DESIGNING MUCH MORE THAN BEAUTIFUL SMILES!
1. Access the dsd planning center website: www.dsdplanningcenter.com

2. Click on the “Register” button

3. Fill all the requested information and click on “Register”
   
   All the fields are mandatory:
   
   - Your Full Name and Practice Name
   - Your (or your Company’s) Tax ID for Invoices (very important!)
   - Full Practice Address
   - Referrer: The person who recommended you DSD Courses or Services. (you will find them on the list)
   - Your e-mail address: this will be your username and also used for notifications. (later you can add a secondary e-mail address for notifications if you want your assistant or treatment coordinator receiving them)

4. You will receive an e-mail with your Password
STEP 2  LOGIN

2.1 Access the dsd planning center website:
   www.dsdplanningcenter.com

2.2 Click on the “Login” button

2.3 Introduce your Username (e-mail) and Password and you will be logged in
**STEP 3 REQUEST NEW CASES**

3.1 Click on the “+ADD” button to request a new case

3.2 You will access the 3-step purchase process:
   - Step 1: You must choose 1 or more of the different DSD 3D types
   - Step 2: You can add any extra Planning services
   - Step 3: You can request the Manufacture of any needed devices

3.3 Step 1 of 3: Choose DSD 3D Type

   You must select at least one type of DSD 3D which will be the first step of the Treatment Planning.

   If you want to order a DSD Mock-up you must choose the DSD 3D MOTIVATIONAL type.

   If you want us to plan a Surgery or Ortho treatment you should choose the DSD 3D IDEAL type.

   If you want a full Functional analysis with a new Maxillary relation then you have to select the DSD 3D FUNCTIONAL type.

   The **DSD 3D COMPLETE INTERDISCIPLINARY PLANNING** is exclusive for the certified DSD Clinics, and includes an Upper & Lower IDEAL 3D with a multidisciplinary Treatment Plan suggestion based on a complete pre-planning including Surgery, Ortho, Perio, Restorative...

   You can select more than 1 type of DSD 3D, and if you do so you will receive a **50% discount** on the cheaper service. Once you have selected at least one of the DSD 3D types you can proceed to Steps 2 & 3.
3.4 Step 2 of 3: Planning Services

You can add as many Additional Planning Services as you wish to get the best Treatment Planning possible.

They are divided in 3 categories:

1. DESIGN OPTIONAL SERVICES
   Allow you to improve your Smile Design Planning adding Lower Arch smile design, adapting your design Over Preps, Planning an Ortho treatment based on your Smile Design...

2. GUIDED SURGERY OPTIONAL SERVICES
   If your case needs implant surgery our team of specialists can Plan the Surgery based on the Smile Design, making sure you get the best Functional and Esthetic results, which will be exact to the Mock-up you showed to your Patient.
   If the Patient has a fully edentulous arch, or you plan on removing all the teeth, you need to select a FULL Surgical Planning. Otherwise you must choose the PARTIAL Surgical Planning. Remember to select Upper or Lower, or both, depending on where you are performing the surgery.

3. DSD RESTORATIONS OPTIONAL SERVICES
   Our team can also Design your Temporary Crowns based on the DSD 3D that we prepared for you. Choose the number of teeth you want us to design, or the full arch option if that is what you need.

You can also choose the option of ONLINE LIVE PLANNING if you want to connect via Skype with our Planning Team and learn and discuss live how the planning is done.
3.5 Step 3 of 3: Manufacture

After choosing all the Planning Services you can request the Manufacture of all the Guides, Appliances, Crowns and Devices you will need to perform the Treatment.

They are also divided in 3 categories:

1. DESIGN MANUFACTURE
   You can ask us to produce your DSD Mock-up Matrix + Model, also a Crown Lengthening Guide based on the DSD 3D Motivational and any additional Models you want us to print.

2. GUIDED SURGERY MANUFACTURE
   Here you can request the manufacture of any Surgical Guide needed for your Surgery Treatment and also a Bone Reduction guided if needed.

3. DSD RESTORATIONS MANUFACTURE
   Our DSD LABs can also Manufacture the Temporary Crowns you are going to use over implants after the Surgery.
3.6 Discount Coupons & Payment

Once you have selected all the Services you need you can proceed to Checkout and Payment.

If you have any Discount Coupon Code don’t forget to put it here before clicking on “Confirm Order”, if the Coupon is valid the Discount will be authorically applied to your purchase.

Once you are ready to pay click on “Confirm order and proceed to payment” you can choose to pay using your Credit Card (in a secure payment platform) or PayPal.

3.7 Finish Order

Once you fulfill the Payment you will receive a message confirming your purchase and your new case will be available in the “Pending Cases” page, ready to start Planning!
STEP 4  MANAGE YOUR CASES

4.1 Find your cases

All your cases are available on your personal page on the Online Tool. You can check your Ongoing cases in the “In-Progress” page, finished cases on the “Concluded” page and all the cases you have not yet started will be on the “Pending cases” page.

Click on any case to access it, review and work on it.

4.2 Introduce Case Information

All cases have 3 different Tabs. The first one is used to introduce the Case Information and choose your output file type (Keynote or Powerpoint). The second one is the INPUT Tab, where you will upload all the required records from your Patient. The third one is the OUTPUT Tab where you will find all the results of our Planning Team, Planning Presentations, Surgery Plans, Videos, STL Files...

In the Case Info Tab you must write your Patient’s Name and Surname and select the Output file format (Keynote or Powerpoint). Once you fill this information the case will be considered "In-progress".
4.3 Upload Input Files

Click on the INPUT Files Tab and start uploading your Patient’s Records.

For DSD3D- SMILE DESIGN Planning we need:

- The 3 DSD Pictures: Face Smile / 12 O’clock / Occlusal
- The Patient’s Upper and Lower Scanned Models

For SURGERY Planning we also need:

- CT Scan

You can also add any Additional Files you consider could be helpful for the Planning like Videos of the Patient, X-rays or any other file.

Additional Records could be requested in specific cases if the Planning Doctor considers them necessary.
4.4 Download, Review and Accept or Reject Output Files

Once our Planning Team has finished the planning of your case and uploaded the files for your review you will receive an e-mail notification.

You can then log in to the website, click on the case then on the Output Files Tab and download the files.

Some files need your Approval to continue with the Planning, you will see the buttons to “Approve” or “Reject”. If you reject a Planning you should write a message explaining why and what you want us to modify in the Planning.

Once you are happy with the Planning you must accept it and we will move forward, uploading the STL files of the Planning for your use and starting Manufacture if you have requested us to do it.

4.5 Upgrade your Order

You can Upgrade your Order at any time you wish to add more Planning or Manufacture Services to your case.

For example, you ordered a DSD Motivational and a DSD Mock-up and after the Patient agrees to go through with the Treatment you can upgrade your order to add the Surgical Planning and the Manufacture of Surgical Guides and Temps.

You just need to click on the “Upgrade order” button and follow the normal ordering process.
5.1 Manufacture

If you have requested us to Manufacture for you, once you have approved the Planning our team will prepare STL files for all the different Models and Devices you will need Manufactured and send them to your closest DSD LAB, who will take care of Manufacturing and Shipping them to you as soon as possible.

If you prefer to take care of Manufacturing yourself, you will be able to download the STL files and send them to your selected Digital Lab.
For any further information you can contact us at:

e-mail: contact@digitalsmiledesign.com

skype: contact.dsd

phone: (+34) 912 999 502

Please, bear in mind we speak English, Portuguese and Spanish!
For other languages it’s better to send us an e-mail.

Thanks!