STEPS TO UPLOAD ORDERS TO YOUR MYSCD PORTAL

1. Go to https://my.scdlab.co.nz/login

2. Enter your SCD account number and password.
If you don't know your password, re-set by pressing *"Forgot Password/ First Time User"*

Sign In

Access all the information you need to manage your cases, everyday, all in one place.

| Account # |
| Password |

I'm not a robot
reCAPTCHA
Privacy - Terms

Forgot Password/First Time User ?

Sign In

Not a SCD AU Customer yet? **Sign up**

When asked to enter your practice phone number, please enter the area code and phone number as shown below, and tick *"I'm not a robot"*.

Update your Password ?

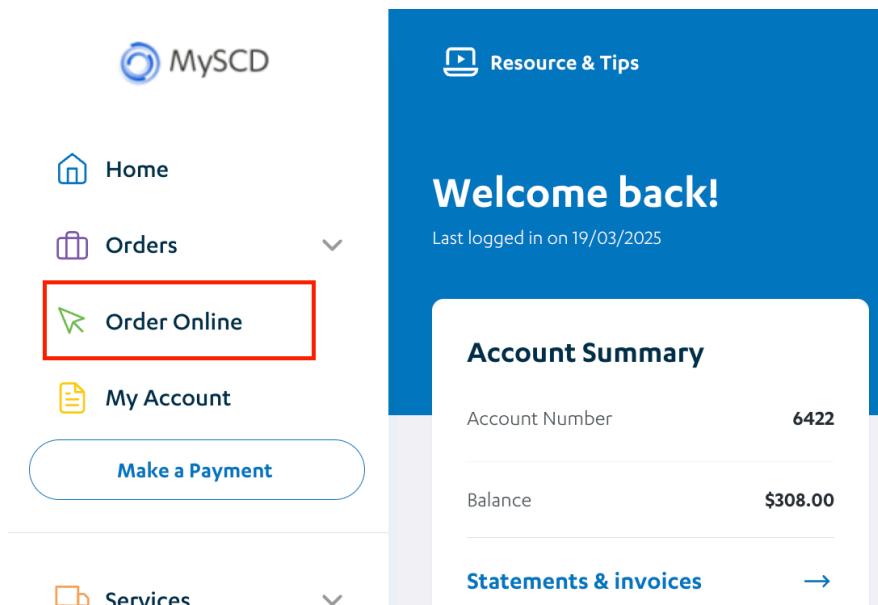Enter your SCD AU account and phone details to setup your password

| 1234 |
| 02 8062 9800 |

I'm not a robot
reCAPTCHA
Privacy - Terms

Reset Password   Back to login

Southern Cross Dental
Great care. Great practice.

3. Once you access your MySCD portal, click on *"Order Online"* **on the left side menu**

MySCD

▶ Resource & Tips

🏠 Home

💼 Orders ▼

▷ **Order Online**

📄 My Account

Make a Payment

🖥 Services ▼

Welcome back!
Last logged in on 19/03/2025

Account Summary

Account Number   **6422**

Balance   **$308.00**
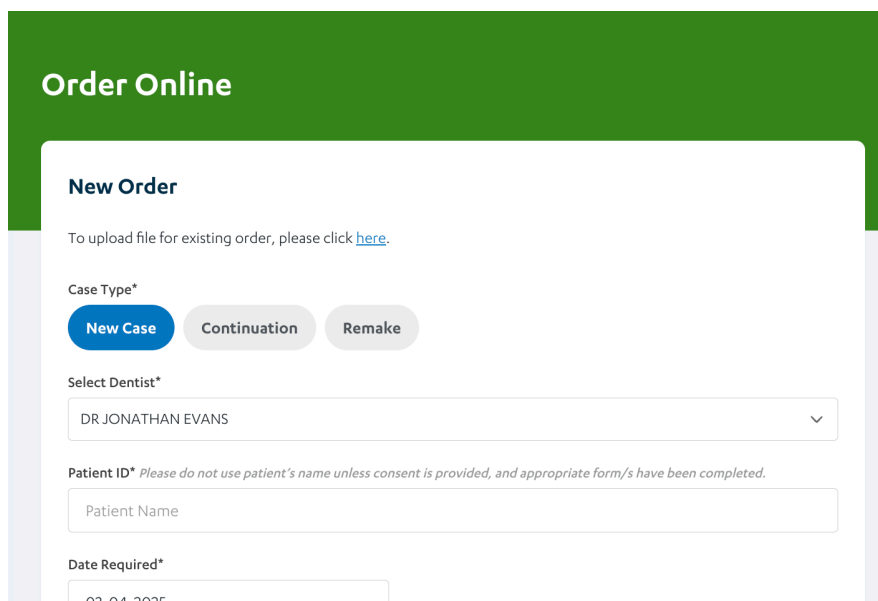
Statements & invoices   →

4. Select the type of case.
New case or *Continuation/Remake case*

5. Select dentist name from the filter, add patient's name or ID, and the date you require finished order back in your practice.
Please note: This should not be the date of the patient's appointment.

Then press *'Create Order'* **button.**

Order Online

New Order

To upload file for existing order, please click here.

Case Type*

[**New Case**] [Continuation] [Remake]
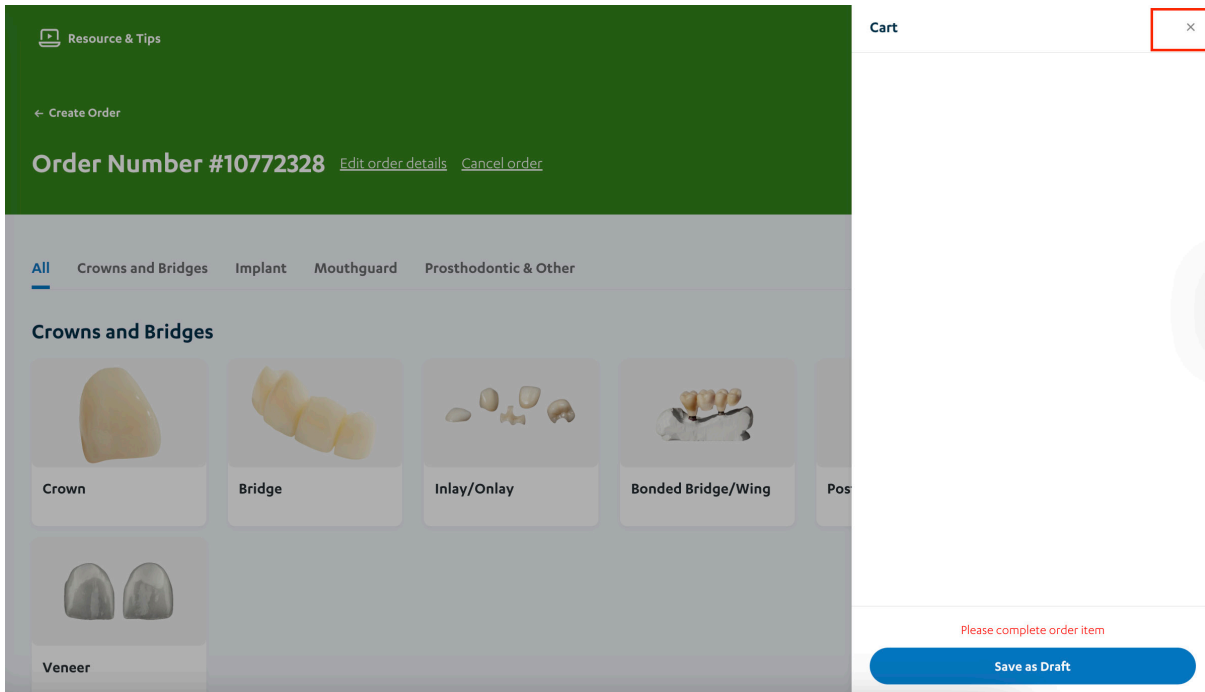
Select Dentist*

[DR JONATHAN EVANS ⌄]

Patient ID* *Please do not use patient's name unless consent is provided, and appropriate form/s have been completed.*
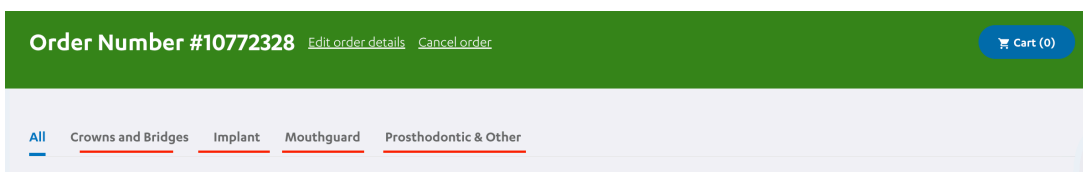
[Patient Name]

Date Required*

[03-04-2025]

You can either save as draft or close that option and continue if you need to submit your order on the spot.

6. Select type of work

7. Select tooth, and additional items for the case.

Crown: **Tooth 16**   ✕

Range*
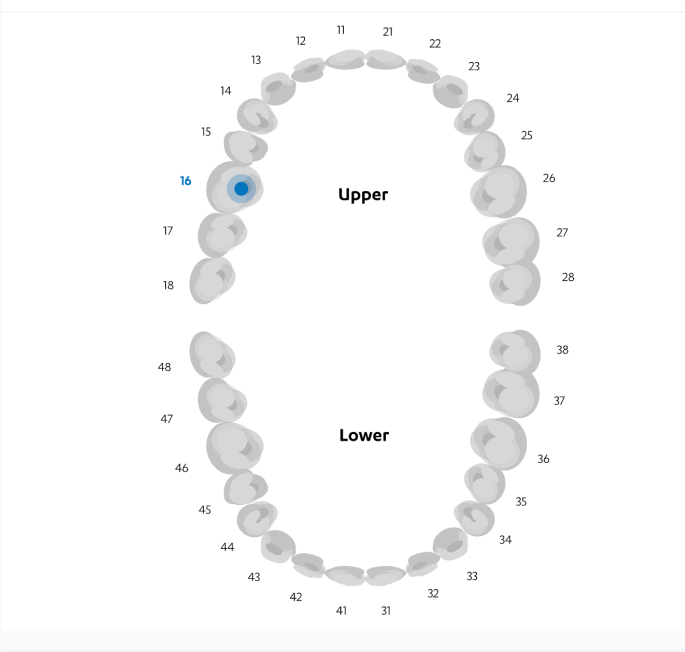
SCD Range ⌄

Material Type*

FMZir ⌄

Shade*

eg: A2 or B1/B2 TO BE SENT LATER or NO SHADE

Vita classic ⌄

Colour*

A2 ⌄

+ ADD SHADE COLOUR

Click link above to add 2 or 3 shade colour.

A2

Occlusal Staining   clear
Please select (optional)

○ None   ⦿ Medium   ○ Light   ○ Dark

Value   clear
Please select (optional)

○   ○   ○

Upper — 11 21 12 22 13 23 14 24 15 25 **16** 26 17 27 18 28

Lower — 48 38 47 37 46 36 45 35 44 34 43 33 42 32 41 31

8. Add additional instructions if needed, and click *"Add to cart."*

Proximal Contact(optional) ❓

Normal   Extended

Occlusal Contact(optional) ❓
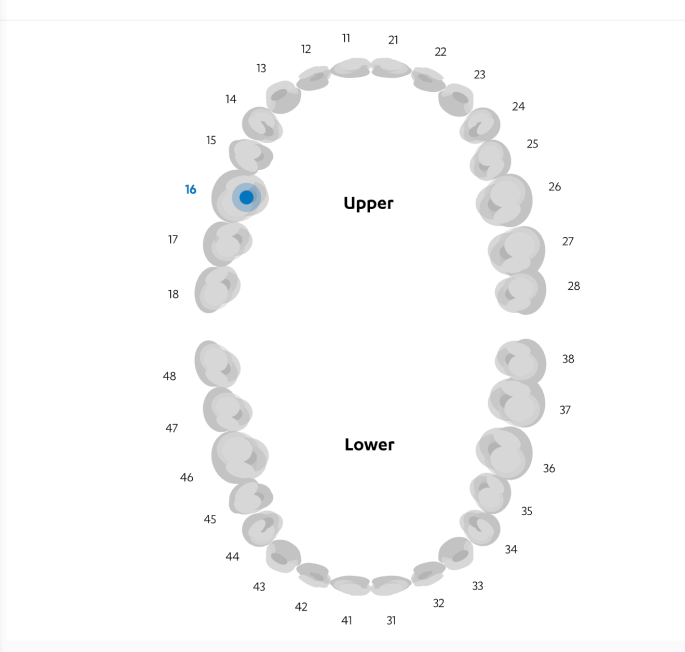
Heavy   Light ✓   Open

Present Tooth or Stump Shade*

Input text here

Additional Instruction(optional)

Input text here

Add to Cart

Upper — 11 21 12 22 13 23 14 24 15 25 **16** 26 17 27 18 28

Lower — 48 38 47 37 46 36 45 35 44 34 43 33 42 32 41 31

9. Click on "Finalise Order"
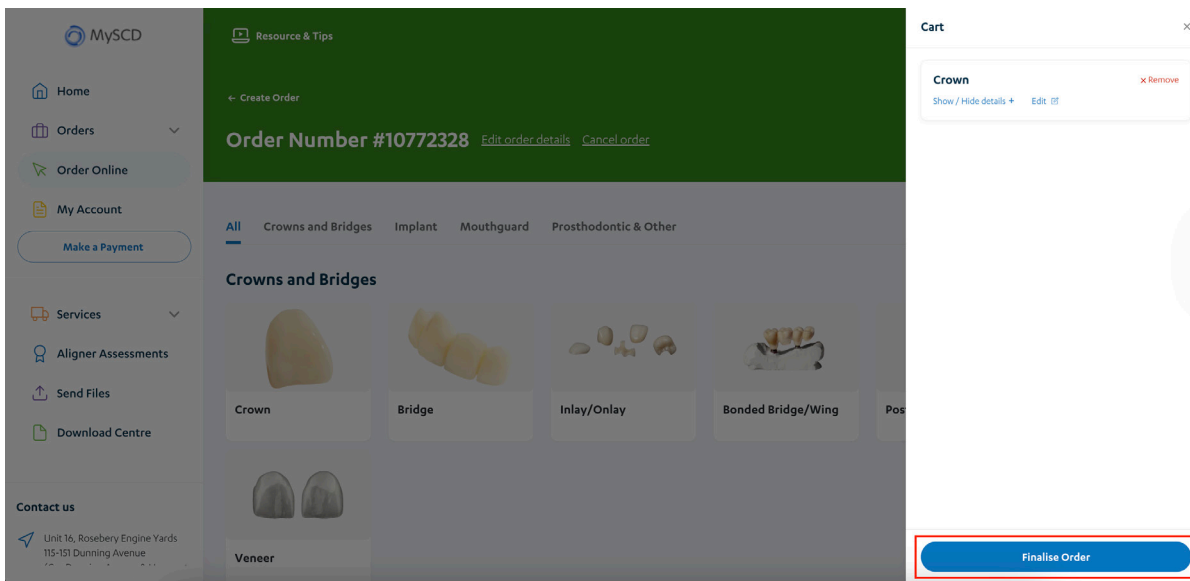
To finalise your order, you must select if an order is physical OR digital.

-Select Physical Order if you are only sending physical impressions.

- Select Digital Order(scans sent directly to SCD), if you are sending instructions only, and have already sent us scans directly from your scanner.

- Select Digital Order (Scans attached to this online order), if you have exported your scans from your scanner and you are using your SCD portal to upload them.

← Products

Finalise Order Number #10772328

Case Details
Provide required details of your case to finalise order.

Voucher/Promotion

| Please enter Voucher/Promotion Number |

☐ **Physical Order** (You are sending physical impressions)   ☐ **Digital Order** (Scans sent directly to SCD)

☑ **Digital Order** (Scans attached to this online order)

After selecting Digital Order, please upload your scans under Click on the Drop files here or click to upload button to upload scans (in STL or dcm format only)

Case Details
Provide required details of your case to finalise order.

Voucher/Promotion

Please enter Voucher/Promotion Number

☐ **Physical Order** (You are sending physical impressions)   ☐ **Digital Order** (Scans sent directly to SCD)

☑ **Digital Order** (Scans attached to this online order)

Send Digital Scan
Select files to upload. Accepted file types are stl, zip or dcm

⬆ Drop files here or click to upload.

Drop files here to upload

Note: If you have any photos or any additional documents for your order, either physical or digital, please go to Attachments section and upload your files there.

Attachments
Select files to upload. Accepted photos, pdf files and any additional documents

⬆ Drop files here or click to upload.

Drop files here to upload

10. Review and edit your order if needed.

Review Items   Add/Change

Crown

Tooth selection	16
Material Type	FMZir
Shade	Vita classic
Colour	A2
Occlusal Staining	Medium
Value	Medium
Embrasure	Open
Occlusal Contact	Light
Present Tooth or Stump Shade	2A
Range	SCD Range

Additional Instruction

Place Order

✓

Your order has been placed!

Your order reference Order number is 10406899
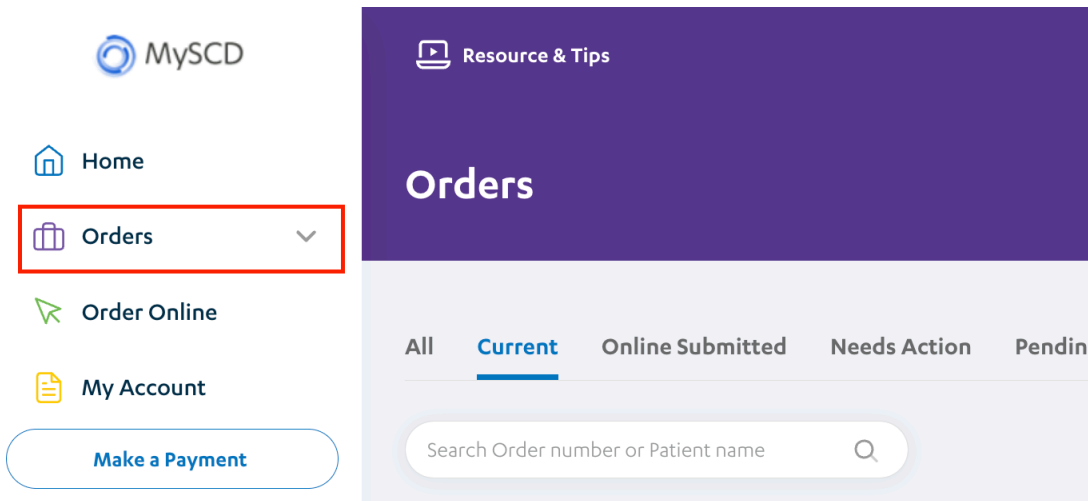
Print lab sheet
Book a pick up
Dispatch times

Done

11. You can check your orders by clicking *'Orders'* on the left of the dashboard menu.

To view a submitted order and print the lab sheet of the order, go to the right hand side and display the three vertical dots.

10679975	6422	13-08-2024	DR JONATHAN EVANS	▲ Lab	In Progress	⋮
CH2152	6422	26-04-2024	DR JONATHAN EVANS	▲ Lab	In Progress	⋮
CH2105	6422	16-04-2024	DR JONATHAN EVANS	▲ Lab	In Progress	⋮

Please Note: To submit digital scan files for TrioClear™ aligners, please log in to the TrioClear™ submission portal and upload the file directly.

If you have any questions, please email nzdigital@scdlab.com or give us a call on 09 379 9778.