Phonak eServices

Phonak Store quick guide

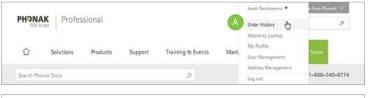


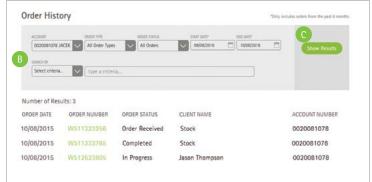


Order history

Viewing your order history and tracking an order are as easy as 1-2-3:

- 1. Click on "Order History." (A)
- 3. For items that show "Shipped," a "Track Shipment" button will appear in the order. Click this button to be taken to the courier website for additional tracking information.

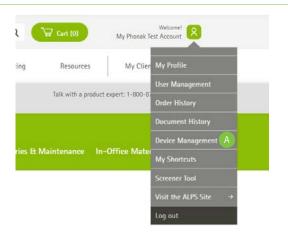






Sending a Device for Repair

- 1. Click on "Device Management" in the dropdown menu under "My Account." (A)
- 2. Enter a serial number of the unit to be sent in for repairs and select the repair checkbox. Click "Repair" to proceed. B C D



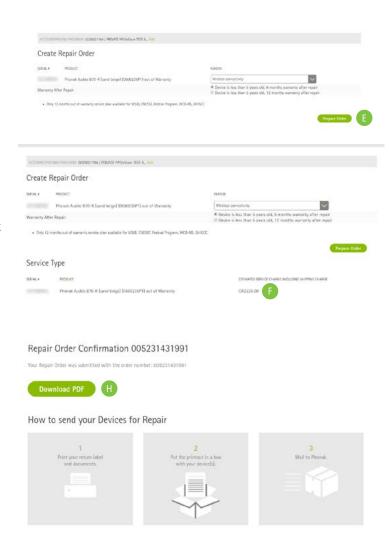


Sending a Device for Repair, continued

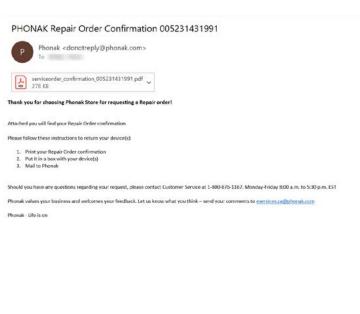
- 3. Select "Reason" for repair, choose desired warranty for the device, and click "Prepare Order" to proceed.
- 4. Phonak Store will display warranty status for your device(s), an estimated age of the device with warranty after repair options, and an estimated service charge including shipping charge if the warranty on the device has expired.
- 5. Provide any additional information requested and any repair instructions in the notes field. Click "Submit Order."

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- 6. Click "Download PDF" and print document. Include it in the box with the device and send it to Phonak for repair.
- 7. Customers will receive an email confirmation and an attached PDF with a reference number that can be reprinted if needed.





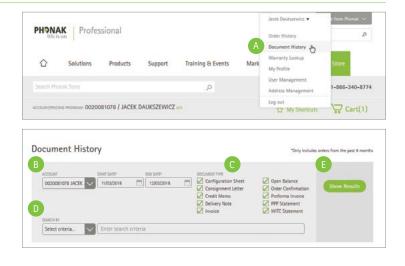
Phonak - A Sonova brand



Document history

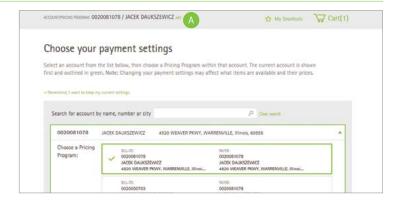
Accessing a variety of documents related to an order or your account is quick and easy:

- 1. Click on "Document History." (A)
- 2. Enter the start and end date. B
- 3. Check the box for the document type you would like to search for. •
- 4. Select the search criteria, **1** such as order number, client name, etc.
- 5. Enter the search criteria and click the "Show Results" button. E The search results will display below.



Changing payment settings

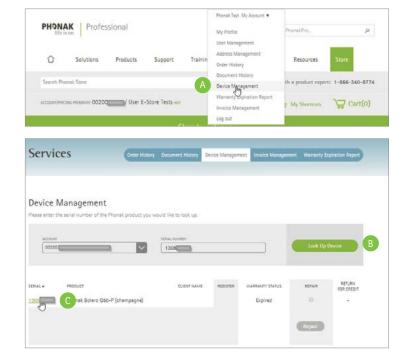
Your payment option can be changed at any time by clicking on "Edit" A next to the "Pricing Program" name and selecting the desired payment option from the displayed list.



Warranty lookup

Warranty look up can be done quickly and easily:

- 1. Click on "Device Management." (A)
- 2. Perform a search for a device **B** using the serial number. The returned results will display below.
- 3. Click on the serial number to view the warranty details.



User management

Maintain user access to your accounts

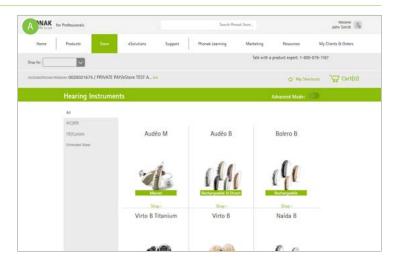
The "User Management" function allows you to manage user access to your account on the Phonak Store. You can create new users, delete existing users, modify account details and reset passwords. The table below describes access rights for each level.

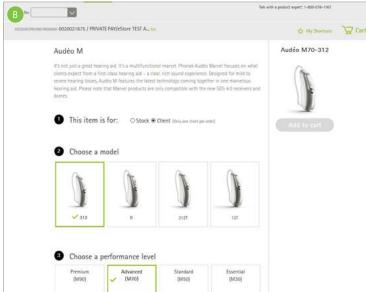
| User Role | User management | eServices | eStore Checkout | Pricing/ Invoices | Lyric status | Remote Support | eLearn |
|-----------------|--------------------|-----------|--------------------|----------------------|--------------|-------------------|--------|
| Account Manager | • | • | • | • | • | • | • |
| Admin | • | • | • | • | • | • | • |
| Professional | | • | • | • | • | • | • |
| Viewer | | • | | • | • | • | • |
| Basic | | | | | | | • |

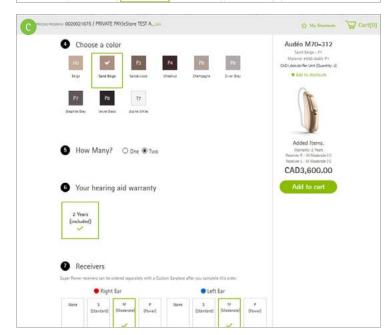
How to order BTE products

Phonak Store allows you to easily place a BTE order online..

- 1. Select the hearing instruments category and click on the category type RIC/BTE on the left. (A)
- 2. Select the type of order, model and performance level. B
- 3. Choose the quantity color, receiver and domes and then click on Add to cart. •
- 4. Go to Wireless Accessories tab to view and add compatible accessories to the cart. If ordering with custom ear pieces, go to Earpieces and add desired custom tips. Refer to "How to order custom products" for further instructions. Then Click on "Checkout". D

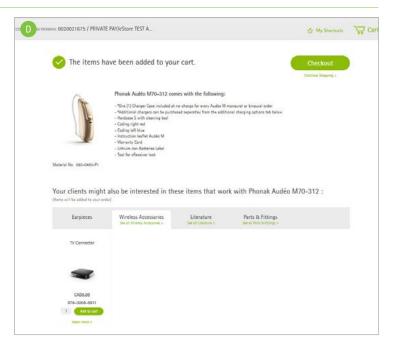


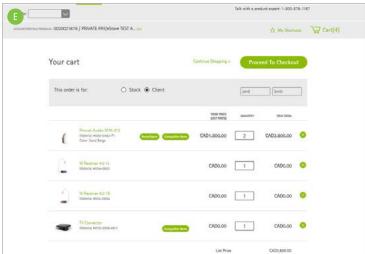


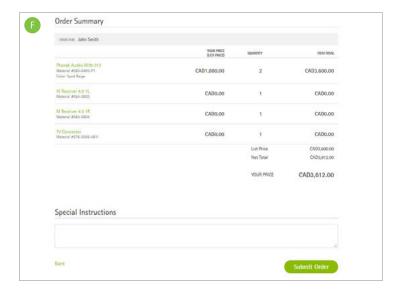


How to order BTE products, continued

- 5. Enter your patient's name, age range, and gender, if available and click "Proceed to Checkout." [
- 6. Review your order and click "Submit Order." 🕞
- 7. Your order number will be displayed. If changes needs to be made after order submission, contact Customer Service and provide the order number. (3)







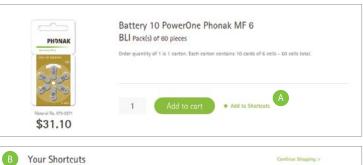


My shortcuts

The "My Shortcuts" feature allows you to add frequently ordered items to your shortcuts list for quick access to add to your cart.

- To add an item to your shortcuts list, select the item you would like to add to your shortcuts, then click "Add to Shortcuts."
- 2. Select your shortcuts to view your list of items. B

 Click on "Add to Cart" to add the item to your cart.





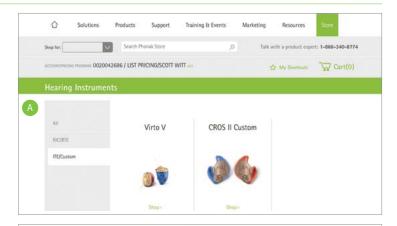
How to order custom products

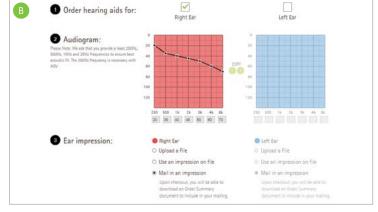
Phonak Store allows you to easily place a custom order online. Select the product and configuration you would like and proceed to checkout:

- 1. Select the hearing instruments category and click on the category type on the left. (A)
- 2. Select appropriate ear(s) the hearing aid is for and enter the audiogram. B Next, select your method for providing the impression to Phonak.
- 3. Select the performance level and model. ©
- 4. Choose the shell and faceplate color and all desired options for the hearing aid.

 Note: Click on the "Advanced Mode" button to the right of the options to display the full list of available options.

Continued on next page.









How to order custom products, continued

- 5. Select any additional warranty and indicate if you would like to be contacted if changes to the selected options are required. (E)
- 6. Click "Add to Cart" once your selections are complete. 🕞
- 7. Enter your patient's name, age range and gender (6) if available and click "Proceed to Checkout."
- 8. Review your order and click "Submit Order."
- 9. Your order number will be displayed. If you are mailing an impression to Phonak, click on "Download PDF" to download and print the Custom Product Overview and include this document in the box with the impression(s) you are sending to Phonak.



Additional information

To view video demonstrations of the functions detailed in this guide as well as other available functions on Phonak Store, please visit the Phonak Store How-To Videos located through the store tab on www.phonakpro.ca.

For assistance with the Phonak Store, please email: eservices.ca@phonakpro.com or call: 1-800-876-1167