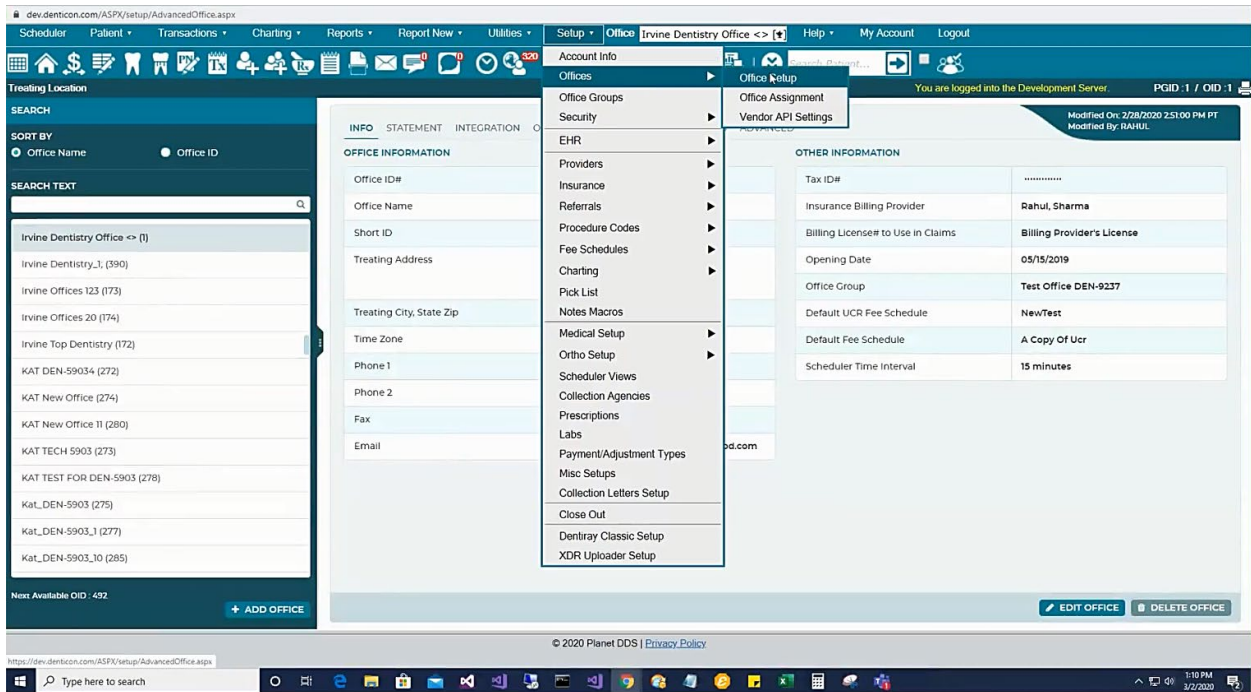


Contents

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 - [Tokenization – Create](#)
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 - [Credit – Purchase](#) (via Payment Portal)
 - [Credit – Purchase](#) (via Patient Portal)

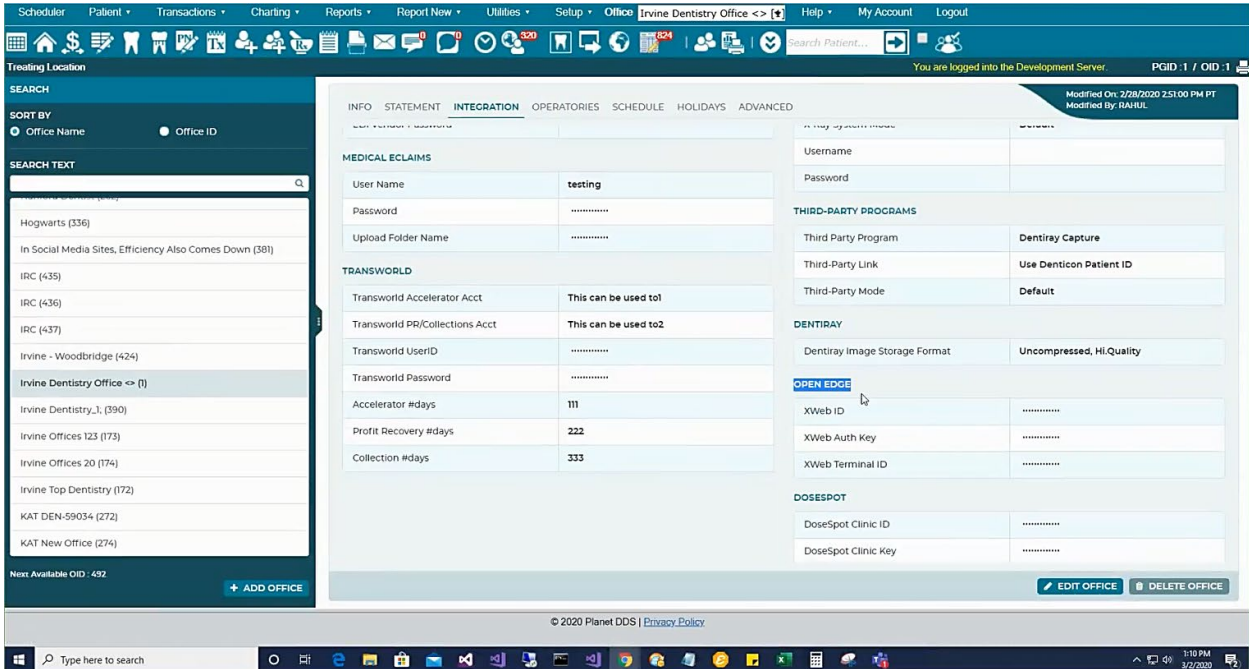
A. Software Setup

1. On the main screen, go to the **Setup** tab and then **Offices > Office Setup**.



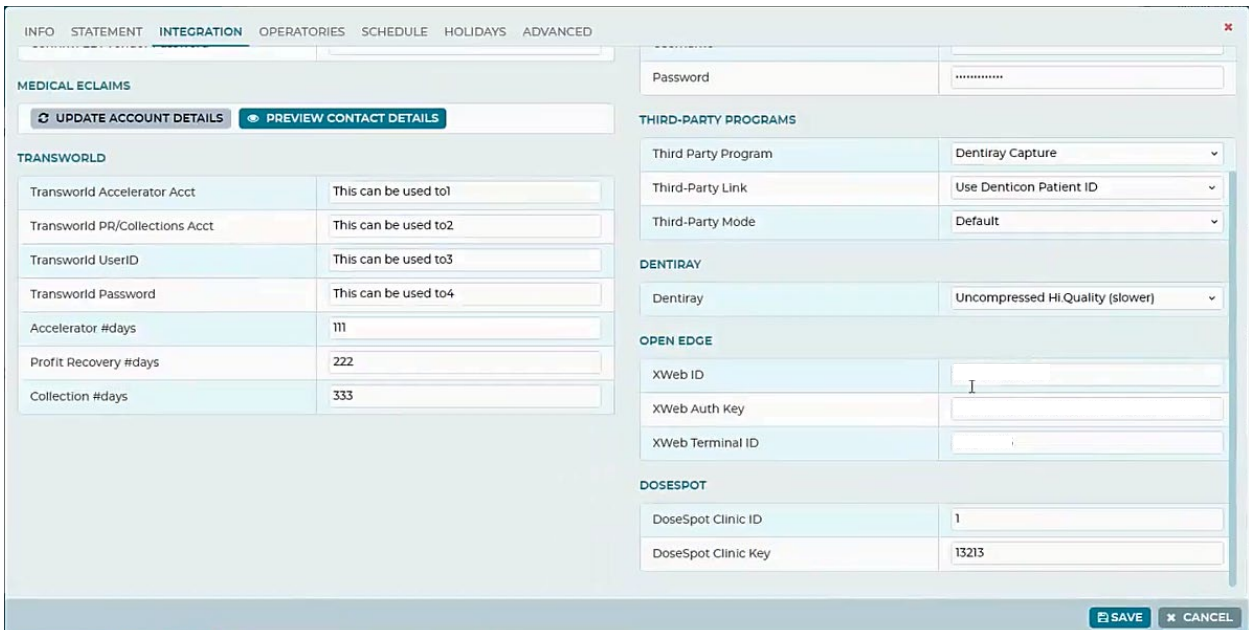
The screenshot displays the 'AdvancedOffice.aspx' page in a web browser. The top navigation bar includes 'Scheduler', 'Patient', 'Transactions', 'Charting', 'Reports', 'Report New', 'Utilities', 'Setup', 'Office', 'Irvine Dentistry Office', 'Help', 'My Account', and 'Logout'. The 'Setup' menu is expanded, showing 'Offices' and 'Office Setup'. The 'Office Setup' menu is also expanded, showing options like 'Office Assignment' and 'Vendor API Settings'. The main content area is divided into 'OFFICE INFORMATION' and 'OTHER INFORMATION' sections. The 'OFFICE INFORMATION' section includes fields for Office ID#, Office Name, Short ID, Treating Address, Treating City, State Zip, Time Zone, Phone 1, Phone 2, Fax, and Email. The 'OTHER INFORMATION' section includes fields for Tax ID#, Insurance Billing Provider (Rahul, Sharma), Billing License# to Use in Claims (Billing Provider's License), Opening Date (05/15/2019), Office Group (Test Office DEN-9237), Default UCR Fee Schedule (NewTest), Default Fee Schedule (A Copy Of Ucr), and Scheduler Time Interval (15 minutes). The page footer shows '© 2020 Planet DDS | Privacy Policy' and the system time '1:18 PM 3/2/2020'.

- Select an existing office account from the list on the left pane or click the [+ ADD OFFICE](#) button to add a new one. Go to the **INTEGRATION** tab and click on the **EDIT OFFICE** button.



The screenshot shows the 'EDIT OFFICE' configuration page for 'Irvine Dentistry Office'. The interface includes a top navigation bar with various tools and a search bar. On the left, there is a search pane with a list of office accounts, including 'Irvine Dentistry Office' which is selected. The main area is divided into several sections: 'MEDICAL ECLAIMS', 'TRANSWORLD', 'THIRD-PARTY PROGRAMS', 'DENTIRAY', 'OPEN EDGE', and 'DOSESPOT'. The 'OPEN EDGE' section is highlighted, showing fields for XWeb ID, XWeb Auth Key, and XWeb Terminal ID. At the bottom right, there are buttons for 'EDIT OFFICE' and 'DELETE OFFICE'.

- Under the **INTEGRATION** tab, scroll down to the **OPEN EDGE** section and enter the Edge account credentials in each applicable field. Click **SAVE** after.

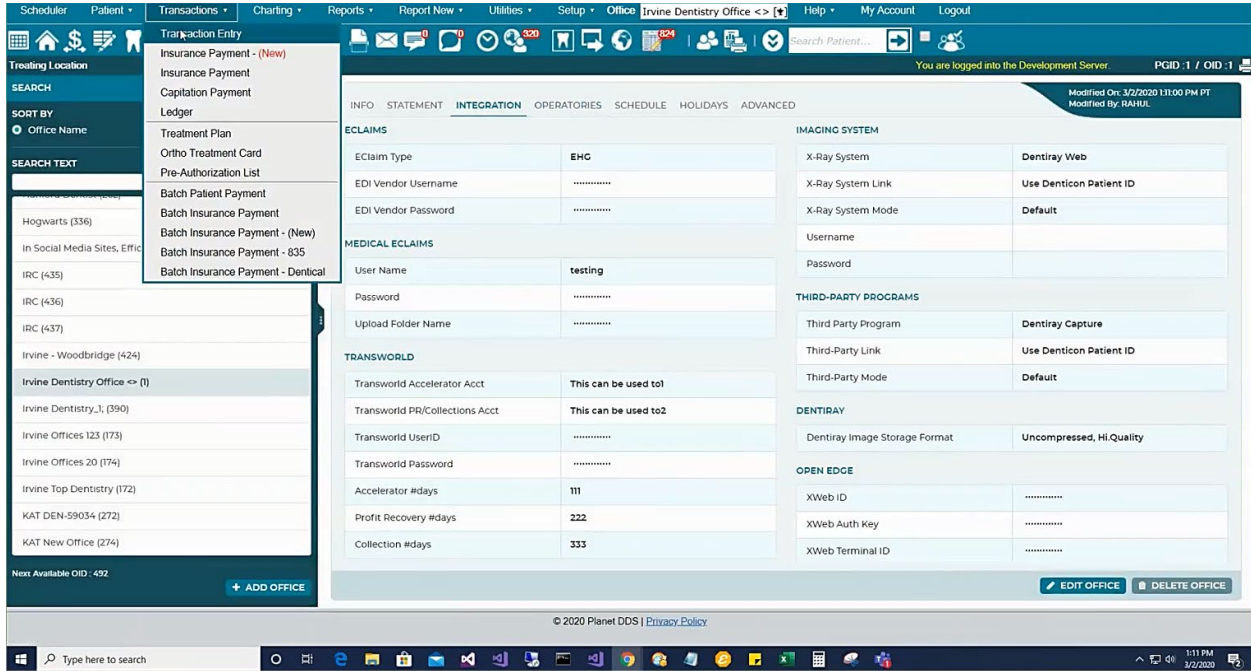


This screenshot provides a closer view of the 'OPEN EDGE' section within the 'EDIT OFFICE' configuration. It shows input fields for 'XWeb ID', 'XWeb Auth Key', and 'XWeb Terminal ID'. Below this, the 'DOSESPOT' section contains fields for 'DoseSpot Clinic ID' (set to 1) and 'DoseSpot Clinic Key' (set to 13213). At the bottom right, there are 'SAVE' and 'CANCEL' buttons.

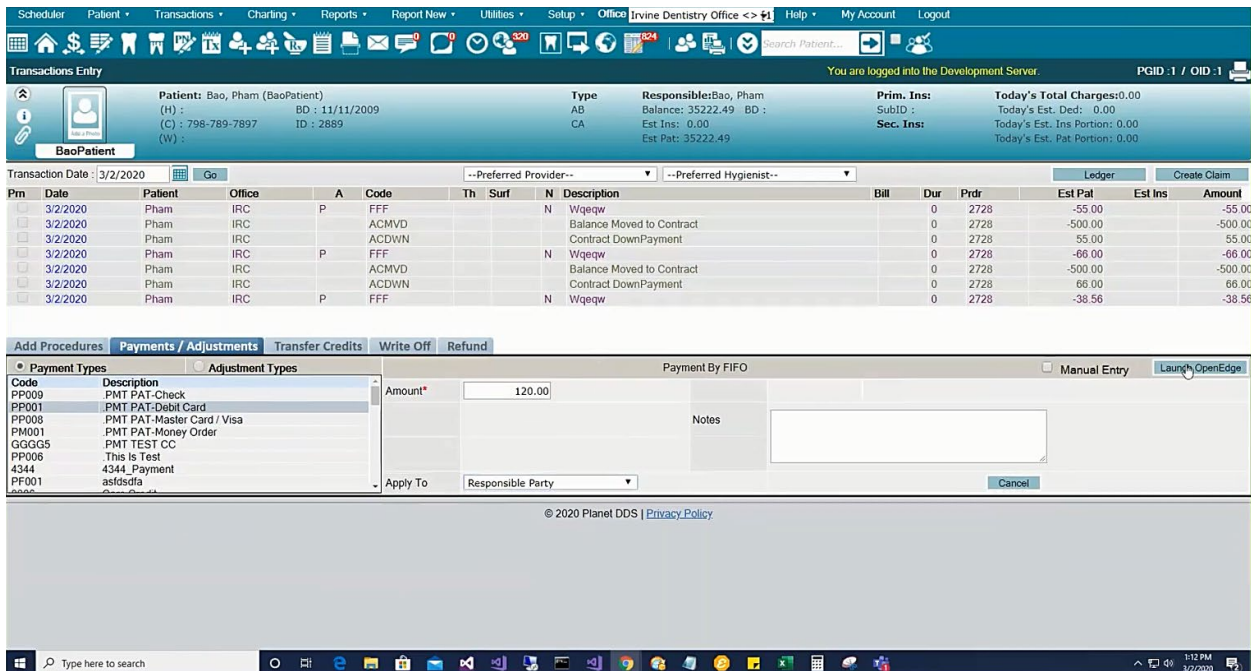
B. Transactions

- [Credit – Purchase](#)

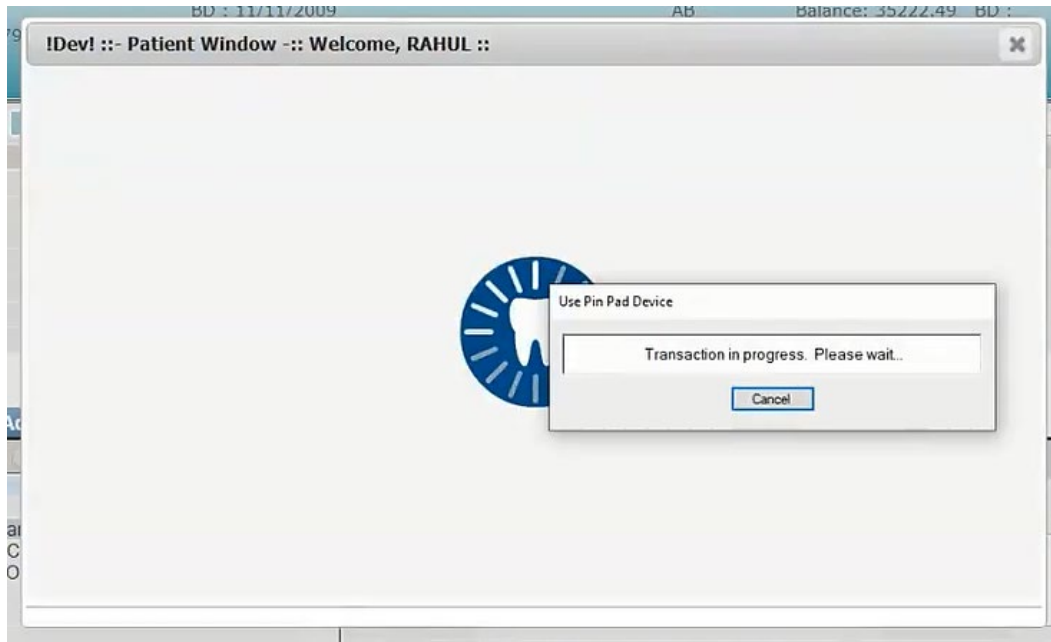
1. On the main screen, go to the Transactions tab and then click the **Transaction Entry** option.



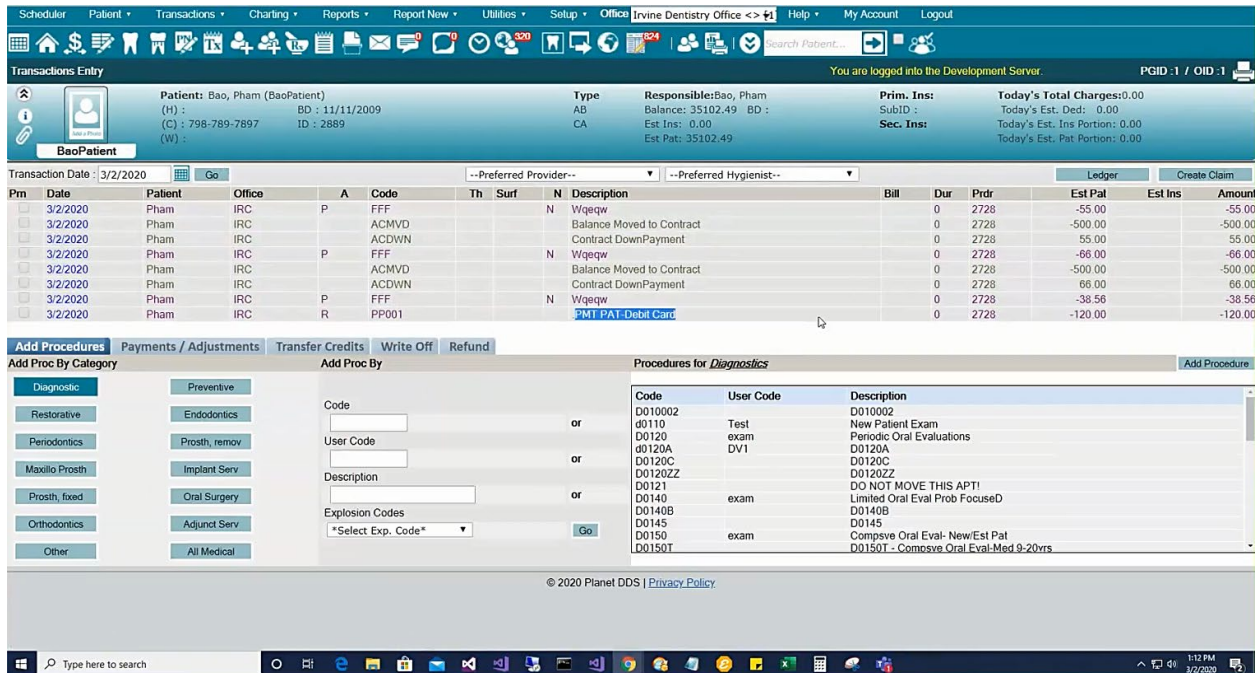
2. Go to the **Payments / Adjustments** subtab. Select a payment type and enter an amount. Click on the **Launch OpenEdge** button.



3. Follow the prompts on the connected device.



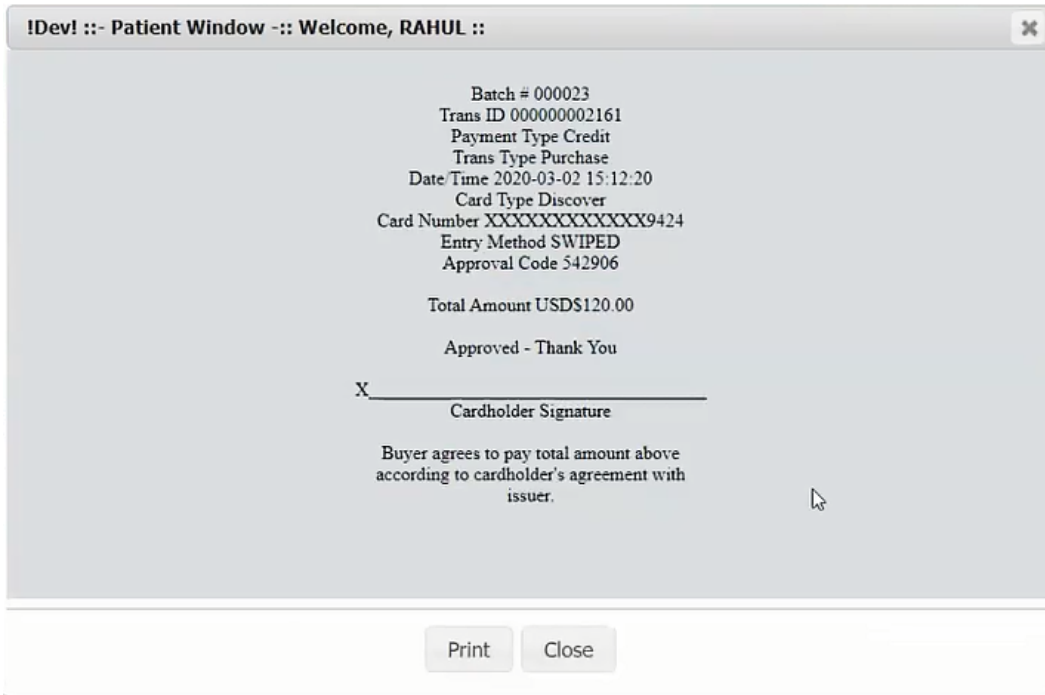
4. Transaction approves.



The screenshot displays the Planet DDS software interface. At the top, there is a navigation menu with options like Scheduler, Patient, Transactions, Charting, Reports, Report New, Utilities, Setup, Office, and My Account. Below the menu is a toolbar with various icons. The main area shows patient information for Bao, Pham (BaoPatient) and a list of transactions. The transaction list includes columns for Pm, Date, Patient, Office, A, Code, Th, Sur, N, Description, Bill, Dur, Prdr, Est Pal, Est Ins, and Amount. Below the transaction list, there are tabs for "Add Procedures", "Payments / Adjustments", "Transfer Credits", "Write Off", and "Refund". The "Add Procedures" tab is active, showing a list of procedures for Diagnostics. The procedure list includes columns for Code, User Code, and Description. The bottom of the screen shows a Windows taskbar with the search bar and system tray.

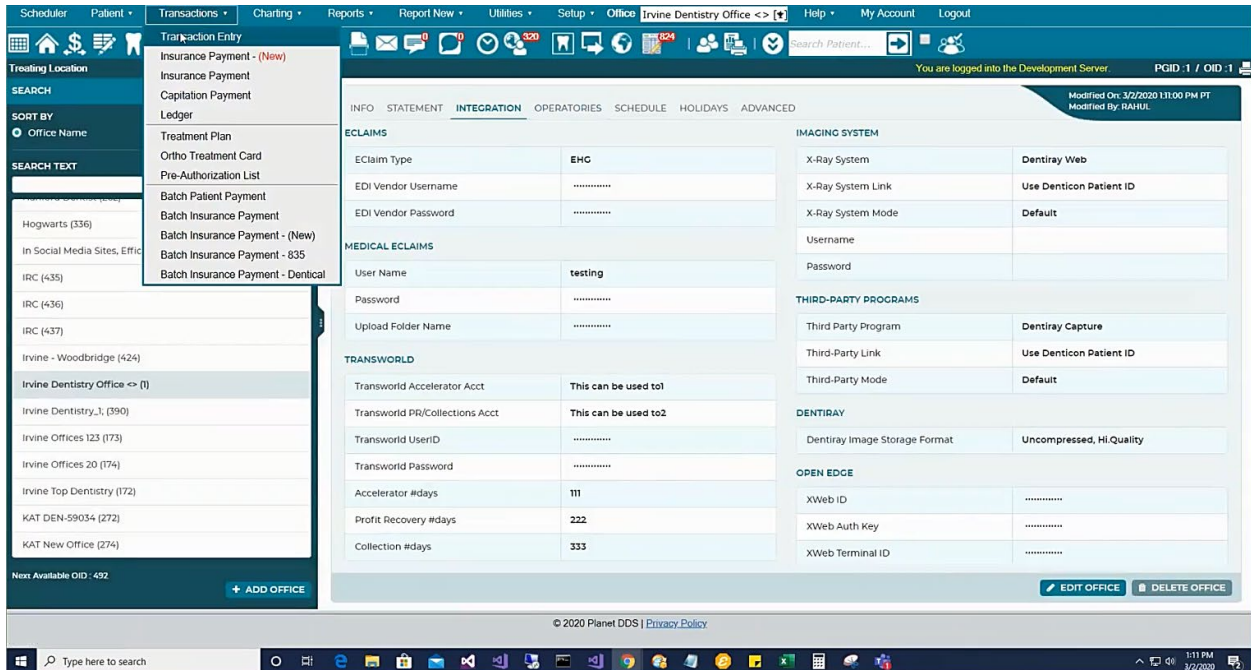
Pm	Date	Patient	Office	A	Code	Th	Sur	N	Description	Bill	Dur	Prdr	Est Pal	Est Ins	Amount
	3/2/2020	Pham	IRC	P	FFF			N	Wqeqw	0	2728		-55.00		-55.00
	3/2/2020	Pham	IRC		ACMVD				Balance Moved to Contract	0	2728		-500.00		-500.00
	3/2/2020	Pham	IRC		ACDWN				Contract DownPayment	0	2728		55.00		55.00
	3/2/2020	Pham	IRC	P	FFF			N	Wqeqw	0	2728		-66.00		-66.00
	3/2/2020	Pham	IRC		ACMVD				Balance Moved to Contract	0	2728		-500.00		-500.00
	3/2/2020	Pham	IRC		ACDWN				Contract DownPayment	0	2728		66.00		66.00
	3/2/2020	Pham	IRC	P	FFF			N	Wqeqw	0	2728		-38.56		-38.56
	3/2/2020	Pham	IRC	R	PP001				PMT PAT-Debit Card	0	2728		-120.00		-120.00

Receipt sample:

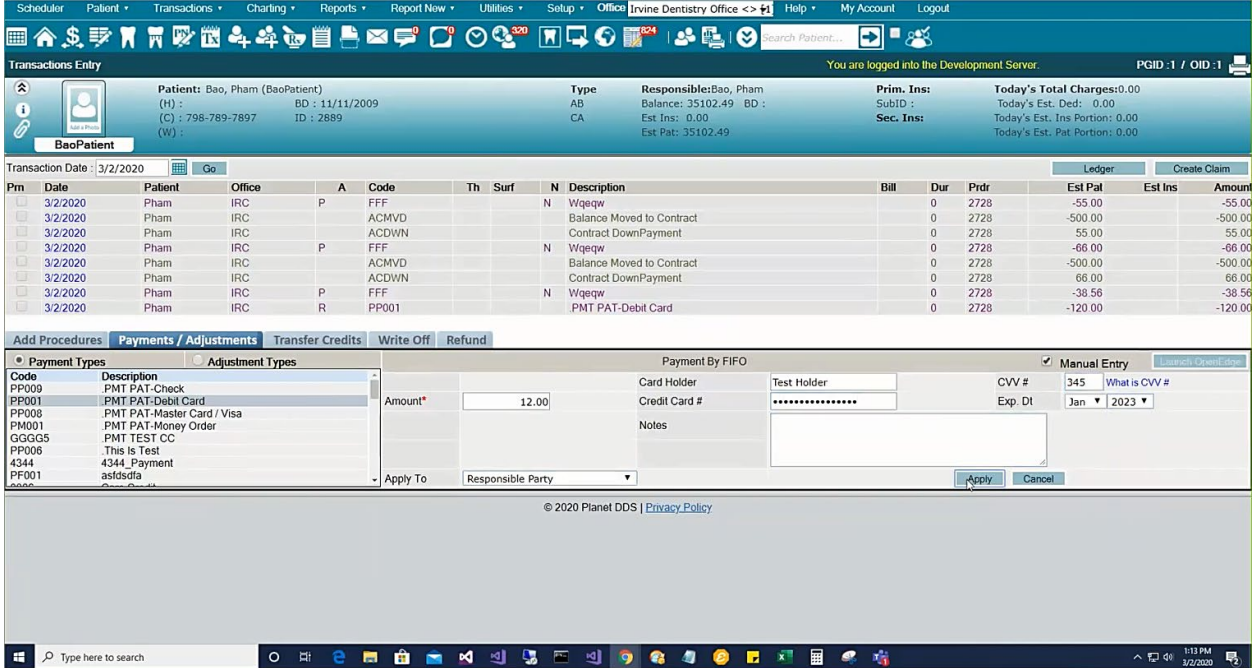


- [Credit – Purchase](#) (via manual entry)

1. On the main screen, go to the Transactions tab and then click the **Transaction Entry** option.



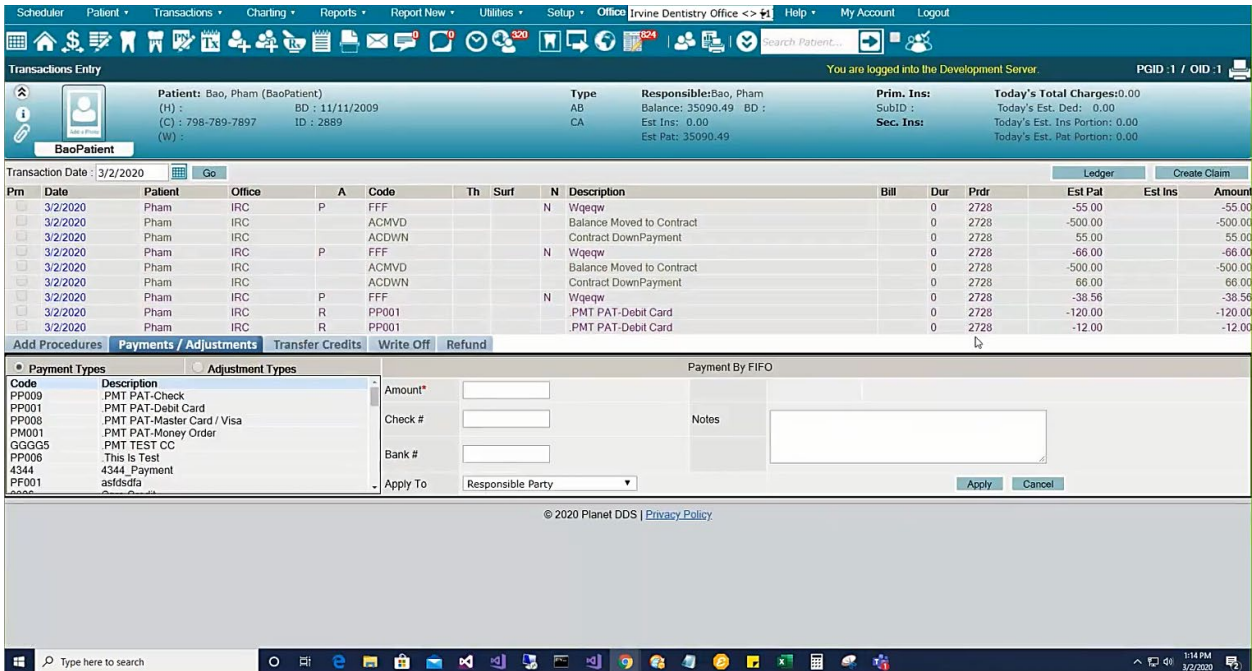
- Go to the **Payments / Adjustments** subtab. Select a payment type and enter an amount. Enable the **Manual Entry** checkbox to display the card information fields. Enter the cardholder name and card information. Click on the **Apply** button.



The screenshot shows the Planet DDS software interface. The top navigation bar includes 'Scheduler', 'Patient', 'Transactions', 'Charting', 'Reports', 'Report New', 'Utilities', 'Setup', 'Office', 'Irvine Dentistry Office', 'Help', 'My Account', and 'Logout'. The main window displays patient information for 'Bao, Pham (BaoPatient)' and a list of transactions. The 'Payments / Adjustments' subtab is active, and the 'Manual Entry' checkbox is checked. The 'Apply' button is highlighted.

Pri	Date	Patient	Office	A	Code	Th	Surf	N	Description	Bill	Dur	Prdr	Est Pat	Est Ins	Amount
	3/2/2020	Pham	IRC	P	FFF			N	Wqeqw		0	2728	-55.00		-55.00
	3/2/2020	Pham	IRC		ACMVD				Balance Moved to Contract		0	2728	-500.00		-500.00
	3/2/2020	Pham	IRC		ACDWN			N	Contract DownPayment		0	2728	55.00		55.00
	3/2/2020	Pham	IRC	P	FFF			N	Wqeqw		0	2728	-66.00		-66.00
	3/2/2020	Pham	IRC		ACMVD				Balance Moved to Contract		0	2728	-500.00		-500.00
	3/2/2020	Pham	IRC		ACDWN			N	Contract DownPayment		0	2728	66.00		66.00
	3/2/2020	Pham	IRC	P	FFF			N	Wqeqw		0	2728	-38.56		-38.56
	3/2/2020	Pham	IRC	R	PP001				PMT PAT-Debit Card		0	2728	-120.00		-120.00

- Transaction completes.



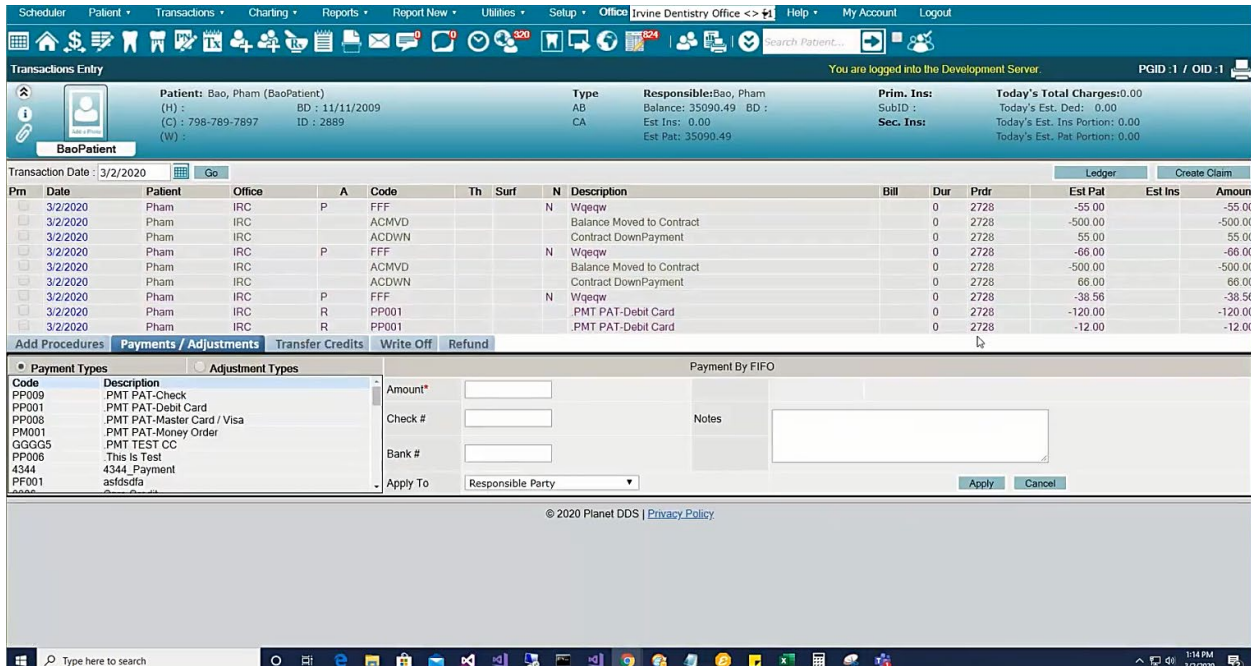
The screenshot shows the Planet DDS software interface. The top navigation bar is the same as in the previous screenshot. The main window displays the same patient information and transaction list. The 'Payments / Adjustments' subtab is active, and the 'Apply' button is highlighted, indicating the transaction is complete.

Receipt sample:

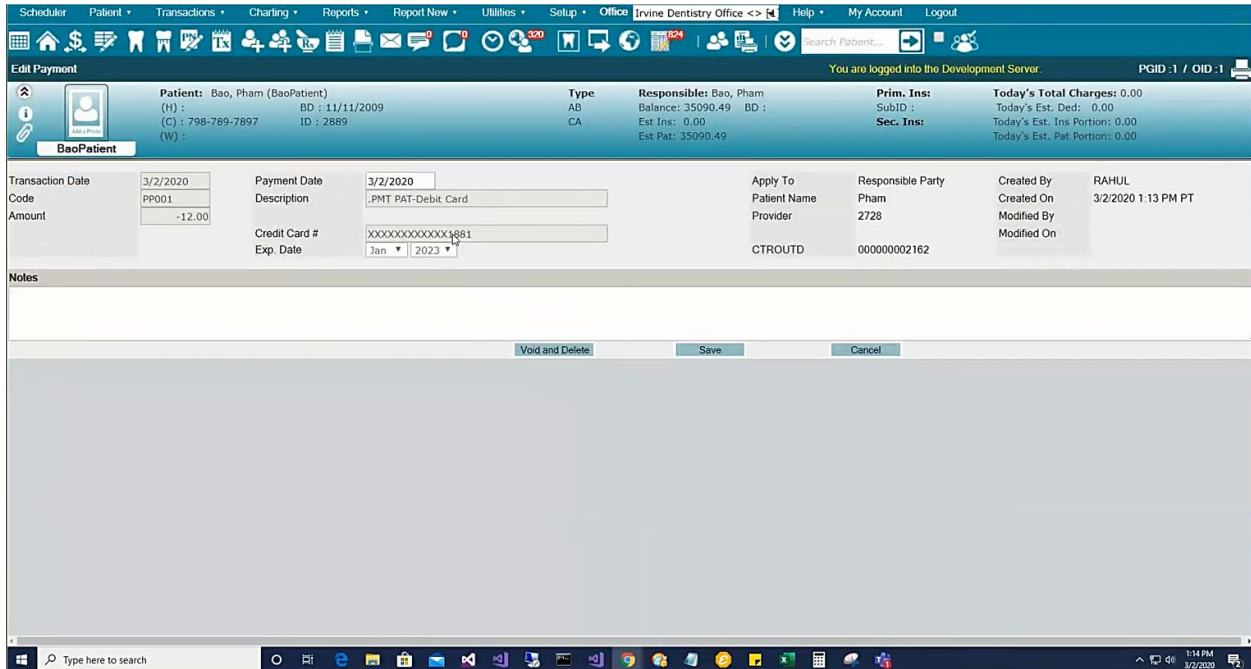


- [Credit – Void](#)

1. On the Transaction Entry screen, select a transaction from the list by clicking on the date.



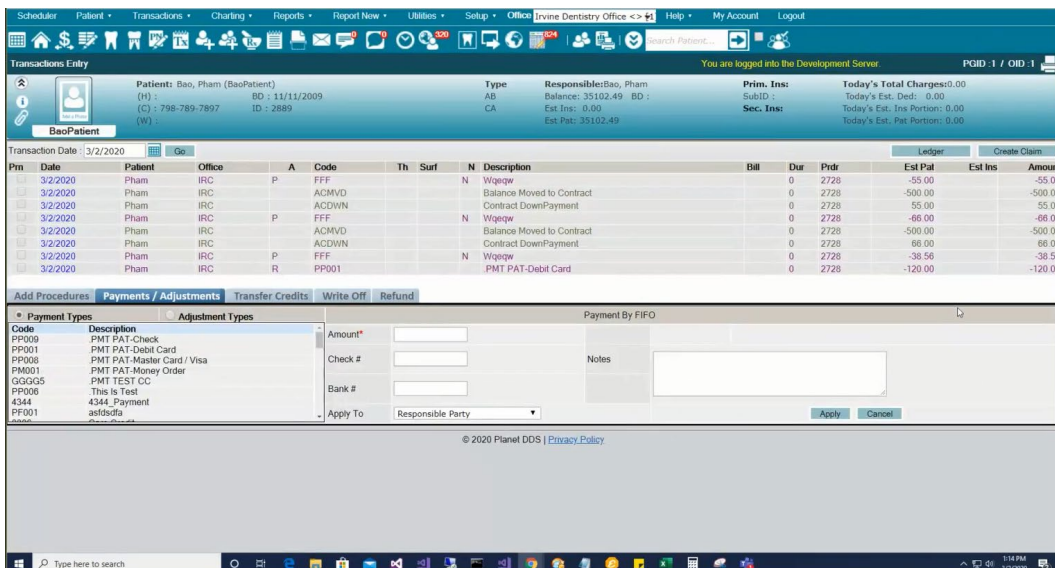
2. Click on the **Void and Delete** button.



3. Click **OK**.

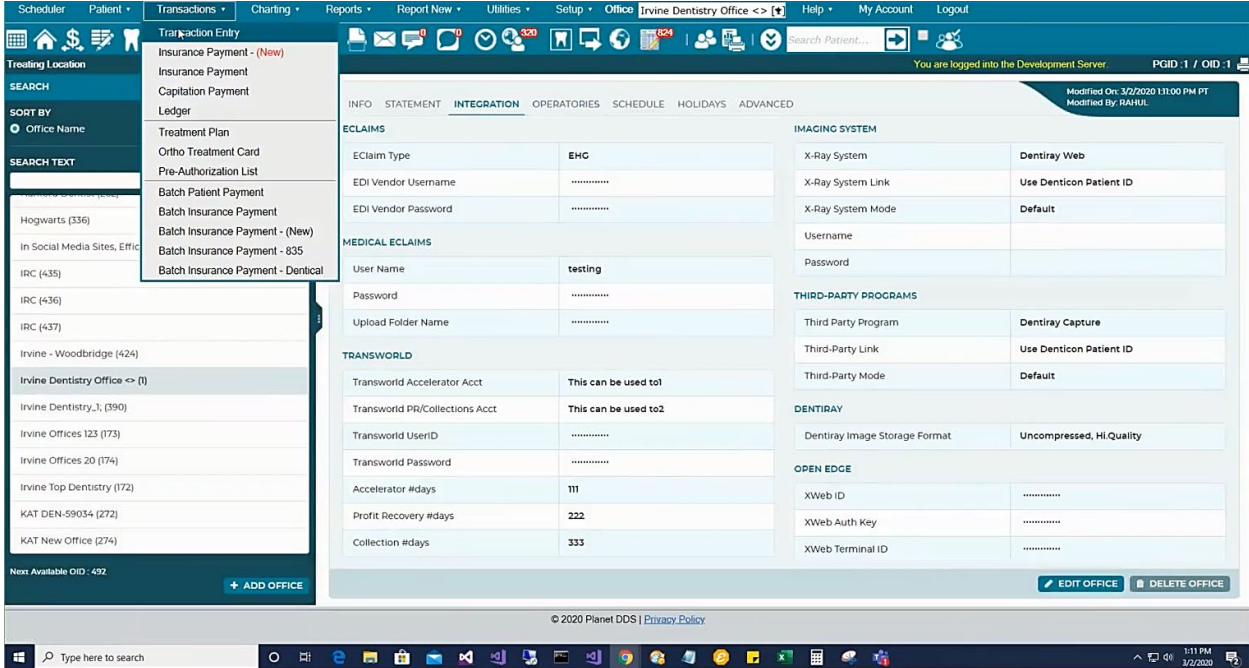


4. Transaction completes.

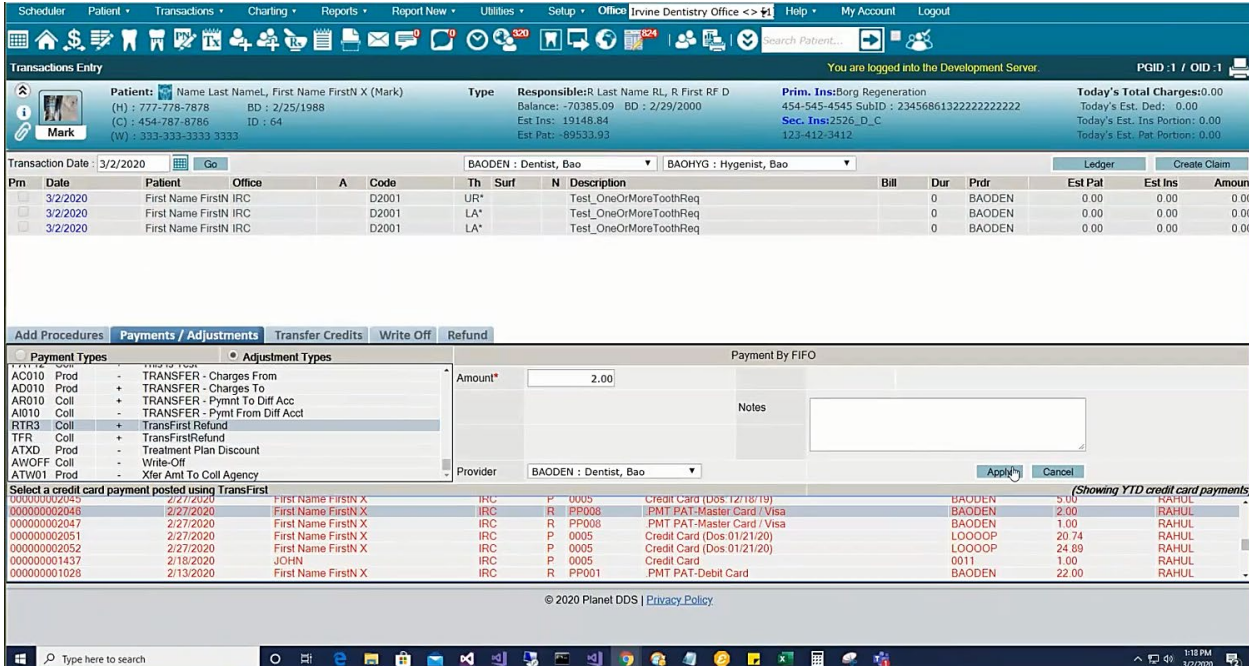


- [Credit – Dependent Refund](#)

1. On the main screen, go to the Transactions tab and then click the **Transaction Entry** option.



2. Go to the **Payments / Adjustments** subtab. Select an Adjustment type and then a transaction from the list by clicking on the Trans ID. Enter a note if preferred. Click on the **Apply** button.

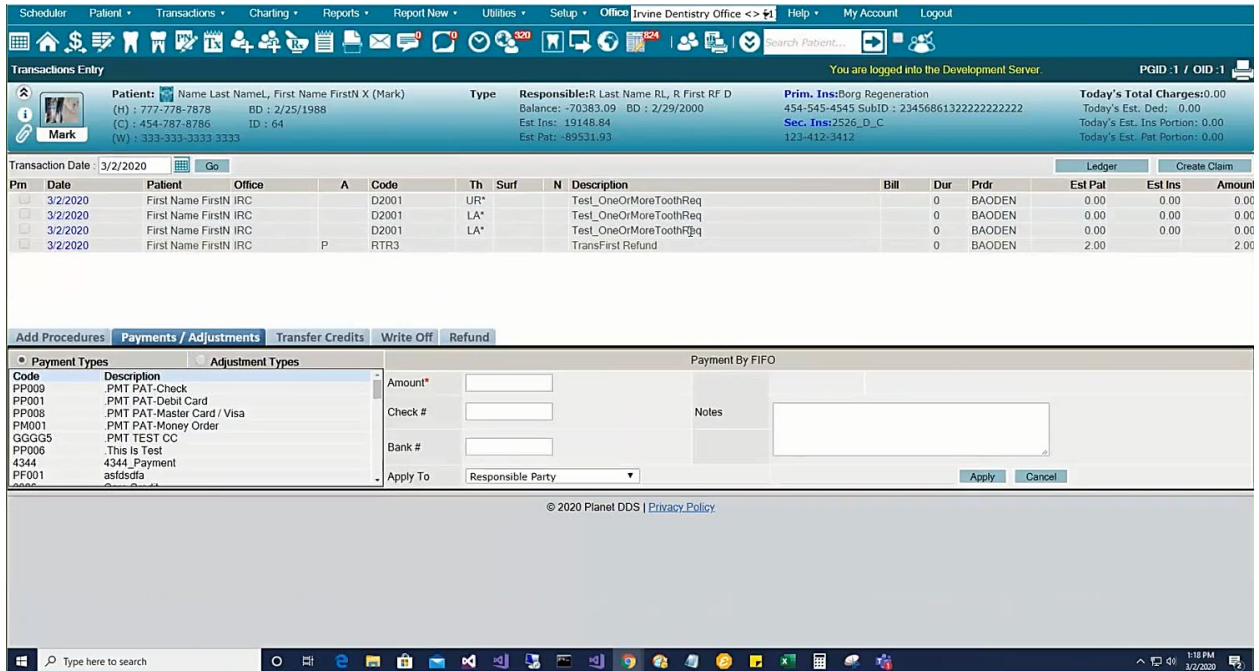


Pin	Date	Patient	Office	A	Code	Th	Surf	N	Description	Bill	Dur	Prdr	Est Pat	Est Ins	Amount
	3/2/2020	First Name FirstN IRC			D2001	UR*			Test_OneOrMoreToothReq	0			0.00	0.00	0.00
	3/2/2020	First Name FirstN IRC			D2001	LA*			Test_OneOrMoreToothReq	0			0.00	0.00	0.00
	3/2/2020	First Name FirstN IRC			D2001	LA*			Test_OneOrMoreToothReq	0			0.00	0.00	0.00

Adjustment Types	Amount*	Notes	Provider
AC010 Prod - TRANSFER - Charges From	2.00		BAODEN : Dentist, Bao
AD010 Prod + TRANSFER - Charges To			
AR010 Coll + TRANSFER - Pymnt To Diff Acc			
AI010 Coll - TRANSFER - Pymnt From Diff Acct			
RTR3 Coll + TransFirstRefund			
TFR Coll + TransFirstRefund			
ATX0 Prod - Treatment Plan Discount			
AWOFF Coll - Write-Off			
ATW01 Prod - Xfer Amt To Coll Agency			

Select a credit card payment posted using TransFirst	Trans ID	Date	Patient	Office	Code	Th	Surf	N	Description	Bill	Dur	Prdr	Est Pat	Est Ins	Amount
00000002042	2/7/2020	First Name FirstN X	IRC	P	0005				Credit Card (Dos: 12/18/19)	BAODEN			2.00	0.00	2.00
00000002048	2/27/2020	First Name FirstN X	IRC	R	PP008				PMT PAT-Master Card / Visa	BAODEN			2.00	0.00	2.00
00000002047	2/27/2020	First Name FirstN X	IRC	R	PP008				PMT PAT-Master Card / Visa	BAODEN			1.00	0.00	1.00
00000002051	2/27/2020	First Name FirstN X	IRC	P	0005				Credit Card (Dos 01/21/20)	LOOOP			20.74	0.00	20.74
00000002052	2/27/2020	First Name FirstN X	IRC	P	0005				Credit Card (Dos 01/21/20)	LOOOP			24.89	0.00	24.89
00000001437	2/18/2020	JOHN	IRC	P	0005				Credit Card	0011			1.00	0.00	1.00
00000001028	2/13/2020	First Name FirstN X	IRC	R	PP001				PMT PAT-Debit Card	BAODEN			22.00	0.00	22.00

3. Transaction completes.



Transactions Entry

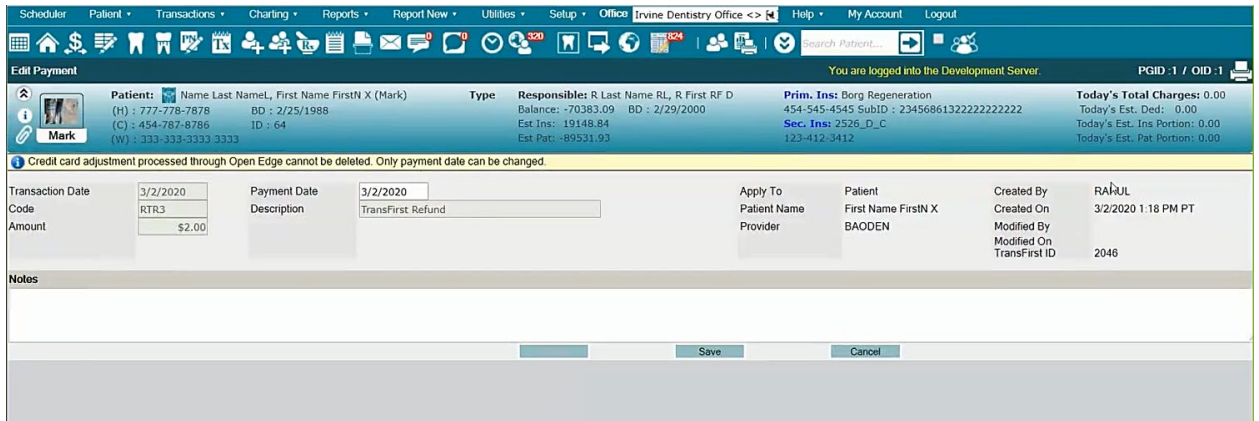
Patient: Name Last Name L, First Name First N X (Mark)
 (H) : 777-778-7878 BD : 2/25/1988
 (C) : 454-787-8786 ID : 64
 (W) : 333-333-3333 3333

Responsible: R Last Name RL, R First RF D
 Balance: -70383.09 BD : 2/29/2000
 Est Ins: 19148.84
 Est Pat: -89531.93

Prim. Ins: Borg Regeneration
 454-545-4545 SubID : 2345686132222222222
 Sec. Ins: 2526_D_C
 123-412-3412

Today's Total Charges: 0.00
 Today's Est. Ded: 0.00
 Today's Est. Ins Portion: 0.00
 Today's Est. Pat Portion: 0.00

Pri	Date	Patient	Office	A	Code	Th	Surf	N	Description	Bill	Dur	Pdr	Est Pat	Est Ins	Amount
	3/2/2020	First Name FirstN IRC			D2001	UR*			Test_OneOrMoreToothReq	0		BAODEN	0.00	0.00	0.00
	3/2/2020	First Name FirstN IRC			D2001	LA*			Test_OneOrMoreToothReq	0		BAODEN	0.00	0.00	0.00
	3/2/2020	First Name FirstN IRC			D2001	LA*			Test_OneOrMoreToothReq	0		BAODEN	0.00	0.00	0.00
	3/2/2020	First Name FirstN IRC		P	RTR3				TransFirst Refund	0		BAODEN	2.00	0.00	2.00



Edit Payment

Patient: Name Last Name L, First Name First N X (Mark)
 (H) : 777-778-7878 BD : 2/25/1988
 (C) : 454-787-8786 ID : 64
 (W) : 333-333-3333 3333

Responsible: R Last Name RL, R First RF D
 Balance: -70383.09 BD : 2/29/2000
 Est Ins: 19148.84
 Est Pat: -89531.93

Prim. Ins: Borg Regeneration
 454-545-4545 SubID : 2345686132222222222
 Sec. Ins: 2526_D_C
 123-412-3412

Today's Total Charges: 0.00
 Today's Est. Ded: 0.00
 Today's Est. Ins Portion: 0.00
 Today's Est. Pat Portion: 0.00

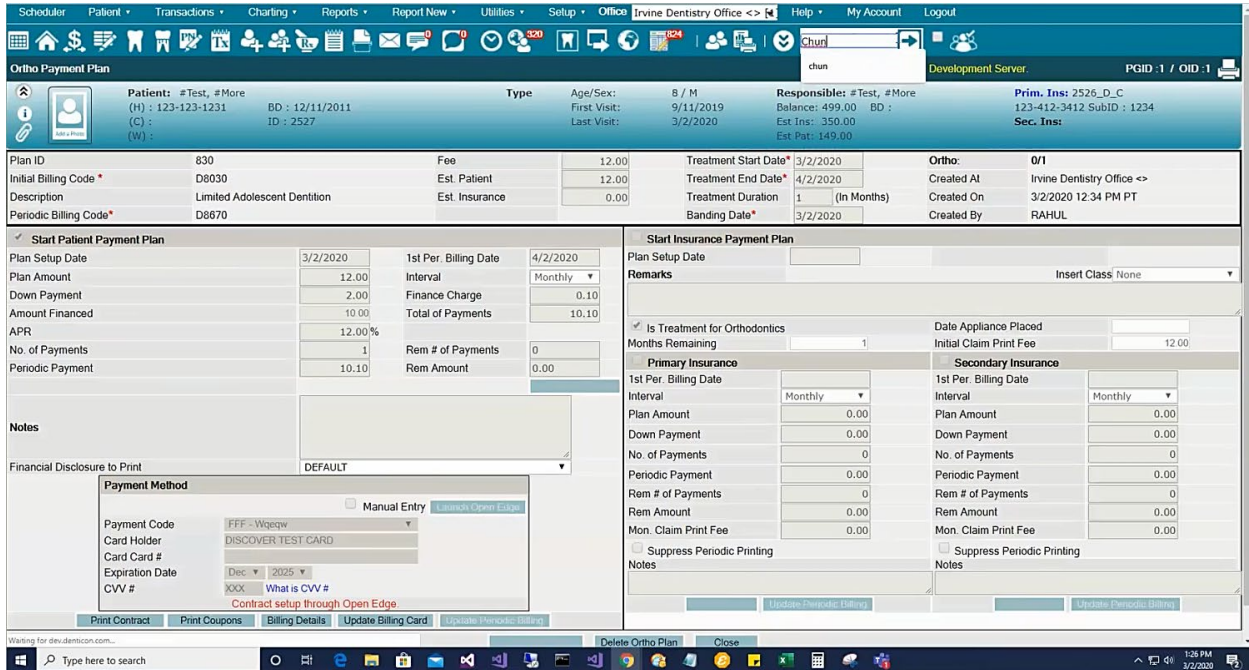
Credit card adjustment processed through Open Edge cannot be deleted. Only payment date can be changed.

Transaction Date	3/2/2020	Payment Date	3/2/2020	Apply To	Patient	Created By	RAJUL
Code	RTR3	Description	TransFirst Refund	Patient Name	First Name FirstN X	Created On	3/2/2020 1:18 PM PT
Amount	\$2.00			Provider	BAODEN	Modified By	
						Modified On	
						TransFirst ID	2046

Notes

- [Tokenization – Create](#)

1. On any screen, search for the patient by using the search bar on the top-right of the screen.

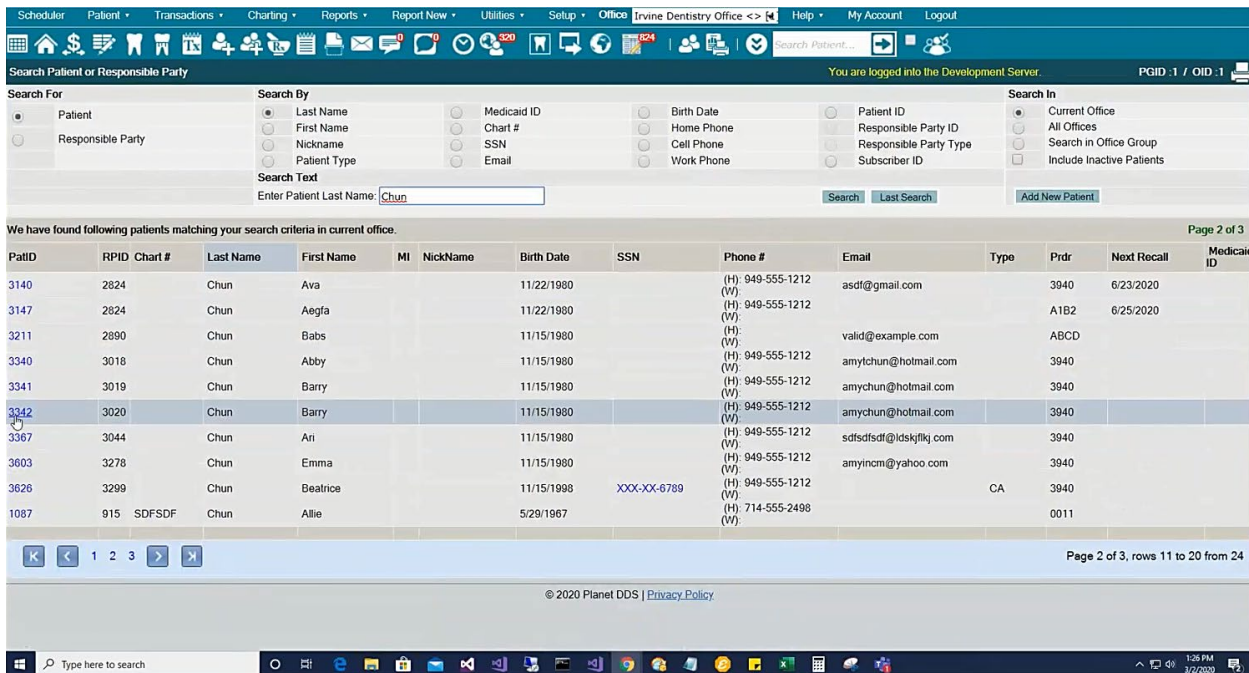


The screenshot shows the 'Ortho Payment Plan' screen for patient 'chun'. The interface includes a top navigation bar with menus like Scheduler, Patient, Transactions, Charting, Reports, Report New, Utilities, Setup, Office, and Help. The patient information section shows: Patient: #Test, #More; (H): 123-123-1231; (C): ; (W): ; BD: 12/11/2011; ID: 2527; Type: ; Age/Sex: 8 / M; First Visit: 9/11/2019; Last Visit: 3/2/2020; Responsible: #Test, #More; Balance: 499.00; BD: ; Est. Ins: 350.00; Est. Pat: 149.00; Prim. Ins: 2526_D_C; 123-412-3412 SubID: 1234; Sec. Ins: .

Below this, there are sections for 'Start Patient Payment Plan' and 'Start Insurance Payment Plan'. The 'Start Patient Payment Plan' section includes fields for Plan Setup Date (3/2/2020), Plan Amount (12.00), Down Payment (2.00), Amount Financed (10.00), APR (12.00%), No. of Payments (1), and Periodic Payment (10.10). The 'Start Insurance Payment Plan' section includes fields for Plan Setup Date, Remarks, Is Treatment for Orthodontics, Date Appliance Placed, Months Remaining (1), Initial Claim Print Fee (12.00), Primary Insurance details, and Secondary Insurance details.

At the bottom, there is a 'Payment Method' section with a dropdown for 'Payment Code' (FFF-Wqew) and a 'Manual Entry' checkbox. The 'Contract setup through Open Edge' link is highlighted.

2. Click on the **PatID** (patient ID) of the patient you wish to select.

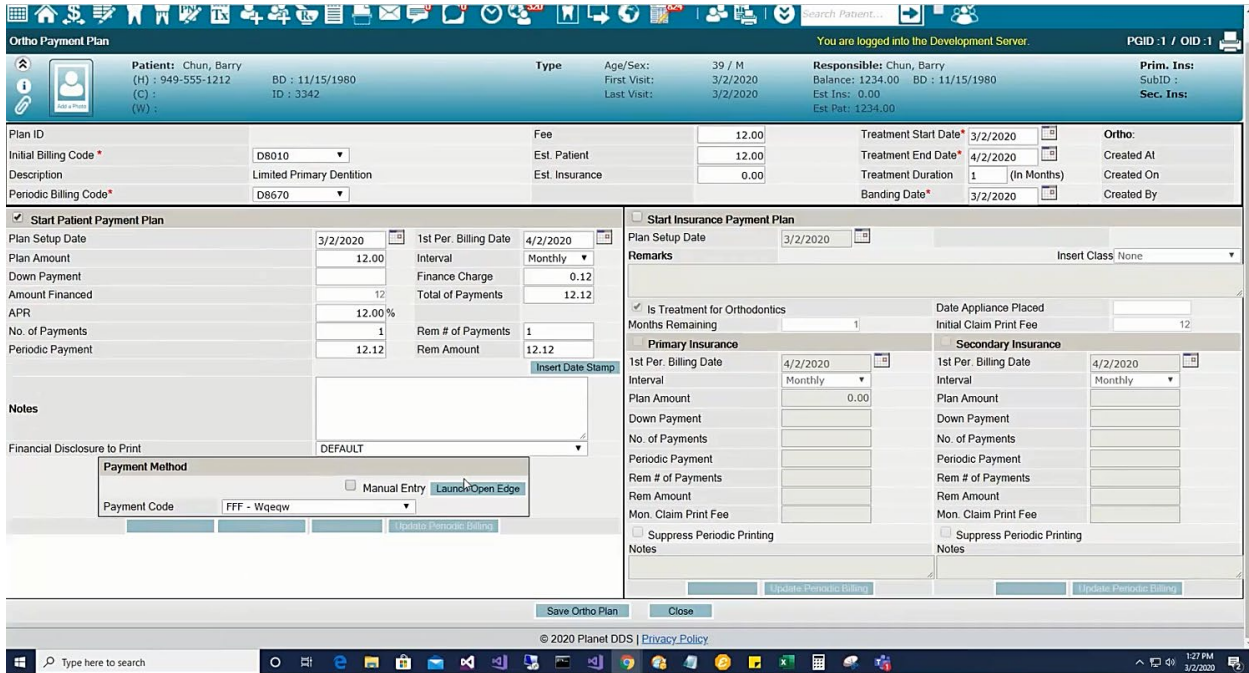


The screenshot shows the search results page for the patient search. The search criteria are: Search For: Patient; Search By: Last Name (Chun); Search In: Patient ID. The results table is as follows:

PatID	RPID	Chart #	Last Name	First Name	MI	NickName	Birth Date	SSN	Phone #	Email	Type	Pdr	Next Recall	Medicaid ID
3140	2824		Chun	Ava			11/22/1980		(H) 949-555-1212 (W)	asdf@gmail.com		3940	6/23/2020	
3147	2824		Chun	Aegfa			11/22/1980		(H) 949-555-1212 (W)		A1B2	6/25/2020		
3211	2890		Chun	Babs			11/15/1980		(H) (W)	valid@example.com		ABCD		
3340	3018		Chun	Abby			11/15/1980		(H) 949-555-1212 (W)	amytchun@hotmail.com		3940		
3341	3019		Chun	Barry			11/15/1980		(H) 949-555-1212 (W)	amytchun@hotmail.com		3940		
3342	3020		Chun	Barry			11/15/1980		(H) 949-555-1212 (W)	amytchun@hotmail.com		3940		
3367	3044		Chun	Ari			11/15/1980		(H) 949-555-1212 (W)	sdfsdfsdf@lidskflkj.com		3940		
3603	3278		Chun	Emma			11/15/1980		(H) 949-555-1212 (W)	amyincm@yahoo.com		3940		
3626	3299		Chun	Beatrice			11/15/1998	XXX-XX-6789	(H) 949-555-1212 (W)		CA	3940		
1087	915	SDFSDF	Chun	Allie			5/29/1967		(H) 714-555-2498 (W)			0011		

The interface also shows a search bar at the top right with the text 'Search Patient...' and a 'Search' button. The results are displayed on 'Page 2 of 3' with 'rows 11 to 20 from 24'.

3. Click on the **Launch OpenEdge** button.

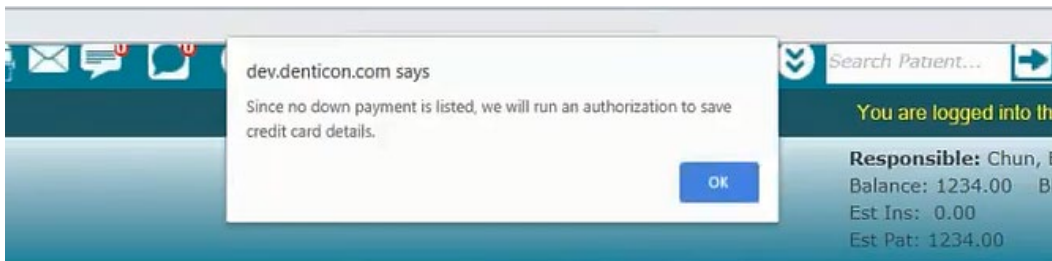


The screenshot shows the 'Ortho Payment Plan' form in a web browser. The patient information at the top includes: Patient: Chun, Barry; (H): 949-555-1212; (C): ; (W): ; BD: 11/15/1980; ID: 3342; Type: ; Age/Sex: 39 / M; First Visit: 3/2/2020; Last Visit: 3/2/2020; Responsible: Chun, Barry; Balance: 1234.00; BD: 11/15/1980; Est Ins: 0.00; Est Pat: 1234.00; Prim. Ins: SubID: ; Sec. Ins: .

The 'Start Patient Payment Plan' section is active, showing: Plan Setup Date: 3/2/2020; Plan Amount: 12.00; Down Payment: ; Amount Financed: 12; APR: 12.00%; No. of Payments: 1; Periodic Payment: 12.12; 1st Per. Billing Date: 4/2/2020; Interval: Monthly; Finance Charge: 0.12; Total Payments: 12.12; Rem # of Payments: 1; Rem Amount: 12.12.

The 'Payment Method' dropdown is set to 'Launch Open Edge'. Other options include 'Manual Entry' and 'FFF - Wqeqw'. The 'Launch Open Edge' button is highlighted.

4. Click **OK**.



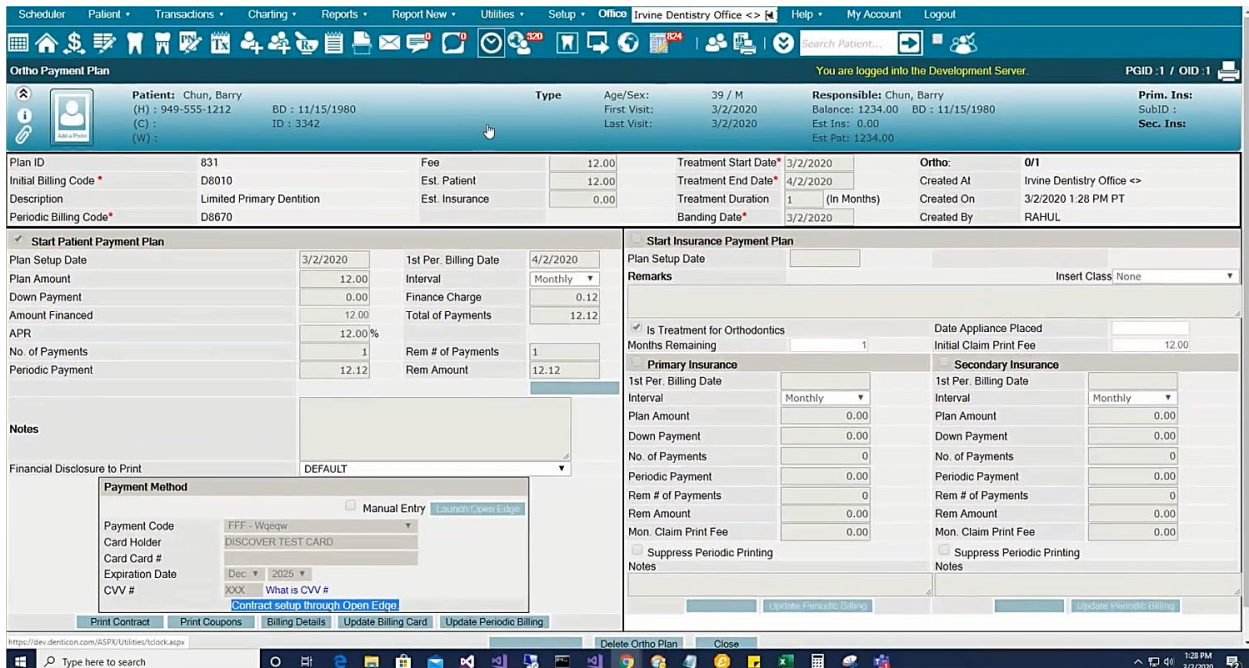
5. Follow the prompts on the connected device.



6. Transaction completes.

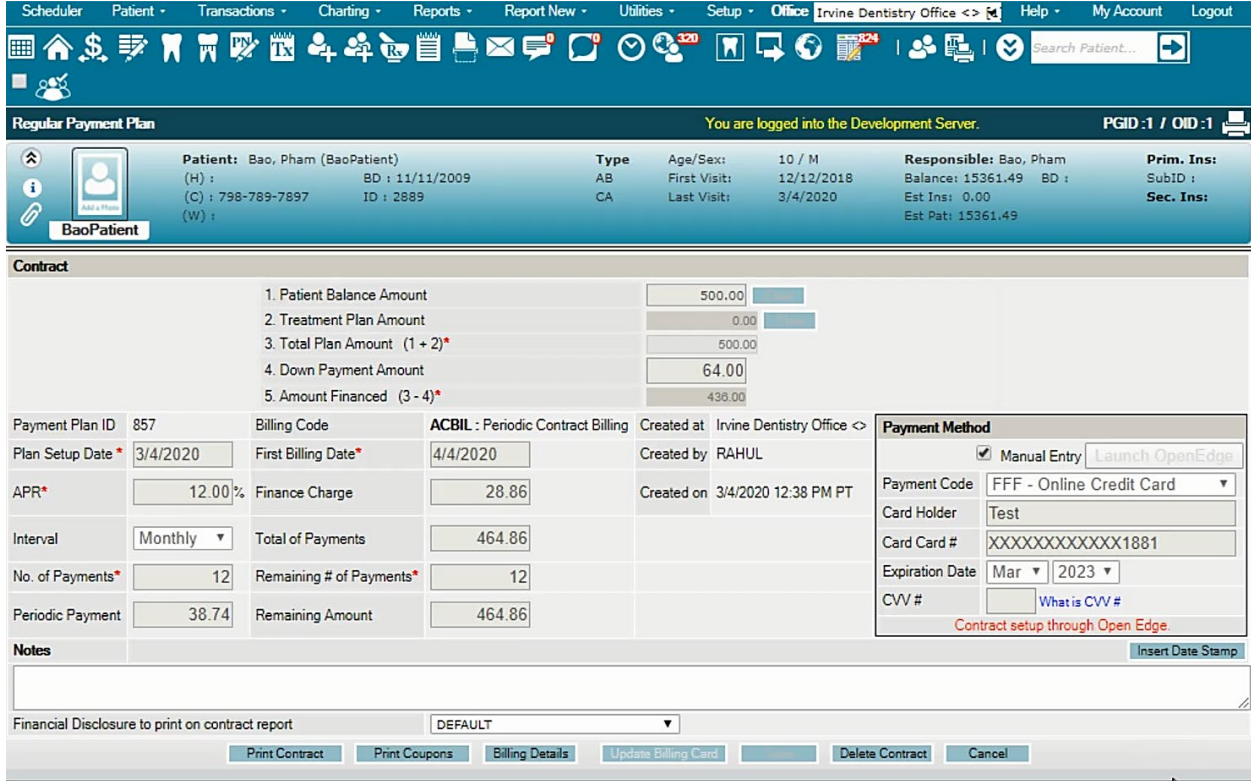


7. Contract is set up within the patient's record.



- [Tokenization – Delete](#)

1. Under the patient's record, click on the **Delete Contract** button.



Regular Payment Plan You are logged into the Development Server. PGID:1 / OID:1

Patient: Bao, Pham (BaoPatient)
(H) : BD : 11/11/2009
(C) : 798-789-7897 ID : 2889
(W) :

Type: Age/Sex: 10 / M
AB First Visit: 12/12/2018
CA Last Visit: 3/4/2020

Responsible: Bao, Pham
Balance: 15361.49 BD :
Est Ins: 0.00
Est Pat: 15361.49

Prim. Ins: SubID :
Sec. Ins:

Contract

1. Patient Balance Amount	500.00
2. Treatment Plan Amount	0.00
3. Total Plan Amount (1 + 2)*	500.00
4. Down Payment Amount	64.00
5. Amount Financed (3 - 4)*	436.00

Payment Plan ID: 857
Plan Setup Date: 3/4/2020
APR: 12.00%
Interval: Monthly
No. of Payments: 12
Periodic Payment: 38.74

Billing Code: ACBIL : Periodic Contract Billing
First Billing Date: 4/4/2020
Created at: Irvine Dentistry Office <
Created by: RAHUL
Created on: 3/4/2020 12:38 PM PT

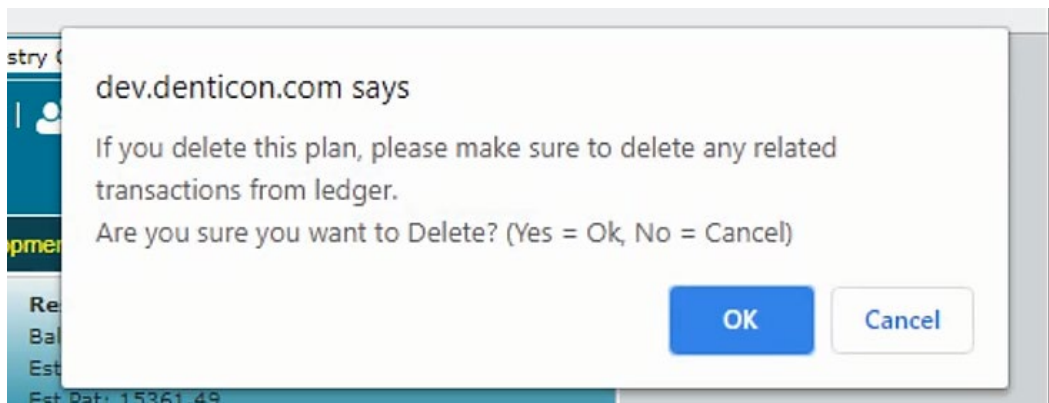
Payment Method
 Manual Entry [Launch OpenEdge](#)
Payment Code: FFF - Online Credit Card
Card Holder: Test
Card Card #: XXXXXXXXXXXXX1881
Expiration Date: Mar 2023
CVV #: [What is CVV #](#)

Contract setup through Open Edge.

Financial Disclosure to print on contract report: DEFAULT

[Print Contract](#) [Print Coupons](#) [Billing Details](#) [Update Billing Card](#) [Delete Contract](#) [Cancel](#)

2. Click **OK**.



3. Card is deleted.

Regular Payment Plan PGID : 1 / OID : 1

You are logged into the Development Server.

Patient: Bao, Pham (BaoPatient)
 (H) : BD : 11/11/2009
 (C) : 798-789-7897 ID : 2889
 (W) :

Type: AB
 Age/Sex: 10 / M
 First Visit: 12/12/2018
 Last Visit: 3/4/2020

Responsible: Bao, Pham
 Balance: 15361.49 BD :
 Est Ins: 0.00
 Est Pat: 15361.49

Prim. Ins: SubID :
Sec. Ins:

Regular payment plan deleted successfully.

Current Patient Balance: 13881.16 [Move to Contract](#)
 Treatment Plan Patient Balance for ID 1: 0.00 [Move to Contract](#)

Contract

- Patient Balance Amount
- Treatment Plan Amount
- Total Plan Amount (1 + 2)*
- Down Payment Amount
- Amount Financed (3 - 4)*

Payment Plan ID: _____ Billing Code: **ACBIL : Periodic Contract Billing**

Plan Setup Date * : 3/4/2020 First Billing Date * : _____

APR * : 12.00% Finance Charge : _____

Interval : Monthly Total of Payments : _____

No. of Payments * : _____ Remaining # of Payments * : _____

Periodic Payment : _____ Remaining Amount : _____

Payment Method

Manual Entry [Launch OpenEdge](#)

Payment Code : FFF - Online Credit Card

Card Holder : _____

Card Card # : _____

Expiration Date : Jan 2020

CVW # : [What is CVW #](#)

Contract setup through Open Edge.

Notes

Financial Disclosure to print on contract report: DEFAULT

- [Credit – Purchase](#) (via Payment Portal)

Note: Payment Portal will allow patients to pay a specific invoice using a Payment ID and other personal information.

1. Enter the **Payment ID**, **Zip Code**, and **Last name** of the patient. Click **CONTINUE**.

Payment Portal FAQ

Make a Payment

Payment ID

5-digit zip code

Last name

CONTINUE

Finding your Payment ID

Statement

Dental Solutions
 3330 Infinite Loop
 Costa Mesa, CA 92626
 Ph # : 112-112-1111
 Fax # : 333-333-3333

JOHN DOE
 2543 KALAMUS DRIVE
 COSTA MESA, 92626

Billing Date : 10/10/2018
 Account # : 1534
 Amount Due : 100.00
 Office # : IRVINE

Payment By : Check Credit Card
 Credit Card # : _____ Exp Date : _____
 DO : _____
 Name : _____
 Type of Card : [See Payment on the Credit Card](#)
 Signature : _____

Pay online at: [pay.yourdentistoffice.com](#)
 Payment ID: 1-53322116

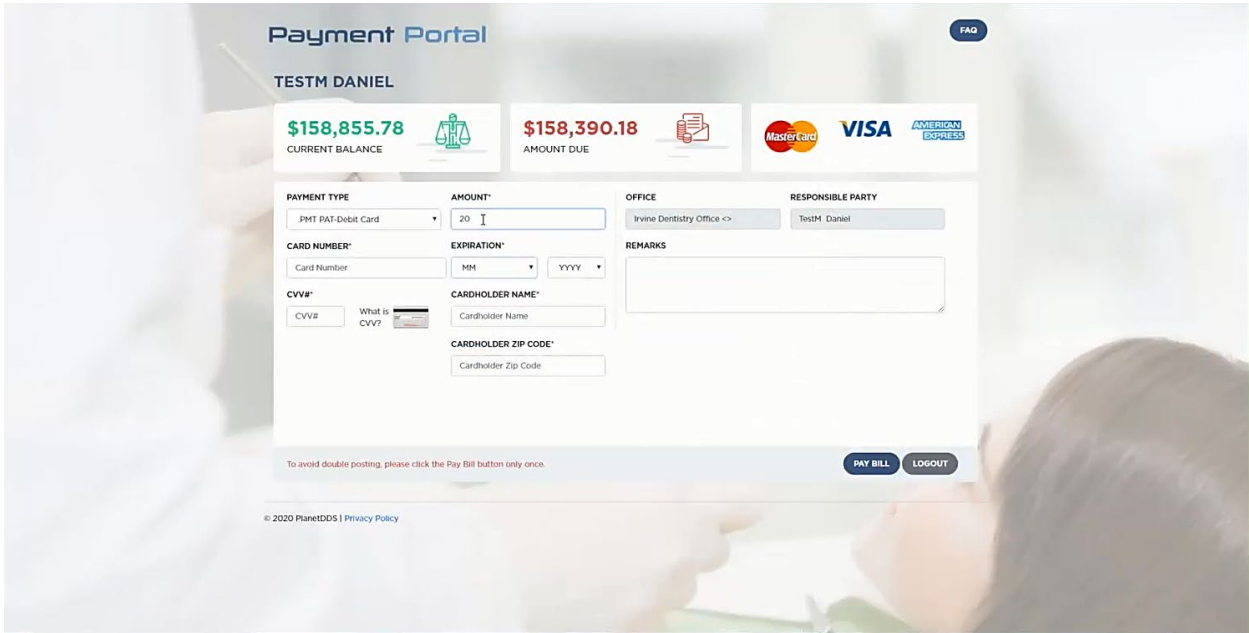
Date	Description	Chart #	Patient Name	Code	Th	Surf	Credits	Charges
10/10/2018	Amalgam One Surface Perm/Prep	ABC123	John	02140	7	14	100.00	100.00
Total							0.00	100.00
Total Due as of, 10/10/2018 :								100.00
	Current	Over30	Over60	Over90	Over120	Total Balance	Reg Cont. Bal	Ort Cont. Bal
	100.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00
						Estimated Insurance	0.00	0.00
						Estimated Patient	100.00	0.00

Messages :
 Thank you for choosing Irvine Dentistry to be your healthcare provider.

Comments : _____

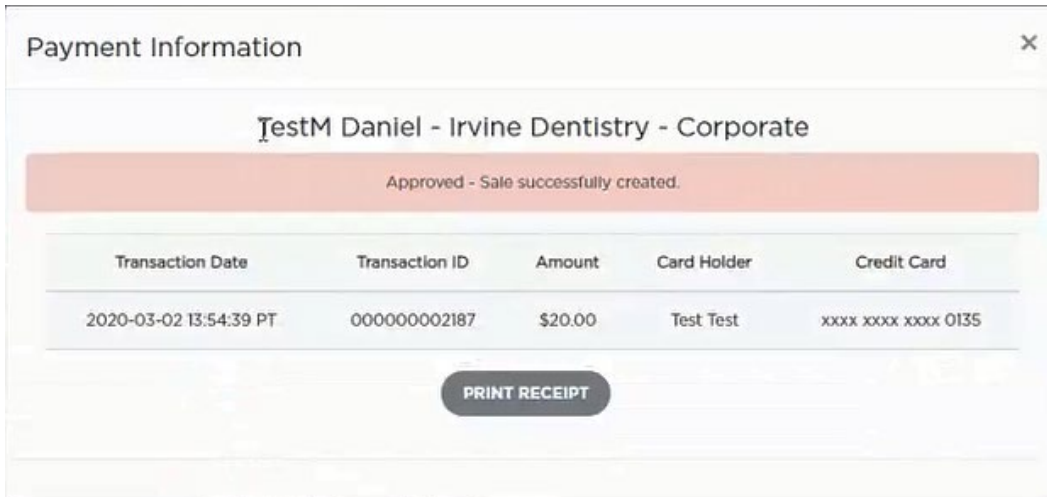
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- Select the payment type. Enter an amount. Enter the card information and click on the **PAY BILL** button.



The screenshot shows the 'Payment Portal' interface for 'TESTM DANIEL'. It displays a current balance of \$158,855.78 and an amount due of \$158,390.18. The form includes fields for payment type (PMT PAT-Debit Card), amount (20), card number, expiration date, CVV#, cardholder name, and cardholder zip code. The office is 'Irvine Dentistry Office' and the responsible party is 'TestM Daniel'. A 'PAY BILL' button is visible at the bottom right.

- Transaction approves.



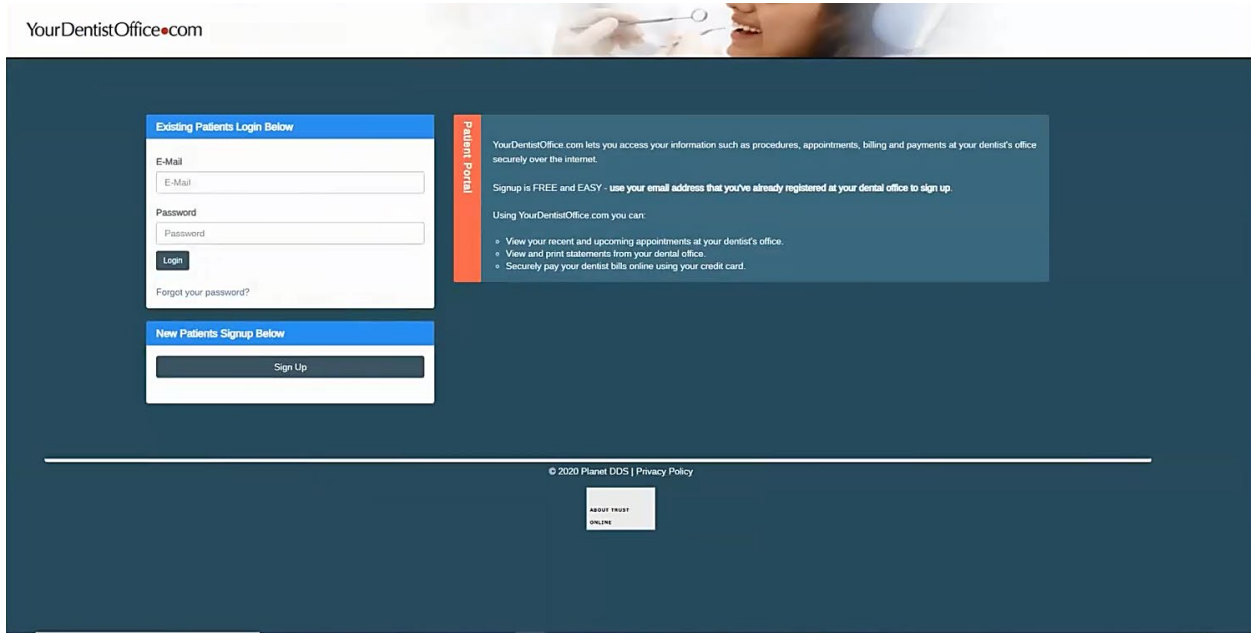
The screenshot shows the 'Payment Information' modal for 'TestM Daniel - Irvine Dentistry - Corporate'. It displays a success message: 'Approved - Sale successfully created.' Below this is a table with transaction details:

Transaction Date	Transaction ID	Amount	Card Holder	Credit Card
2020-03-02 13:54:39 PT	000000002187	\$20.00	Test Test	xxxx xxxx xxxx 0135

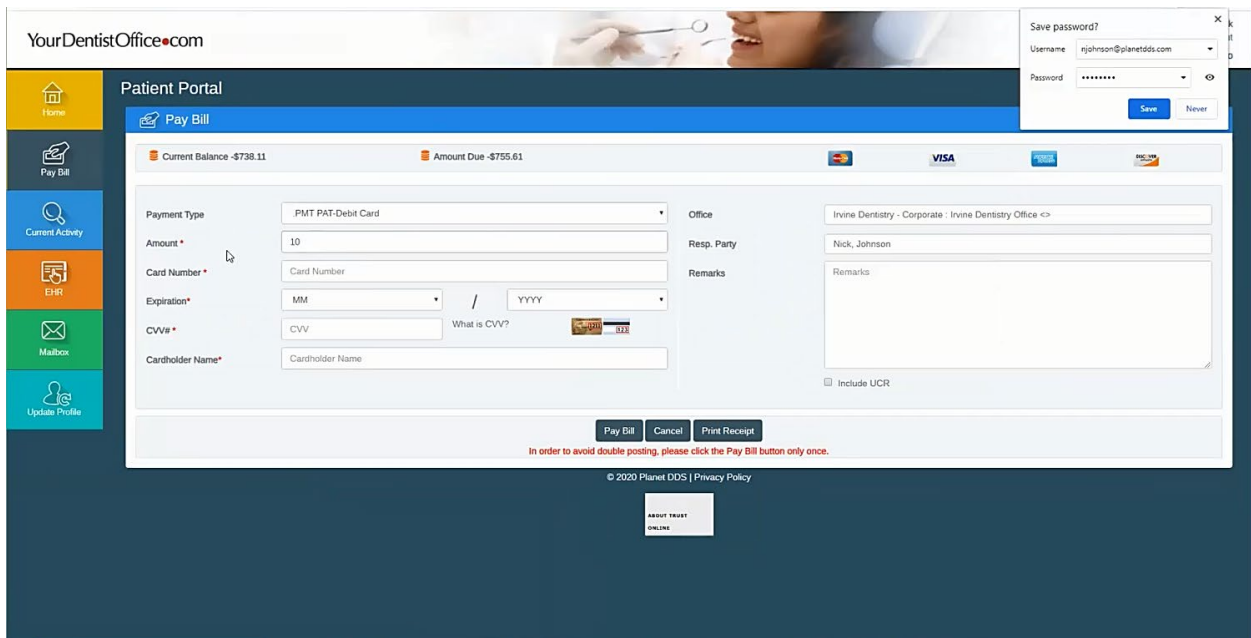
A 'PRINT RECEIPT' button is located below the table.

- [Credit – Purchase](#) (via Patient Portal)

1. Log in.



2. Select the payment type. Enter an amount. Enter the card information and then click on the **Pay Bill** button.



3. Transaction approves.

