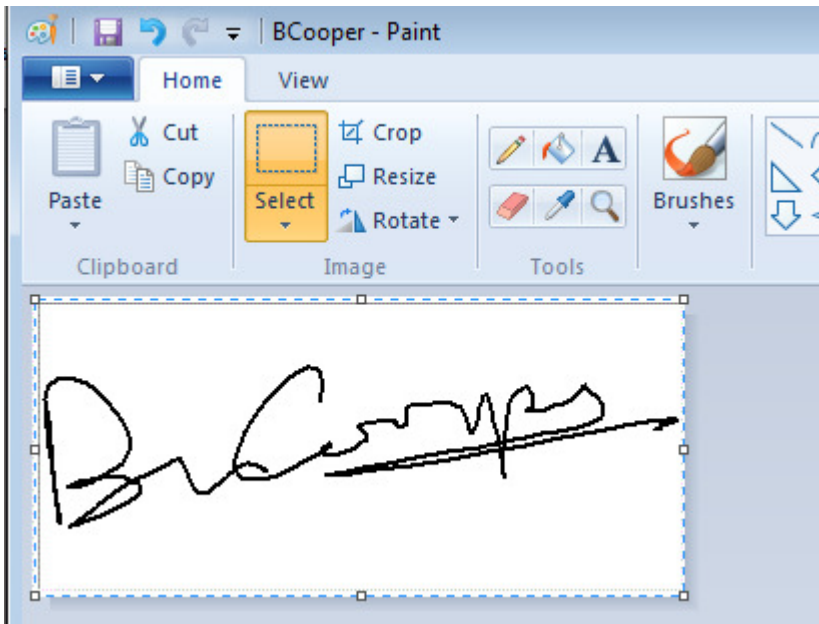


3. Open the dropdown menu to OPEN



4. Open the document with the signature on it.

5. Use the select button and draw a box around the signature



6. Save as drname.jpg (ex: bcampo.jpg)
7. Log into OrderSmart
a. Click Office set up
b. Click Physicians name
c. Browse and attach saved signature jpg

Signature :

- d. Save
8. Go out, then back into the physicians name and you should see the signature

[change Password](#)



9. Set up the Physician User Name and Password
10. The Physician will be required to login, change his password and check/accept the terms of the application.