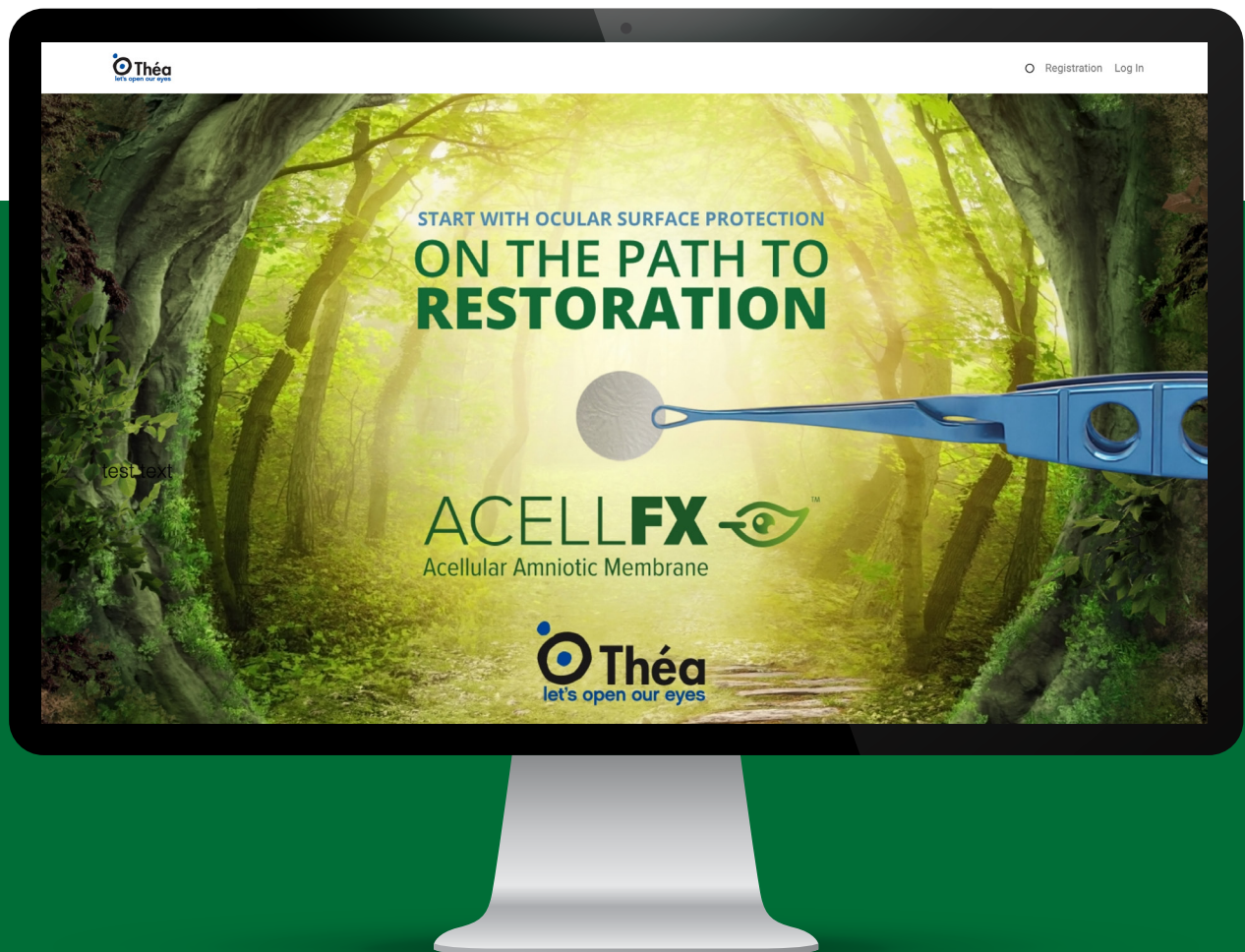




AcellFX ECommerce Step-by-Step Portal Guide



<https://order.theapharmainc.com>

Table of Contents

The objective of this guide is to provide general information on navigating the AcellFx Ecommerce Portal. All website screens may not be included in this guide.

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<https://order.theapharmainc.com>



Customer Service:

Email: Customer.Service@theapharma.com | **Fax:** 414.501.3136 | **Phone:** 833.838.4028

Home Screen

Registration

The screenshot shows the Théa website home screen. At the top left is the Théa logo with the tagline "let's open our eyes". At the top right, the "Registration" and "Log In" links are circled in green. The main banner features a forest scene with a blue surgical instrument holding a circular object. Text on the banner includes "START WITH OCULAR SURFACE PROTECTION", "ON THE PATH TO RESTORATION", "ACELLFX™ Acellular Amniotic Membrane", and the Théa logo. Below the banner, a "Registration" section contains a paragraph and a "Register" button. At the bottom, a contact form is visible with fields for Name, E-mail, Phone, and a Message box, along with a "SUBMIT" button. A green arrow points from the "Have a Question?" text to the "SUBMIT" button.

Registration Log In

START WITH OCULAR SURFACE PROTECTION
ON THE PATH TO RESTORATION

ACELLFX™
Acellular Amniotic Membrane

Théa
let's open our eyes

Registration

To REGISTER for this site, please use this link or click on the REGISTRATION link located on the top navigation.

Register

Théa
let's open our eyes

303 WYMAN STREET, SUITE 205
WALTHAM, MA 02451
EMAIL: customer.service@theapharma.com
TEL: 833-838-4028
PRC-AFX-1830-v1

Name: *
E-mail: *
Phone: *
Message: *

Please provide inquiry details and facility name, city, state and DEA (if available). Thank you.

Enter the phone number in USA phone format

SUBMIT

Contact Support at 833-838-4028
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Have a Question?
Fill out all required fields
and click **SUBMIT**.

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How to Create a New Account

Step 1:

Click **registration**.

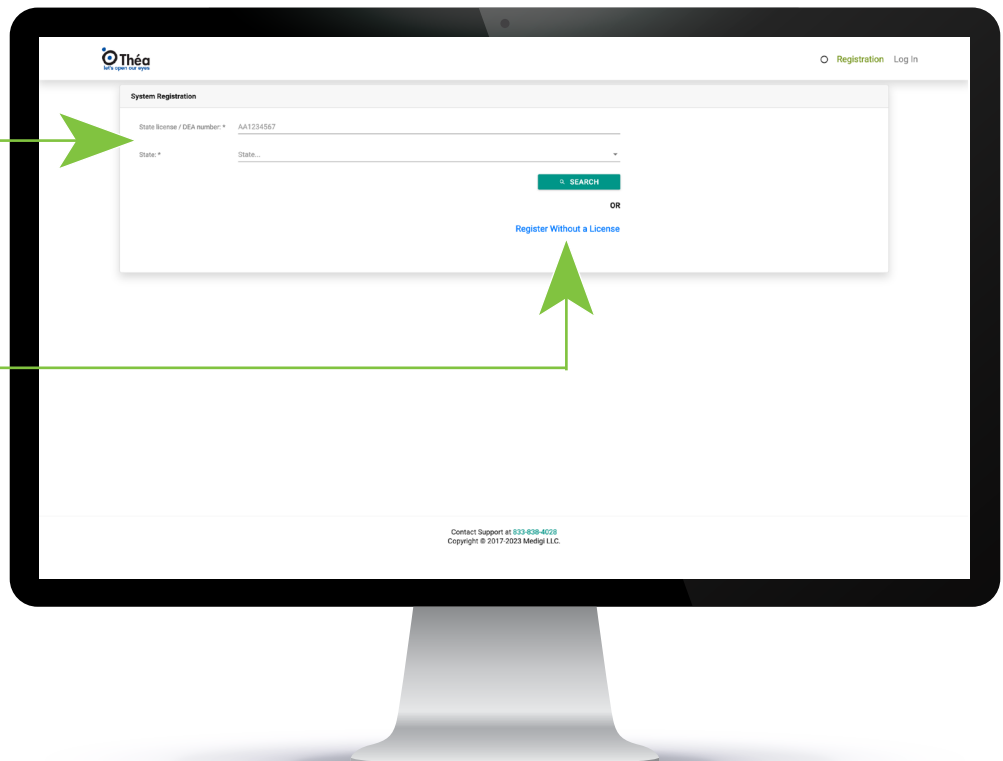


Step 2:

To start the registration process, **either enter the state license and use state drop down to choose state name.**

Or

If you prefer to register without a state license, click "Register Without a License" to start your registration.



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How to Register

Fill out all required fields, agree to terms and click **SUBMIT**.

The screenshot shows the 'System Registration' form for Thea. The form is divided into several sections: User Information, Company Information, Delivery Address, Billing Address, Sales Representatives, License Information, and License Upload. Green arrows point to required fields marked with an asterisk (*). The 'SUBMIT' button is circled in green. A green line connects the text 'Fill out all required fields' to the arrows. Another green line connects the text 'agree to terms' to the 'I Agree to the Terms' radio button. A third green line connects the text 'click SUBMIT' to the 'SUBMIT' button.

System Registration

User Information

E-mail: *

Password (Min. 8, with upper, lower, number and special): *

Confirm Password: *

First name: * Last name: *

Job Title:

Phone: * Extension:

Enter the phone

Billing Address

☐ Same as delivery address

Address: *

Address line 2:

Address line 3:

City: *

State: * Zip: *

Company Information

Account Name: *

Ship To Account #:

Delivery Address

Address: *

Address line 2:

Address line 3:

City: *

State: * Zip: *

Sales Representatives

Sales Rep 1: *

License Information - optional

DEA Number: AA1234567 DEA Expiration:

State License Number: AA1234567 State License Expiration:

License Upload - optional

Terms

☐ I Agree to the Terms

[Privacy Policy](#)

[Terms of Use for Site\(s\)](#)

[Sales Terms and Conditions](#)

CANCEL **SUBMIT**

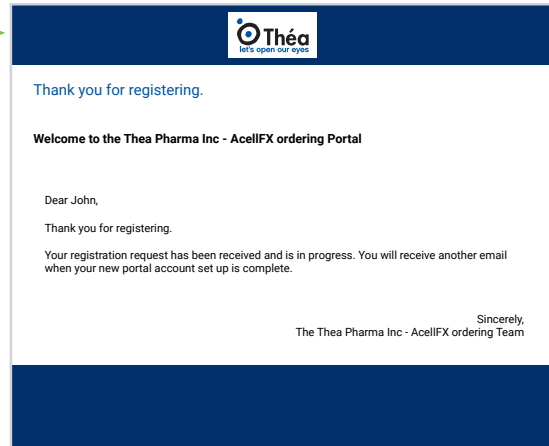
Contact Support at 833-838-4028
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Portal Email Communications

When you set up an account, two different email communications will be sent to confirm your registration.

Welcome Email

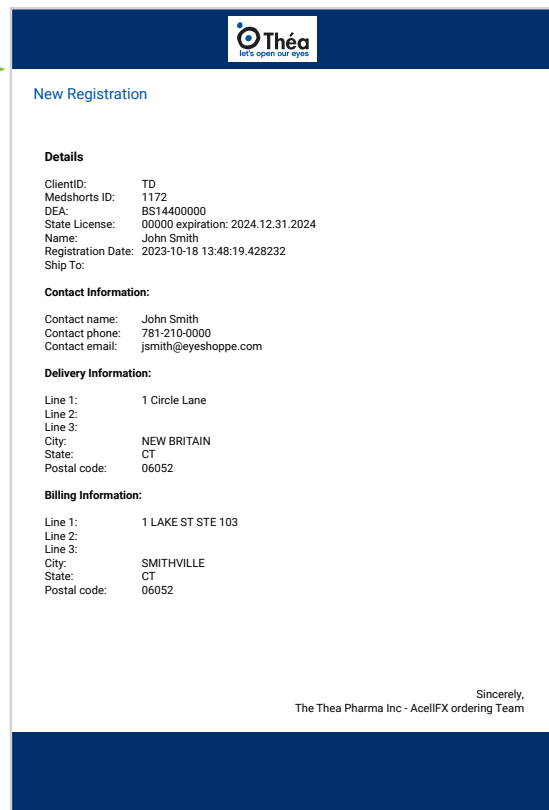
All new users will receive an email welcoming them into the portal. This is a welcome email only.



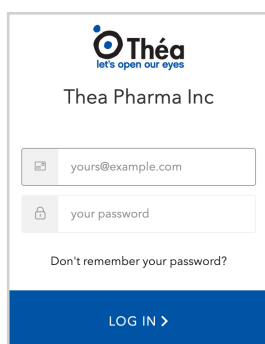
Registration Completed

A second email will be sent within one business day to acknowledge your registration has been completed for your new account.

After you receiving this email, you will be able to place an order.



Once registration is complete, users can return to the order portal and login into their account to order, add additional users or facilities.



How to Create a New User

Customers are allowed multiple users with two different categories, **Buyer** or **Buyer Admin**. Each category is defined below.

Step 1: Click **Users** on the left navigation to begin entering additional users for your practice.

Step 2: Click **+ADD** and fill out all required fields and submit. Continue to click **+ADD** for any additional users.

Step 3: Click **SAVE**.

Step 4: When you click **SAVE**, you will be asked to create a new password. Once completed, click **RESET PASSWORD**.

Eye Shoppe

Shop Now

Order Status

Payment Methods

Facility

Users

Profile

Current Facility: EYE SHOPPE

CHANGE

Select a user to edit

Total Eye

+ ADD

Contact Information

First name: Total

Last name: Eye

Email: total@eye-shoppe.com

Phone (int.): (222) 222-2222

Status: Approved

Default Facility

EYE SHOPPE

Account Settings

☒ Buyer

☒ Buyer Admin

SAVE

Contact Support at 833-838-4028
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Change Your Password

Enter a new password below to change your password.

New password

Re-enter new password

Reset password

How to Manage a Facility

Customers are allowed multiple facilities under one account.

Step 1:

Click **Facility** on the left navigation to begin identifying the different facilities for your account.

Step 2:

Click **+ADD** and fill out all required fields and click **Save**. Continue to click **+ADD** for any additional facilities.

The screenshot shows the 'Manage Facilities' interface. On the left, the navigation menu includes 'Shop Now', 'Order Status', 'Payment Methods', 'Facility' (selected), 'Users', and 'Profile'. The main area displays the 'Manage Facilities' section with a '+ ADD' button circled in green. Below this, there's a 'Select facility to edit:' dropdown showing 'TOTAL EYE CARE SURGERY CENTER'. To the right, there's a section for 'Upload a DEA or State License' with a 'CHOOSE FILE' button. At the bottom, there's a 'Facility Data' section with fields for Name, DEA, State License Number, and License Expiration.

The screenshot shows the 'Facility Information' form. It has fields for 'Facility Name', 'Delivery Address', 'Address', 'Address line 2', 'Address line 3', 'City', 'State', and 'Zip'. The 'SAVE' button is circled in green. The form also includes a 'CANCEL' button at the top right.

How to Place an Order

Please note all AcellFX orders have a minimum purchase amount of \$150.

Step 1:

To starting ordering,
click on **SHOP NOW**
in left navigation bar.
Minimum order is \$150.

Item Number	Name	Item Status	Price	Buy
FX005	ACELLFX 5MM ACELLULAR AMNIOTIC MEMBRANE		\$300.00	+
FX008	ACELLFX 8MM ACELLULAR AMNIOTIC MEMBRANE		\$350.00	+
FX010	ACELLFX 10MM ACELLULAR AMNIOTIC MEMBRANE		\$450.00	+
ACELLFX-FORCEPS	ACELLFX CROSS ACTION FORCEPS		\$150.00	+
QPV091	SPEAR EYE SPONGES PVA - 5 SPEARS/FOIL		\$5.00	+

Step 2:

Click on line item for the
item needed.

Step 3:

Enter the **Purchase Quantity**.

Click **ADD**.

ACELLFX 5MM ACELLULAR AMNIOTIC MEMBRANE

Price: \$300.00

Purchase Qty (EA):

CANCEL **ADD**

*To place an order you must add at least \$150.00 worth of items.

Cart will update as items
are added.

Shopping Cart

Ship To:

Please verify your shipping address.

Please provide a Purchase Order number (required).

2 day shipping is only available Mon-Fri. Ship service does not guarantee delivery date. Orders are typically processed in 1-3 business days. All sales are final and no returns are allowed. Click to agree.

PROCEED TO PAYMENT

ACELLFX 
Acellular Amniotic Membrane

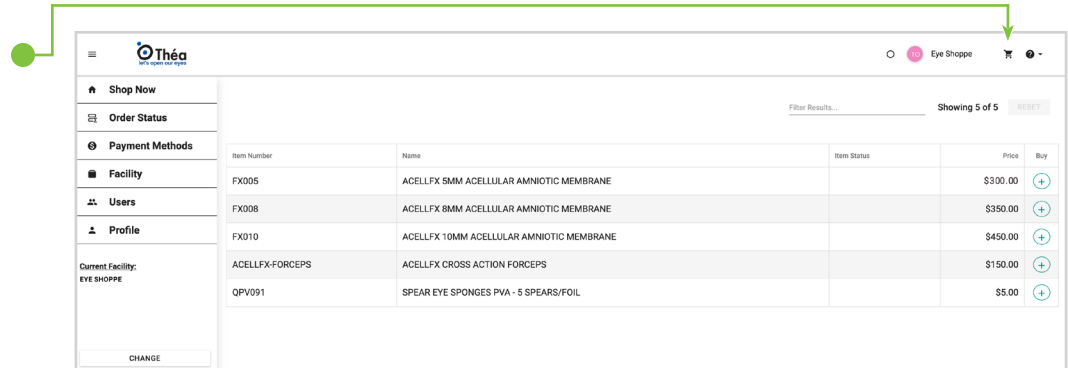
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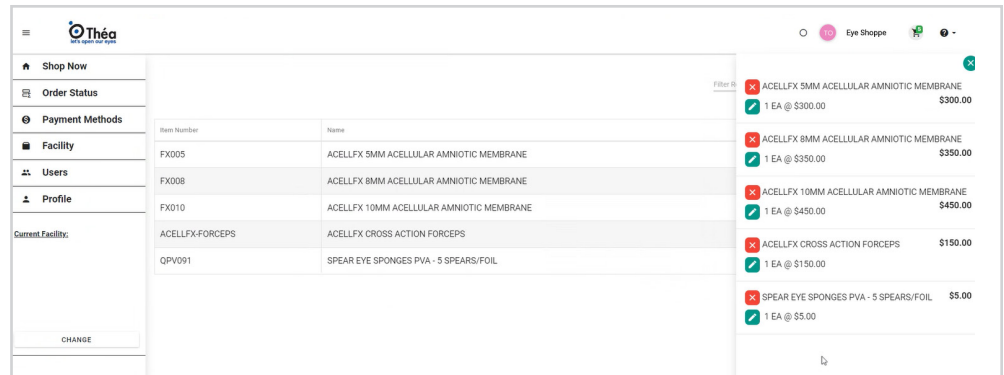
How to Place an Order

Step 4:

When order is complete, click the **Shopping Cart** to be directed to payment and shipping details.



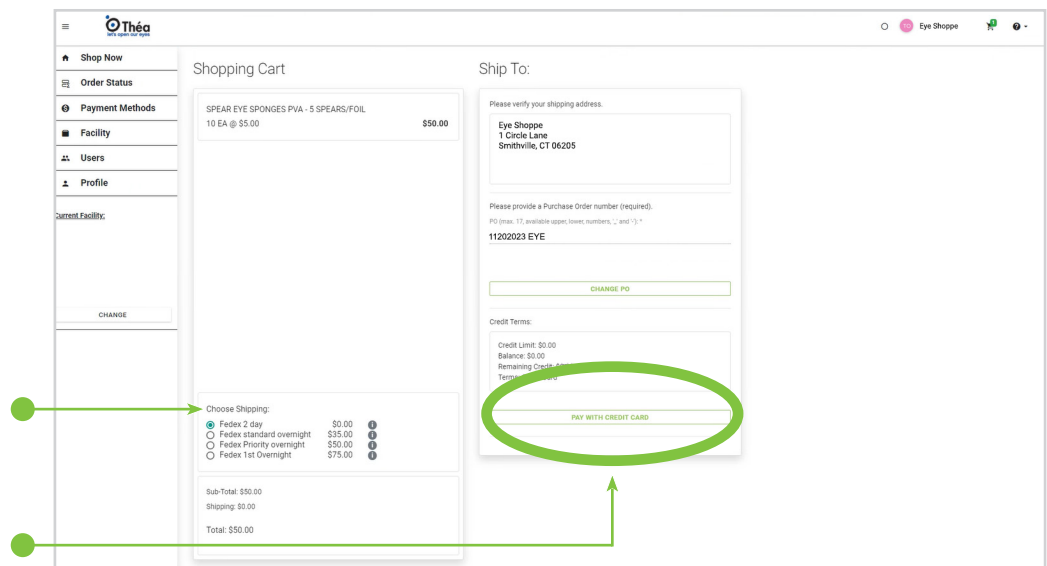
Example of cart drop down screen



Step 5:

Confirm order is completed, choose shipping method, enter a **Purchase Order** number, click proceed to payment.

If you do not have an internal purchase order number, please use the date in which you are placing the order to create one (Example. 11202023 EYE), as this is required field.



Entering Your Payment Information

If you do not have a credit card on file, you will be asked to input one. Accounts with other payments methods on file, will be shown those at time of check out.

New Credit Card:
Click on
Payment Methods.



The screenshot displays the Théo Pharma shopping cart interface. On the left is a navigation menu with links: Shop Now, Order Status, Payment Methods, Facility, Users, and Profile. The main area is titled 'Shopping Cart' and shows a single item: 'ACELLEX SMM ACCELLULAR AMNIOTIC MEMBRANE' with a quantity of 1 EA and a price of \$300.00. Below the item list is a 'Choose Shipping' section with three options: 'Fedex 2 day' (selected, \$0.00), 'Fedex standard overnight' (\$35.00), 'Fedex Priority overnight' (\$50.00), and 'Fedex 1st Overnight' (\$75.00). The cart summary at the bottom shows a Sub-Total of \$300.00, Shipping of \$0.00, and a Total of \$300.00. A 'Ship To:' section prompts the user to verify their shipping address. A 'Pay with credit card.' section indicates that \$300.00 will be charged to the credit card and includes a note about setting a default payment method. Overlaid on the cart is a white 'Add Credit Card' modal form. The form contains fields for 'Enter your credit card information:', 'Address Line 1' (with '1 Circle Lane' entered), 'Address Line 2', 'City' (Smithville), 'State' (CT), 'Postal Code' (06205), and a visual representation of a Visa credit card. The card details include 'First Name' (John), 'Last Name' (Smith), 'Card Number', and 'Expiry Date' (MM/YY). At the bottom of the modal are 'CLEAR' and 'ADD' buttons.

Order Confirmation

Order Receipt Confirmation:

When the order is confirmed, an email from the portal will be sent.

From: [No Reply](#)
To: [Jane Smith](#)
Subject: TRIAL: Order Receipt Confirmation - TD - Eye Shoppe
Date: Wednesday, October 11, 2023 10:50:23 AM

Delivery Number: 0000001043
Purchase Order Number: 10.11.2023
Order Number: 3751050

This order was received on 10/11/2023, to be delivered to the following address:

Jane Smith
1 Circle Lane
Smithville, CT 06205
USA

Order Information:

Item	Description	Qty	Price	Extended Amount
FX005	ACELLFX 5MM ACELLULAR AMNIOTIC MEMBRANE	1	300.00	300.00
FX008	ACELLFX 8MM ACELLULAR AMNIOTIC MEMBRANE	1	350.00	350.00
Order Total:				650.00

Order Shipment Confirmation:

When the order is confirmed, an email from the portal will be sent.

From: [No Reply](#)
To: [Jane Smith](#)
Subject: TRIAL: Order Shipment Confirmation - TD - Eye Shoppe
Date: Thursday, October 12, 2023 5:16:42 PM

Purchase Order Number: 10.11.2023.1
Order Number: 3751003

This order was shipped on 10/12/2023, to the following address:

Jane Smith
1 Circle Lane
Smithville, CT 06205
USA

Order Information:

Item	Description	Lot	Lot Expiration	Qty
FX010	ACELLFX 10MM ACELLULAR AMNIOTIC MEMBRANE	CRT220545	01/04/2028	1

Shipped Via: FedEx Next Day PM - Parcel
Tracking Numbers:
123456



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Order Status

The order status screen is available for checking current order status and previous order history 24/7.

Step 1:
Click on **Order Status**.

The screenshot shows the 'Thea' logo and 'Eye Shoppe' in the top right. The left sidebar contains links: Shop Now, Order Status (highlighted), Payment Methods, Facility, Users, and Profile. Below these is a 'Current Facility: EYE SHOPPE' section with a 'CHANGE' button. The main content area is titled 'ALL ORDERS' and shows 'Showing 10 of 48'. It contains a table with columns: External PO#, Status, My PO#, Placed By, For Facility, Details, Total, and Track. Two orders are visible: PO# 1034 (Shipped) and PO# 1033 (Transmitted). The bottom of the screen shows pagination (1-90) and a footer with contact support information.

External PO#	Status	My PO#	Placed By	For Facility	Details	Total	Track
PO# 1034 Date: 09/29/2023, 13:15:32	Shipped	09:29:2023	Name: Total Eye E-Mail: totaleyn@eversana.com Phone: 2222222222	EYE SHOPPE	ACELLFX 8MM ACCELLULAR AMNIOTIC MEMBRANE (2 count, \$350.00 Contract) ACELLFX 8MM ACCELLULAR AMNIOTIC MEMBRANE (1 count, \$300.00 Contract) ACELLFX 10MM ACCELLULAR AMNIOTIC MEMBRANE (1 count, \$450.00 Contract) Shipping: FedEx Standard Overnight ● \$ 0.00	\$1,485.00	
PO# 1033 Date: 09/19/2023, 15:02:40	Transmitted	09:19:2023g2	Name: Total Eye E-Mail: totaleyn@eversana.com Phone: 2222222222	EYE SHOPPE	ACELLFX 8MM ACCELLULAR AMNIOTIC MEMBRANE (1 count, \$300.00 WAC Pricing) ACELLFX CROSS ACTION FORCEIPS (2 count, \$150.00 Contract) Shipping: FedEx Standard Overnight ● \$ 0.00	\$635.00	

Contact Support at 833.838.4028
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Managing Your Account

In your profile, users will be able to update phone number, email address and change password. All other updates should be made directly through customer service.

Step 1: Click on **Profile**.

Profile Management

Current facility information: [View details](#)

Orders will ship to the selected address.

Shipping To:
EYE SHOPPE
DEAF: 000000000
DEA expiration: 11/30/2023
State license:
State license expiration: 02/28/2023

Address:
1 CIRCLE LANE
SMITHVILLE, CT 06205

Personal information

Phone:
(222) 222-2222
Enter the phone number in USA phone format

Email:
jemth@eyeshoppe.com

Update

Details

Account #: 160
Executed By: Eye Shoppe
Executed Date: 05/19/2022
Invoice Address:
1 CIRCLE LANE
SMITHVILLE, CT 06205

Update password

Password *

Confirm Password *

Update

Upload a DEA or State License

State License:
Allowed file extensions: pdf .jpg .png
2684_U Health 340B Letter2.pdf

Reseller Certificate:
Upload a reseller certificate:
CHOOSE FILE

Allowed file extensions: pdf .jpg .png

Policies

Privacy Policy
Terms of Use for Ocular
Sales Terms and Conditions

Contact Support at 833.838.4028
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For any additional questions, please **email (Customer.Service@theapharma.com)** or **call our Customer Service Team (833.838.4028).**