

Dear Doctor/Practice Administrator,

To initiate the JG Pads Patient Instruction Sheet Subscription Service, you will need your furnished subscription card. This card features two numbers, which you will use to log into the JGPads website. The card is pre-labeled with a PIN #, as well as a blank space for your Medical Education (M.E.) number. You may handwrite your M.E.# in the white box at your own discretion. If you have any questions regarding your M.E.#, please contact JG Pads at (800) 858-9395 for further assistance.

To enter an order via the JG Pads secure Internet gateway,

- Go to www.jgpads.com
- Click "Subscriber Services" on the left menu bar.
- Click "Subscription Orders" (the first button).
- Enter your PIN# indicated on your subscription card and your unique M.E.#
- Click "Sign In".

You are now logged into the secure ordering site. You can choose 1 of 2 options - either reorder an existing document with a JG Pads reorder number, or use a template to create a new document.

- **If you choose to reorder:**
 - Enter your reorder number in its correct format (ex. A-123456 for six-digit legacy reorder number or A-1234567 for new online reorder number). You can find your re-order # printed in the bottom left corner of an existing Patient Sheet. Click "Re-Order".
 - Enter the Practice/Doctor information, as well as the details of your order.
 - Type/Verify the content of your instruction sheet for each side of your document.
 - Specify the number of drugs listed on the document and click "Add Drugs". Specify the drug names printed on the form.
 - Attach a digital version of your form for clarification/layout purposes if you wish. Click "Save".
 - Enter your shipping details. Note that an e-mail address is required to receive a proof of the form prior to print processing.
- **If you choose to order by template:**
 - Click the "Template Order" button from the main ordering page.
 - Select the template you wish to use from one of the three available options, or create your own by clicking "Custom Template". You will first be prompted to enter your order details (the practice info you enter here WILL be printed on the sheets.)
 - Click "Save" when complete. Next, you will be asked to select the drugs you wish to include on your instruction sheet, as well as any written instructions to accompany them. You may also enter general/cautionary instructions and closing/final instructions. When you have entered all of the applicable information, click "Save".
 - Finally, you will be prompted to enter your shipping information as well as any additional instructions for the order.

After you've entered all necessary information, you will be taken to an Order Confirmation page. Carefully review the details of your order. If any details are incorrect, you can remove the sheet from your order by clicking the red "Remove" button. You can also add another instruction sheet (separate document) to your order by clicking the green "Add a Sheet" button. Once your order is complete and ready for processing, click "Finalize Order Details". Your order has been placed. JG Pads will contact you if there are questions regarding your order.