

Connecting a Lab to your EzScanCloud Account

1 Go to ezscancloud.com and create an account

The screenshot shows the 'New Account' registration page on EzScan Cloud. It features a form with the following fields: Email (with a red 'x' icon), Password (with a red asterisk icon), Repeat Password, First Name, and Last Name. The EzScan Cloud logo is at the top.

After you submit the form you will receive an email with a link to activate your account

2 After activating your account, please login and click on the connections link

The screenshot shows the 'Connections' page in the EzScan Cloud interface. The 'Connections' link in the top navigation bar is circled in red. Below the navigation bar, there is a search bar and a 'Search' button.

3 Click on Add Connection

The screenshot shows a table with two columns: 'Delete' and 'New Case'. The 'Add Connection' button is circled in red.

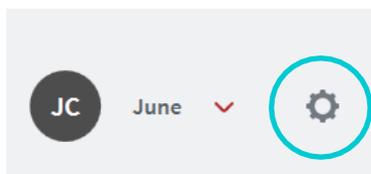
4 Complete the form for the lab that you would like to connect to, and click the send button once completed

The screenshot shows the 'New Connection' form. It includes fields for Email, Alias (Optional), and Message. The 'Send' button is circled in red.

To complete the connection, the New Connection must create their own EzScanCloud account

5 Once a Connection is made you will have to login to the EzScanCloud through EzScan-i in order to select a lab for an order, this is done through the settings

To get to the settings, click the settings button located at the top right of EzScan-i



6 Once in settings, navigate to the Users section and select the icon to the right of the user that you would like to connect to the EzScanCloud

The screenshot shows the 'Users' section in the settings. It lists users with columns for 'EzScan-i' and 'June C'. A red checkmark icon is circled in red next to the 'June C' user, and an 'ADD NEW USER' button is at the bottom right.

7 On the users information select the EzScanCloud button on the bottom left

The screenshot shows the 'User' information form. It includes fields for Email Address, First Name, Last Name, User Image, Use Password (Yes/No), and Use EzScan Cloud (Yes/No). The 'Use EzScan Cloud' radio button for 'Yes' is circled in red. There are 'CANCEL', 'DELETE', and 'SAVE' buttons at the bottom.

8 With the "Use the EzScanCloud.com account" selected click the OK button and login to the EzScanCloud with the information you setup in step 1

The screenshot shows the 'EzScan Cloud Sign In' page. It includes a 'Login' button circled in red, along with links for 'Forgot Password' and 'Create New Account'. There are also social login options for Facebook and Google.

Once logged in you will be able to send files to your connections