1. Go to the Excel Orthodontics, Inc. website at
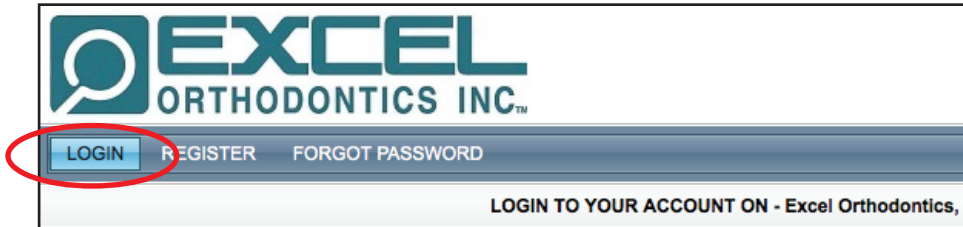   https://myaccount.excelorthodontics.com.

   Note: Orthoviewer (a free software) must be installed in order to view digital files.
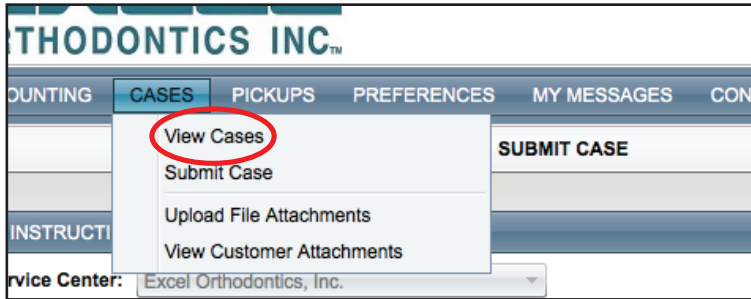
2. Select "Login" from the menu.

3. Enter User Name and Password.
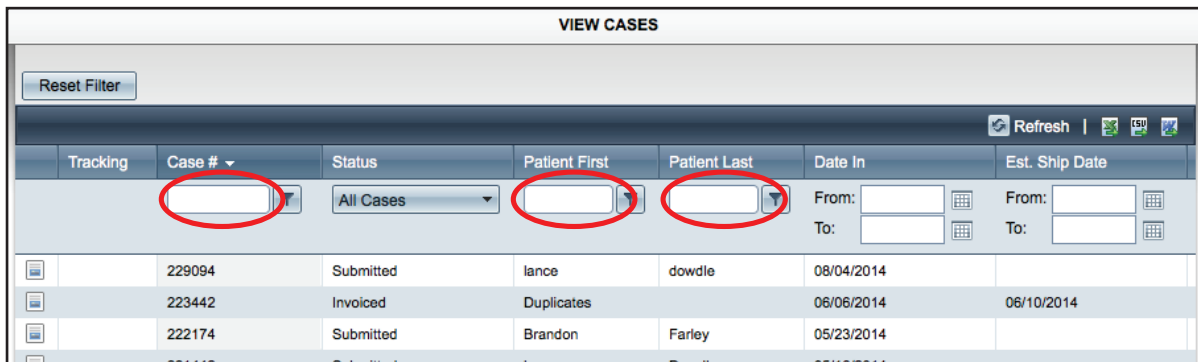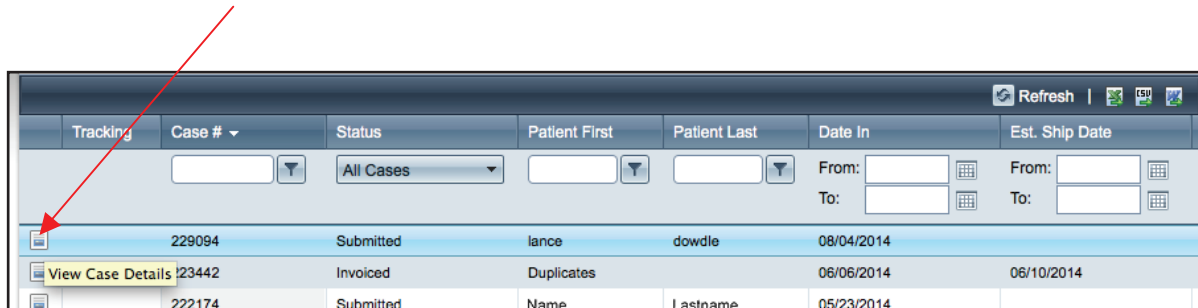

4. Select "Cases" from the menu.

5. Select "View Cases" from the drop down menu.

6. The "View Cases" screen will appear. Search for your case by entering the case number or patient first or last name in the appropriate field.

7. Press "Enter."

8. Click on the "View Case Details" icon.

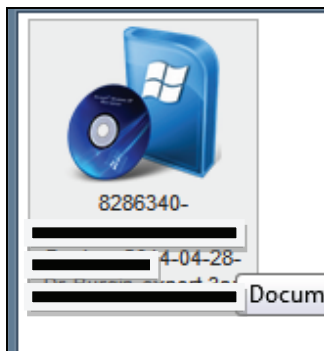9. The "Invoice Details" screen will appear. Click on "View 1 Attached File."

10. Click on the case file icon.

11. Follow the instructions on your screen in order to open the site (instructions will differ from operating system to system).

12. View digital file.