

How to Sign Up with Doxy.me for the Divisions Discount

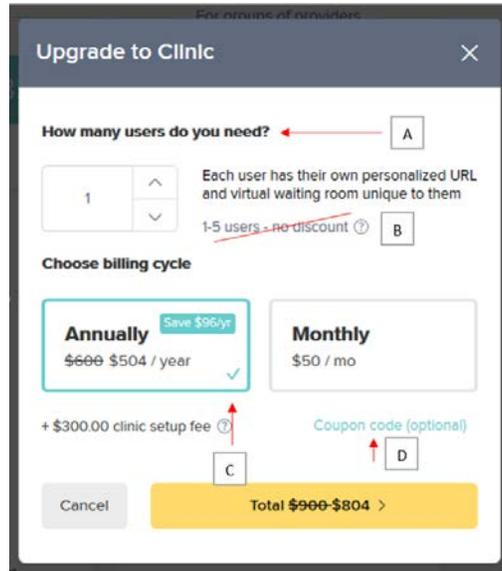
Regardless of whether you have already signed up for a free or paid subscription for Doxy.me, you can use the Divisions bulk discount code. To access the code, contact May Woodburn at the South Island Division: May.Woodburn@sidfp.com. May will email you the code. **DO NOT SHARE THIS CODE WITH OTHERS.** The code is case-sensitive so when you are prompted, enter it exactly as it was given to you.

IF you **DO NOT** have an Account of any kind (free or paid subscription)

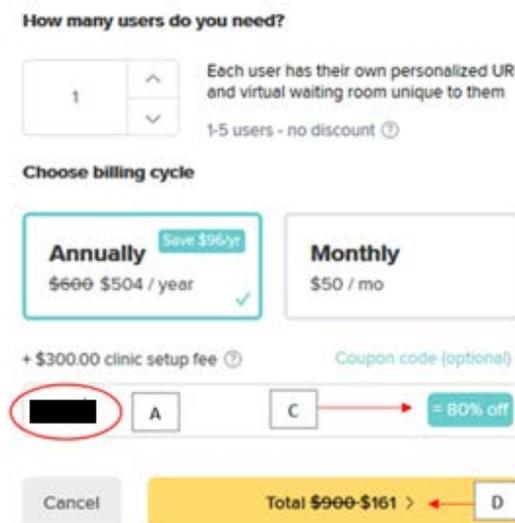
1. Register at <https://doxy.me/sign-up>
 - Enter your name and choose what name you want to display (e.g. DrDoxy – cannot have spaces or characters)
 - Create a password, confirm that you are a provider and agree to the Terms of Use, and click “sign up”
2. You will automatically be placed into the Dashboard of the free version. Click “Upgrade”
 - a. Click Upgrade from the Left-hand menu
 - b. On the screen that comes up, choose “Annually”. The Divisions discount code will not apply to monthly subscriptions.
 - c. Click on “Upgrade to Clinic”

The screenshot shows the Doxy.me upgrade interface. On the left is a dark sidebar with the 'Upgrade' button circled in red and labeled 'A'. The main content area is titled 'Choose the best option for you' and features three pricing plans: 'Free' (Current plan), 'Professional' (\$35/mo), and 'Clinic' (\$50/mo). The 'Annually' option is selected and labeled 'B'. A red arrow points from 'B' to the 'Annually' button. At the bottom right, the 'Upgrade to Clinic' button is labeled 'C'.

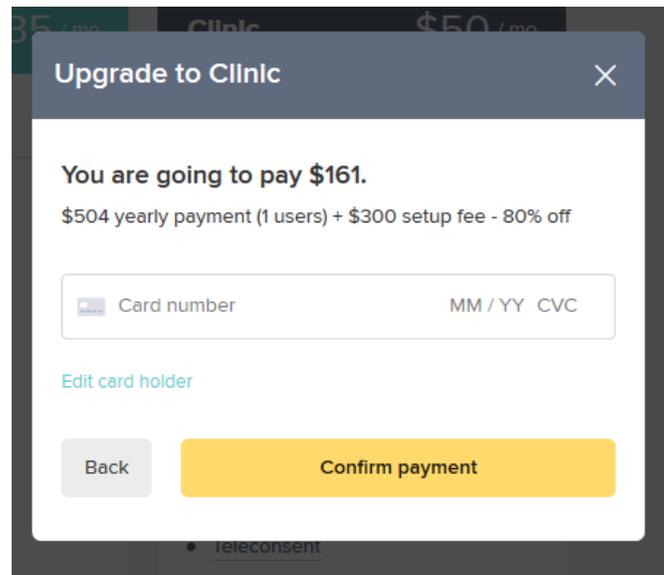
3. Add in the number of users and the discount code
 - a. You can start with just one user and add others in later
 - b. IGNORE the note that says “1-5 users – no discount”. This does not apply to the bulk subscription the Divisions have arranged.
 - c. Make sure “Annually” has been selected (you should see a checkmark in the box)
 - d. Click on “Coupon code (optional)” – small blue text



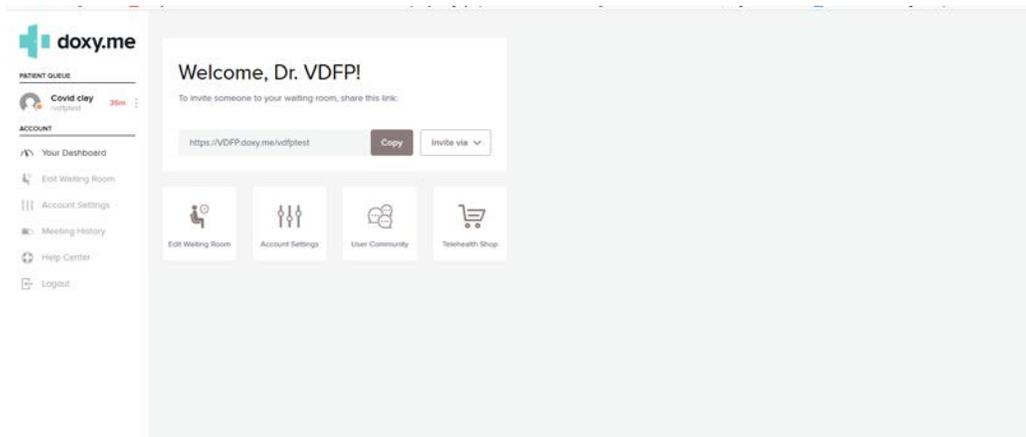
4. Enter the coupon code – do not share the code with others
 - a. A text box will open. Type the code that you received via email from May Woodburn.
 - b. The code is good for both SI and Victoria members
 - c. Once you enter the text, you’ll see that there is an 80% discount
 - d. The Total in the bar at the bottom should update to show \$161. Click on this bar to continue.
 - i. If you selected more than one user, the total will be \$161 plus \$100 per additional user. If you set up one user now and add others later, there will be an additional cost to your credit care when you add users.



5. Enter your credit card information to complete your purchase



You will be placed into your Dashboard, which will look something like the image below:



For Existing Users – Free Subscription

If you have already signed up for the free version, you will follow steps 2-5 exactly as above once you have logged in to your existing Doxy.me dashboard.

For Existing Users – Monthly or Annual Subscription

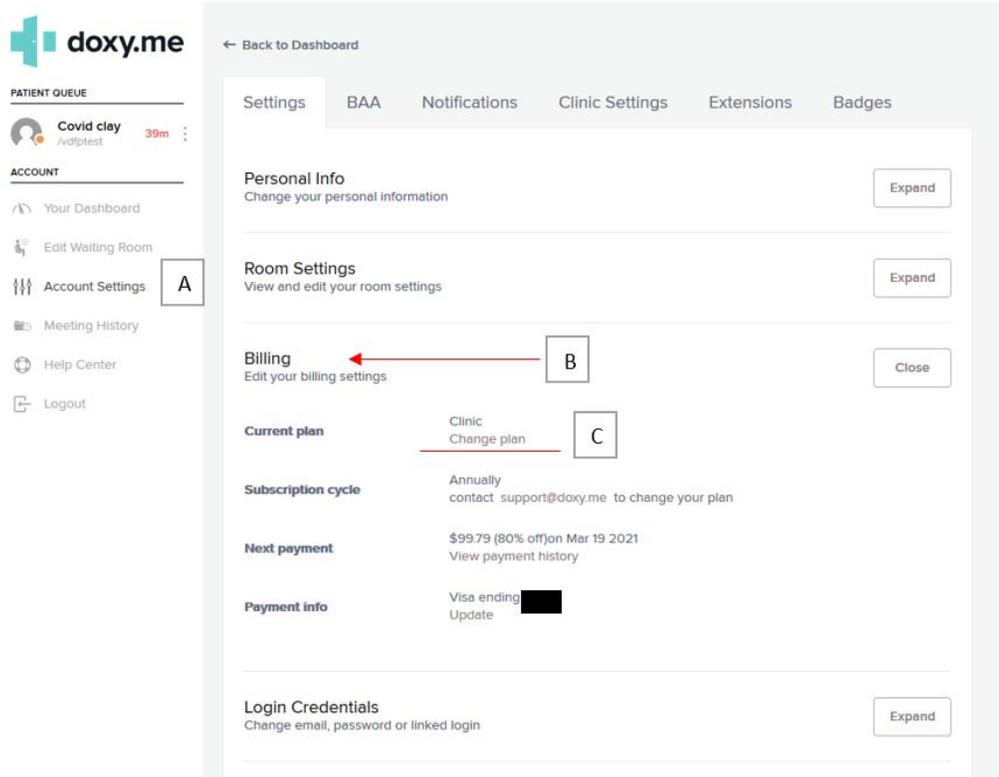
If you have an existing paid subscription, start by logging into your Dashboard.

1. Find your current subscription information
 - a. Click on Account Settings
 - b. Click “Expand” on the Billing Section
 - c. Click “change plan”
 - d. You will be taken to the screen shown under step 2 for new users.

- e. IF ON THE LEFT-HAND SIDE THERE ISN'T AN UPGRADE OPTION, PLEASE SEND THE FOLLOWING MESSAGE TO support@doxy.me AND info@sidfp.com

“We are eligible for the 80% discount but are unable to execute online per the group coupon: [enter coupon code].”

- f. Follow steps 2-5 above to complete the change to your plan and get access to the code.



Doxy.me has tutorials that can help you get started with customizing how your patient- and provider-facing screens look, how to add providers, how to test your webcam and microphone, and more. The Divisions will be working on additional support materials in the coming days as needed.

If you encounter any difficulty setting up your paid subscription or need other technical support, you can email support@doxy.me for assistance.