

## Registering for an OrthoView Account on the Website [www.myorthoview.com](http://www.myorthoview.com)

### Getting access to the OrthoView Customer area on the Web

OrthoView customers have unlimited access to the entire template library. The initial installation does not contain any templates; hence new customers must download all required templates. Please register one single master account for the OrthoView installation.

To obtain the orthopaedic templates the customer must first have a registered account on the OrthoView<sup>TM</sup> templates website. The customer must use this to login and request the templates they require.

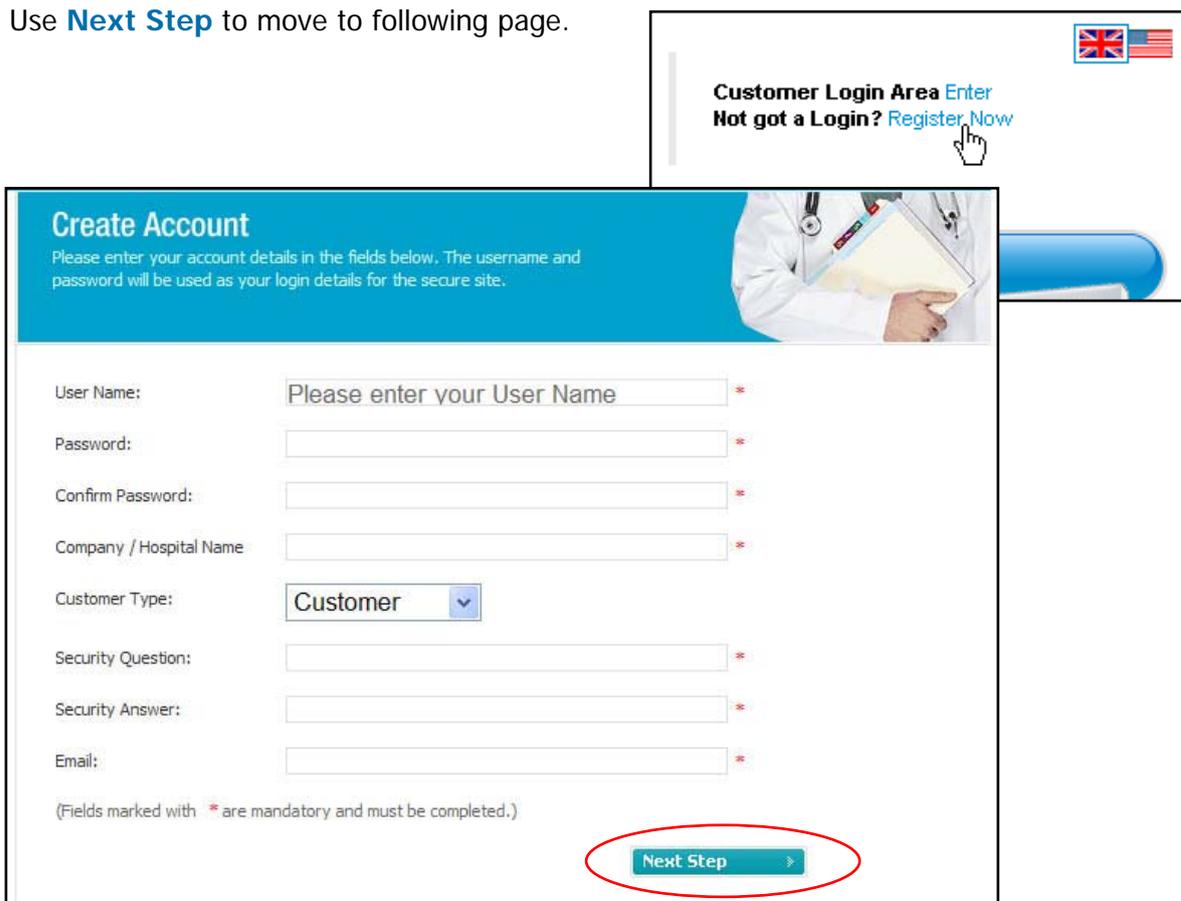
Follow the procedure below to create the user account:

1. Go to the OrthoView Templates website [www.myorthoview.com](http://www.myorthoview.com) and select 

OR

Go to the OrthoView website [www.orthoview.com](http://www.orthoview.com) select the **Register Now** link and enter all the requested details for the hospital. Ensure you remember your username and password as you will need these to login to your account in the future.

Use **Next Step** to move to following page.



**Create Account**  
Please enter your account details in the fields below. The username and password will be used as your login details for the secure site.

User Name:  \*

Password:  \*

Confirm Password:  \*

Company / Hospital Name:  \*

Customer Type:  ▼

Security Question:  \*

Security Answer:  \*

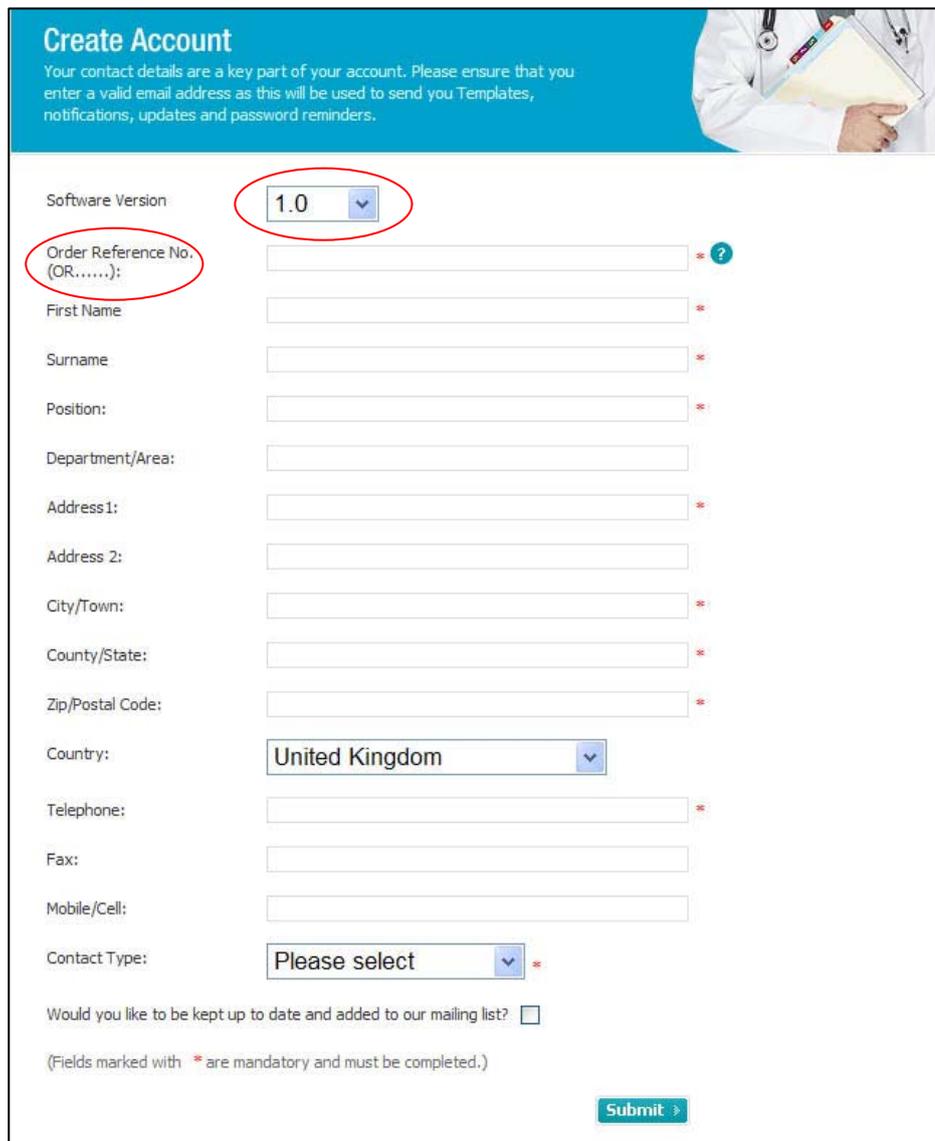
Email:  \*

(Fields marked with \* are mandatory and must be completed.)

**Next Step** >

2. The first field on Page 2 of the registration form is **Software Version**. Select from the drop down box the version number of OrthoView that you have installed. This will mean only templates that will work with that version will be shown when selecting templates. It is important to select the correct version as installing templates that do not work with your version will create errors. If unknown, check in **OrthoView Help Menu > About...**

3. In the field **Order Reference Number** circled in red, enter the unique order reference code sent to you with your OrthoView™ license, temporary or permanent, it is a number similar to this OR123-12345678. If you do not use a valid OR Number it is unlikely that your account will be approved. In this case, contact [support@orthoview.com](mailto:support@orthoview.com)



**Create Account**

Your contact details are a key part of your account. Please ensure that you enter a valid email address as this will be used to send you Templates, notifications, updates and password reminders.

Software Version: 1.0

Order Reference No. (OR.....):

First Name:

Surname:

Position:

Department/Area:

Address 1:

Address 2:

City/Town:

County/State:

Zip/Postal Code:

Country: United Kingdom

Telephone:

Fax:

Mobile/Cell:

Contact Type: Please select

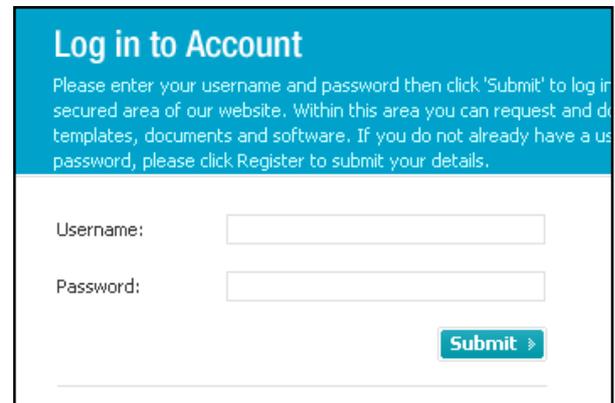
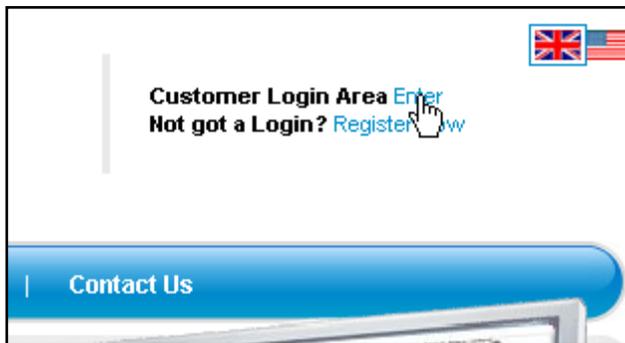
Would you like to be kept up to date and added to our mailing list?

(Fields marked with \* are mandatory and must be completed.)

**Submit**

4. Complete the remaining fields accurately and **Submit**. On receipt of the registration information, OrthoView™ will authorize the account and send an E-mail to the valid nominated E-mail address confirming the account has been authorized. This will be done **no** later than close of business on the next working day following the registration.
5. Once you are notified the account is approved, login to this account with your username and password and request the templates required. Upon request OrthoView™ will make any released templates immediately available for download in a zipped file format or send them to the user by E-mail. Any requested templates not immediately available will be added to the website as they are released and an email sent to anyone previously requesting the template.
6. From time to time and by arrangement only, software and documentation may also be made available for you to download from your account.

7. To download templates, log on via either [www.myorthoview.com](http://www.myorthoview.com) or [www.orthoview.com](http://www.orthoview.com) and follow the on screen instructions. A summary is shown in the **Further Information** document **How to Create and Update your Template Library**. See screenshot below.



8. This will give you access to the following screen to request and download **Templates**, edit **My Account** and access **Tutorials** or **Training Guides**.

