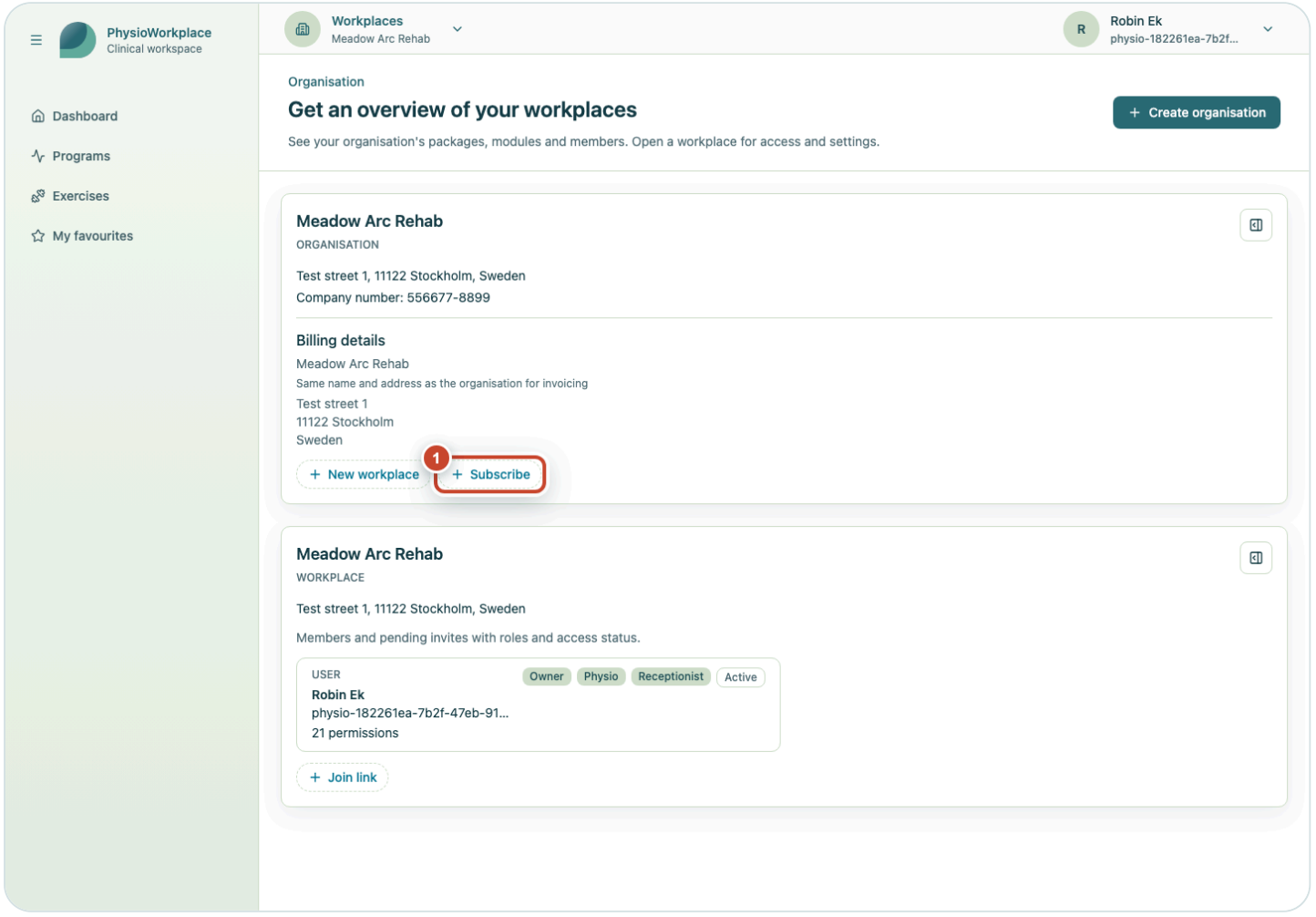
Order Patients and add signatories

Order Patients for a workplace, check the billing details and state who will sign the agreement.

1 Open the package order

Where you are: The organisation page shows your workplaces and current packages.

What to do: Select Subscribe.

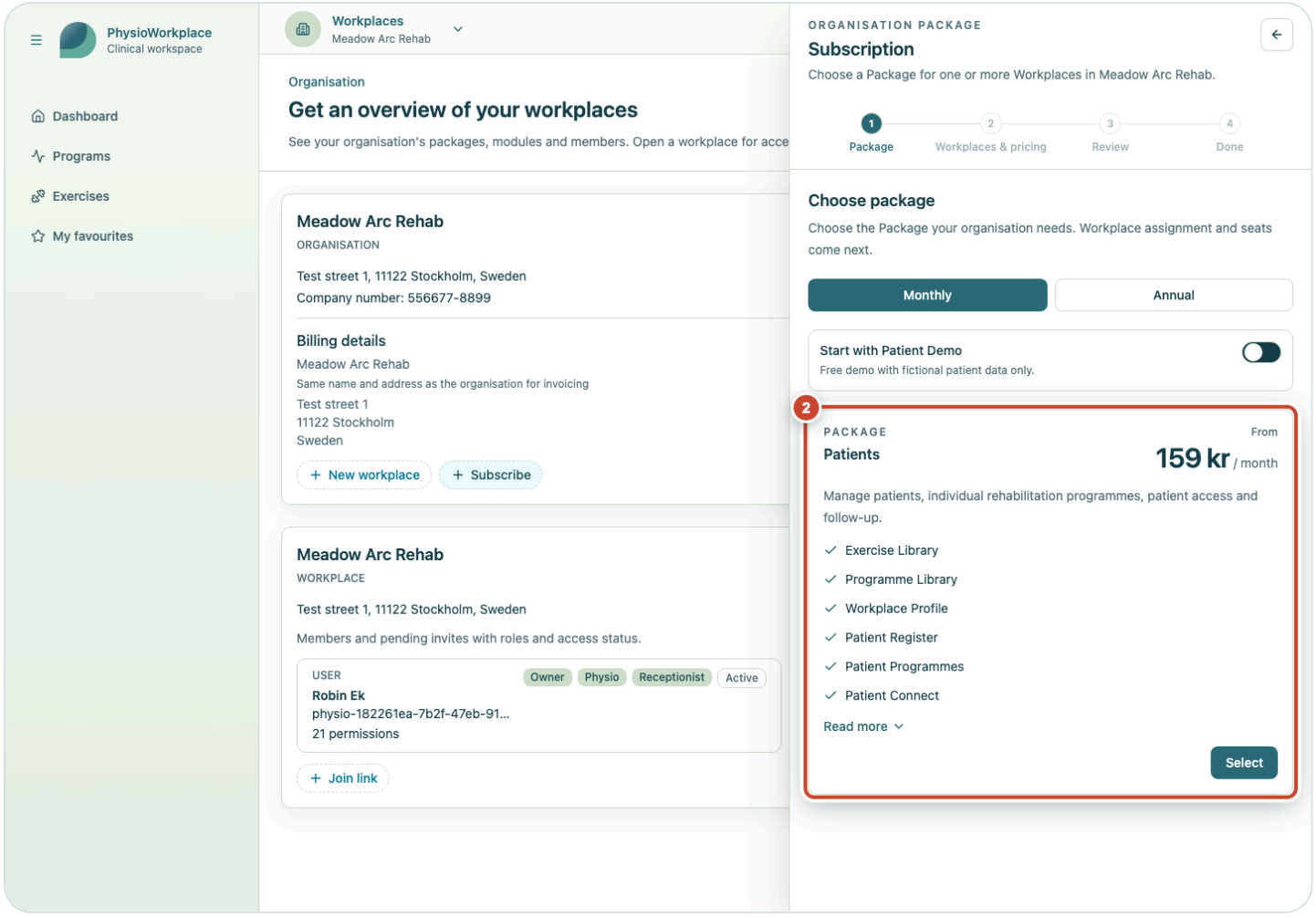


Complete when: The Add package guide opens.

2 Choose Patients

Where you are: Available packages are shown in the first step of the guide.

What to do: Select Patients.

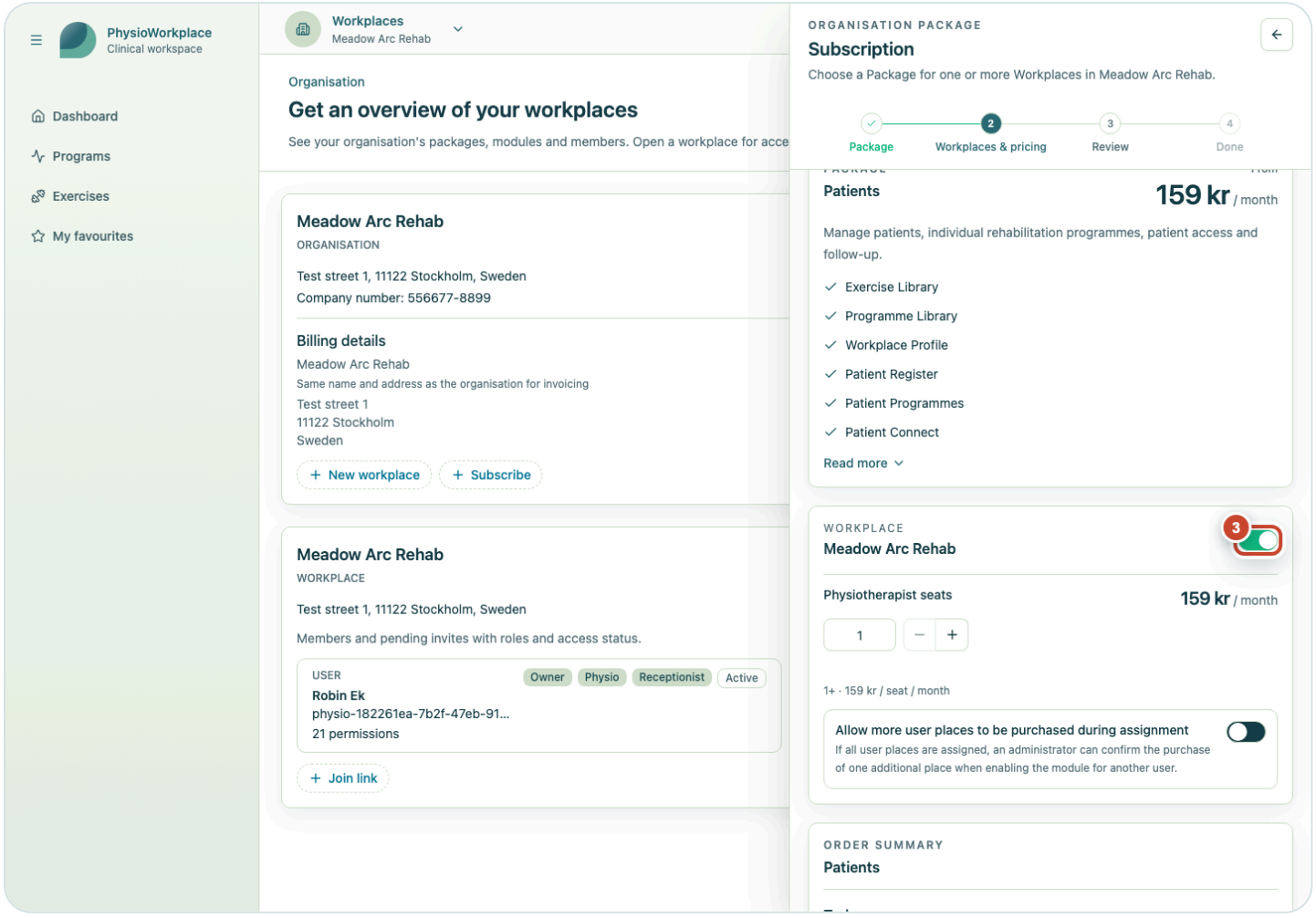


Complete when: The Workplaces & pricing step opens.

3 Choose the workplace

Where you are: Patients can be ordered for one or more workplaces.

What to do: Switch Patients on for the workplace.

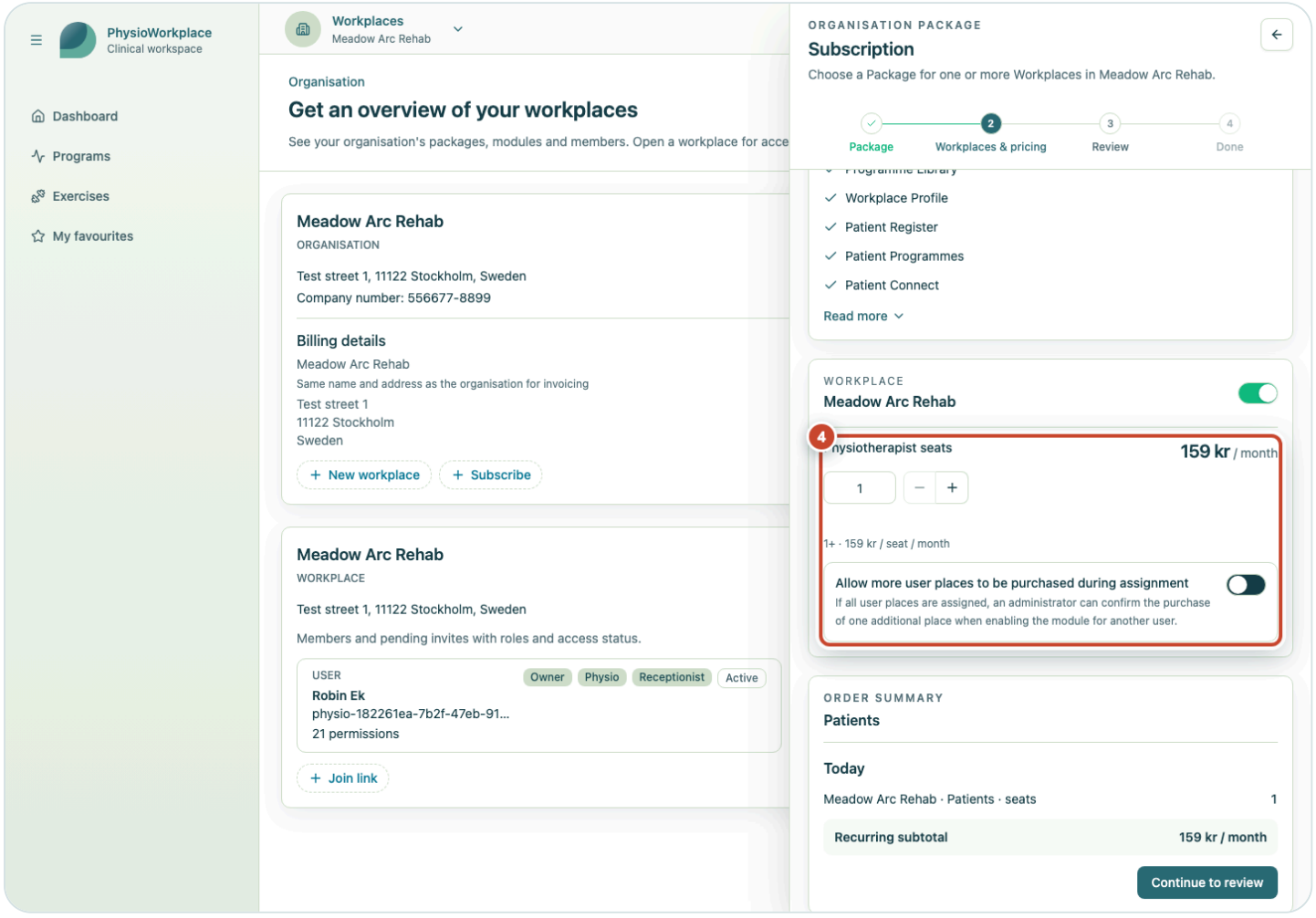


Complete when: The user-place control appears for the workplace.

4 Check user places

Where you are: The workplace is included and shows its user places and price.

What to do: Check that the quantity is 1 and the price is SEK 159 per month.

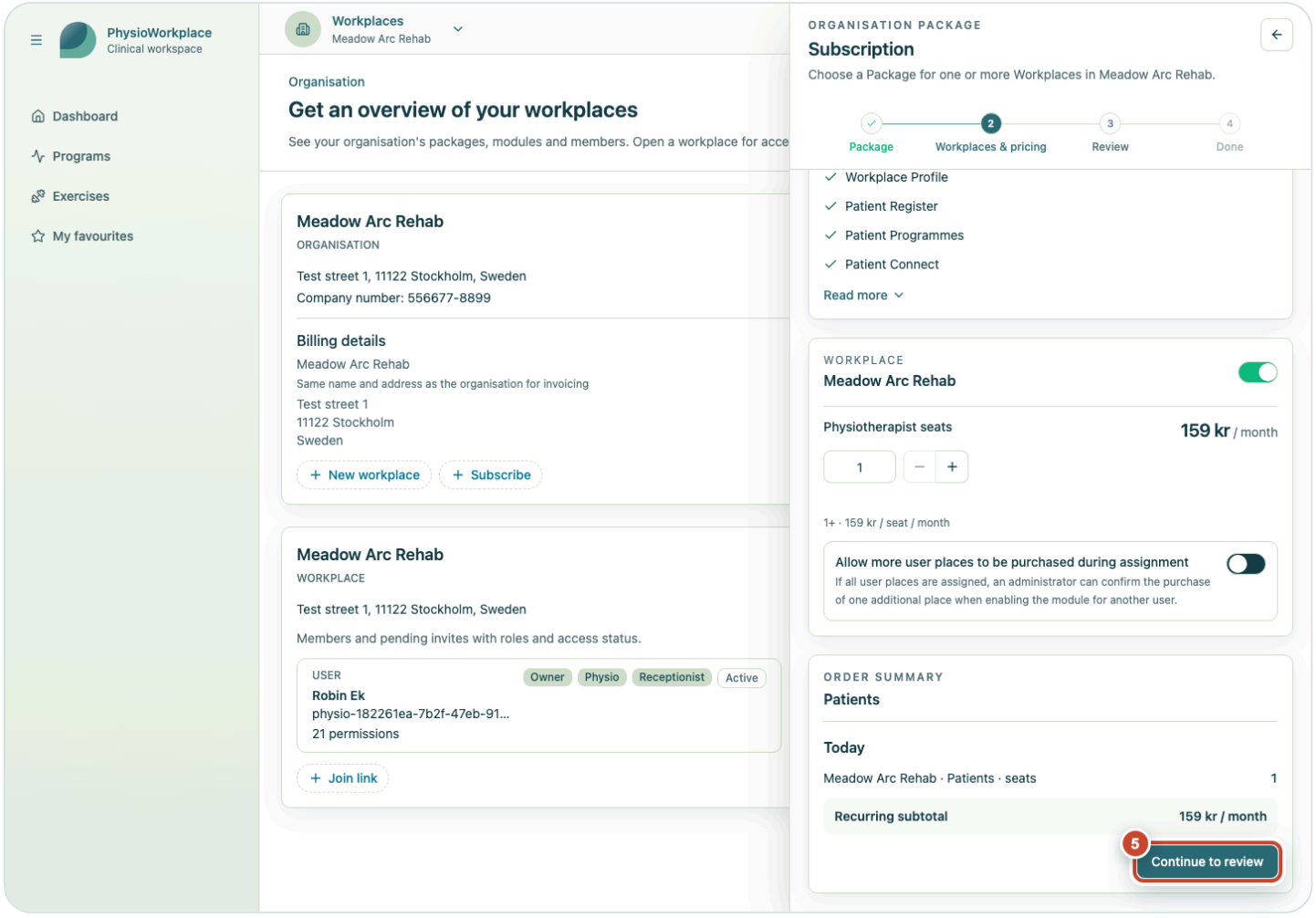


Complete when: The order summary shows 1 user place and SEK 159 per month.

5 Continue to review

Where you are: The workplace and billing period are selected.

What to do: Select Continue to review.

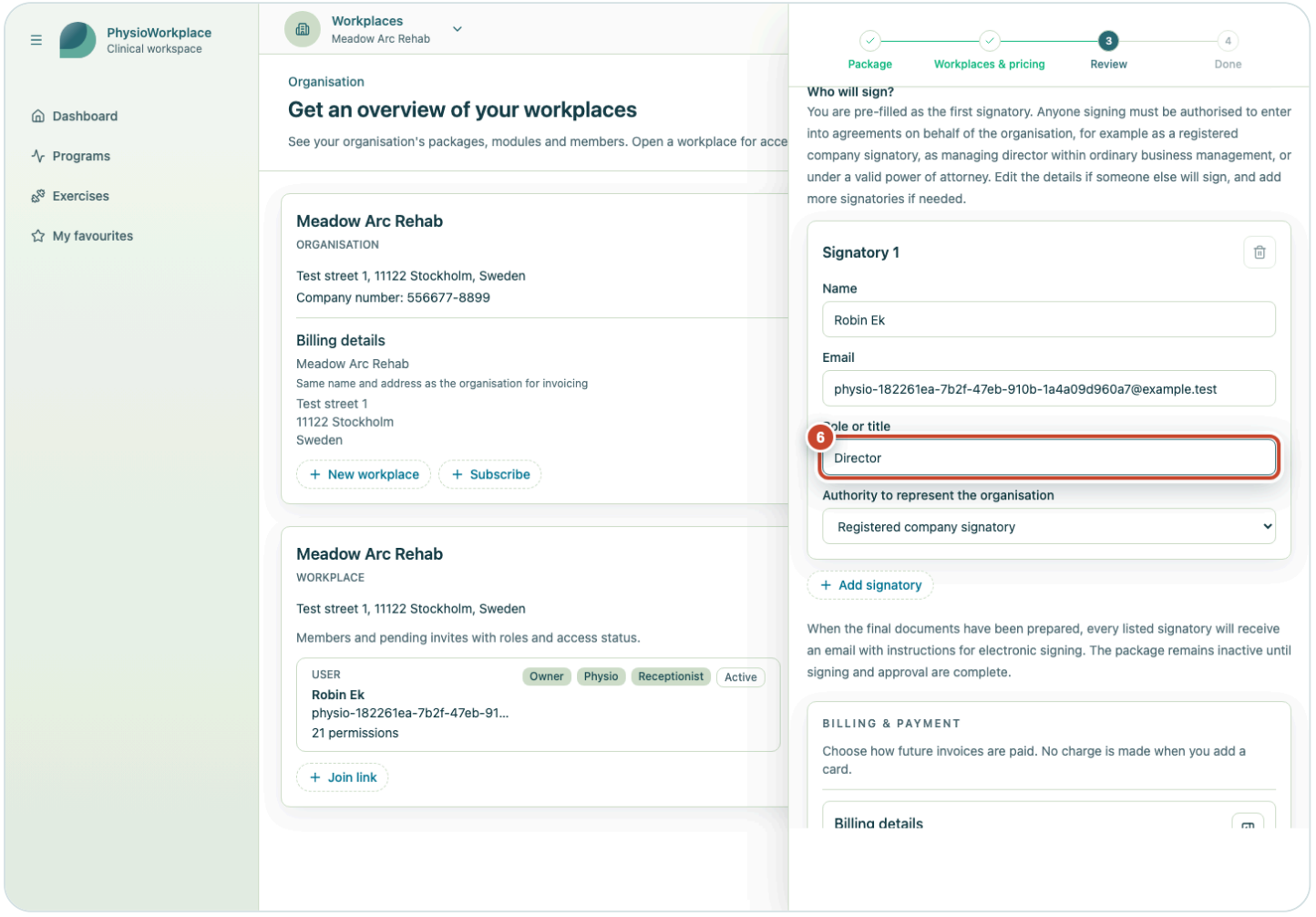


Complete when: The order summary and agreement details appear.

6 Enter the signatory

Where you are: The person who will enter into the agreement is pre-filled as the first signatory.

What to do: Check the name and email, enter the role or title and choose the person's authority.

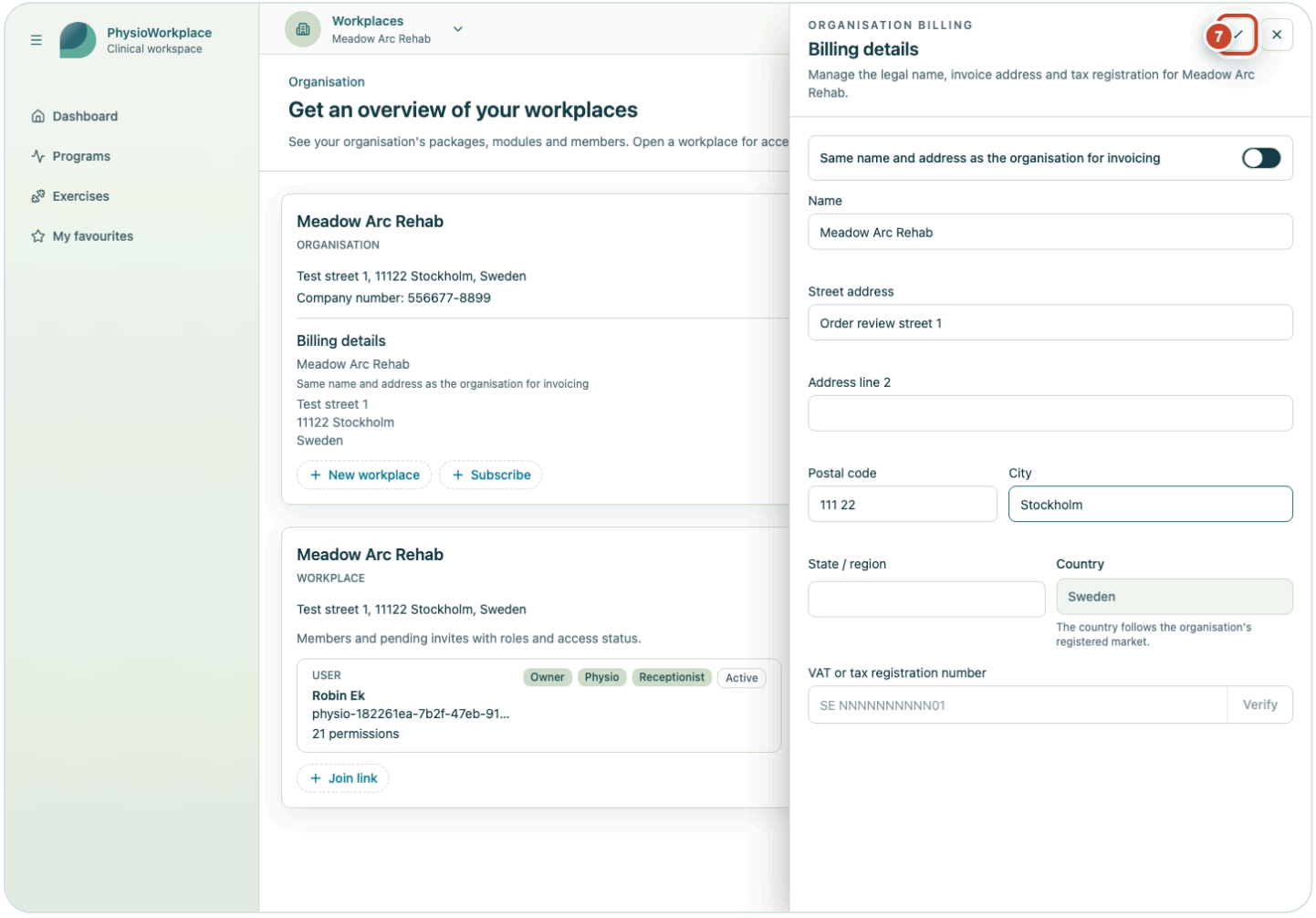


Complete when: The signatory's contact details and authority are complete.

7 Save the billing details

Where you are: The order needs a complete billing address.

What to do: Check the legal billing name and address, then select Save billing details.

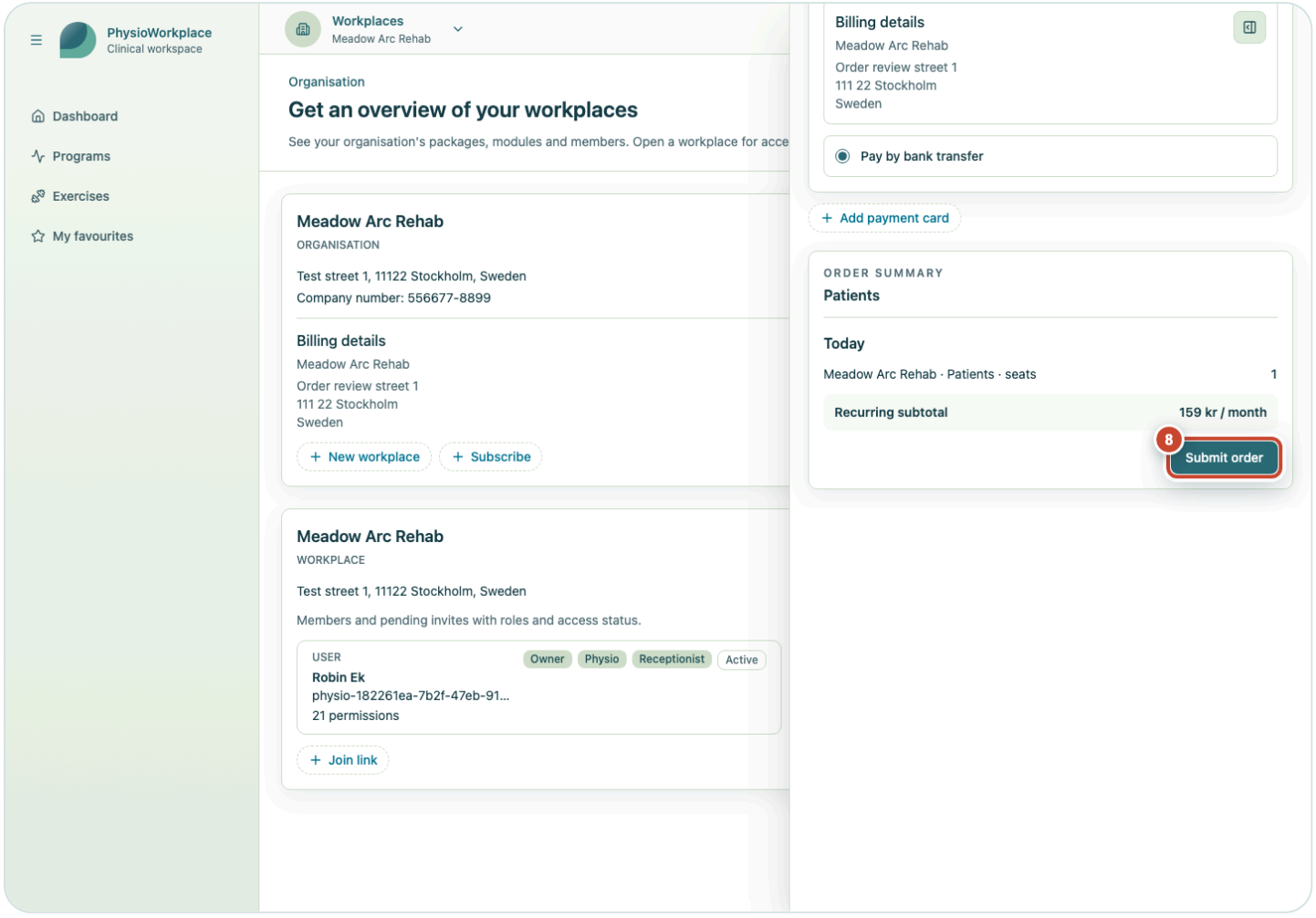


Complete when: The billing details are saved and the order can be submitted.

8 Submit the order

Where you are: The package, workplace, price, billing details and signatory have been checked.

What to do: Select Submit order.

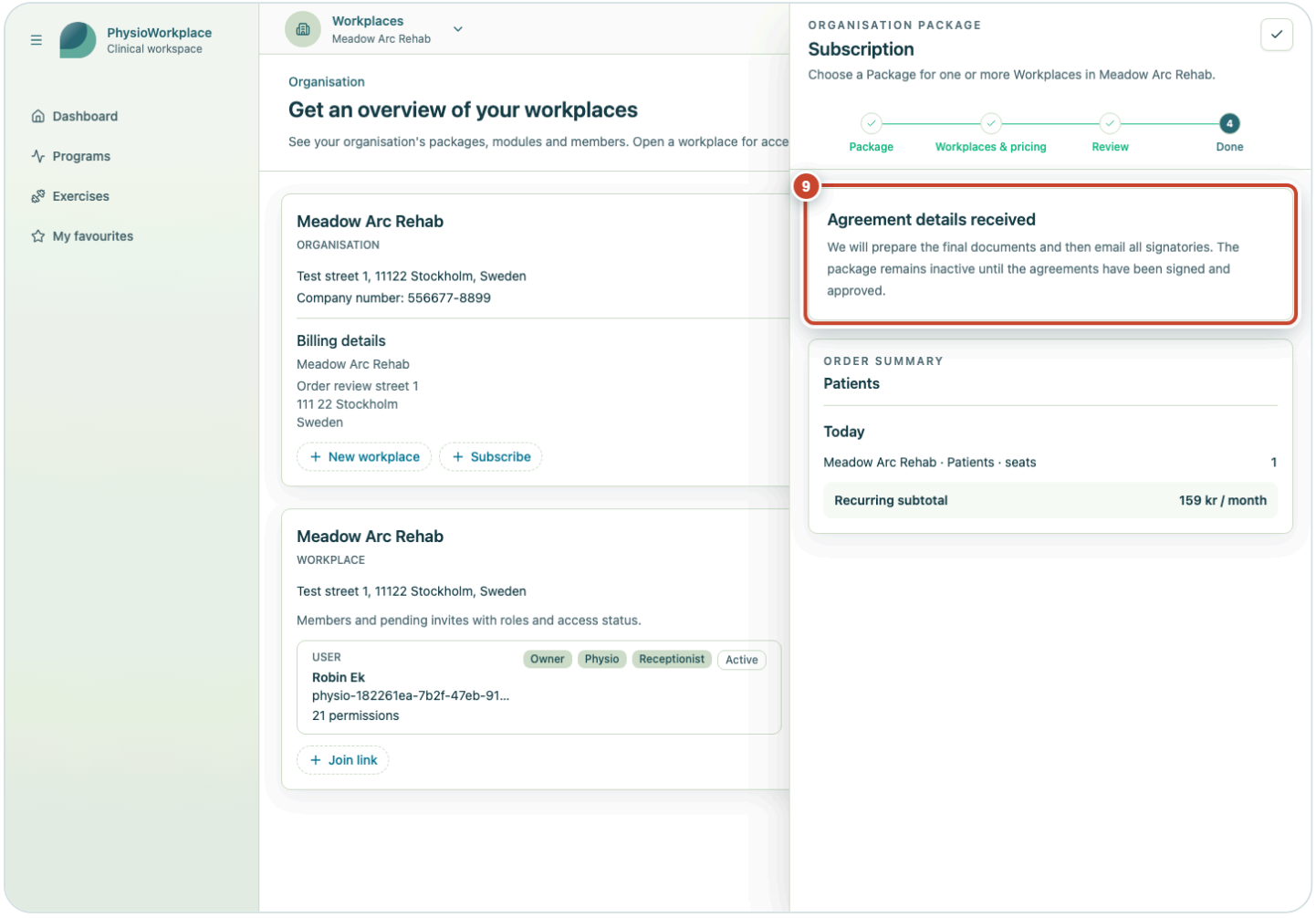


Complete when: The order and agreement details are registered.

9 Check the receipt

Where you are: The order has been submitted.

What to do: Check that the page shows Agreement details received.

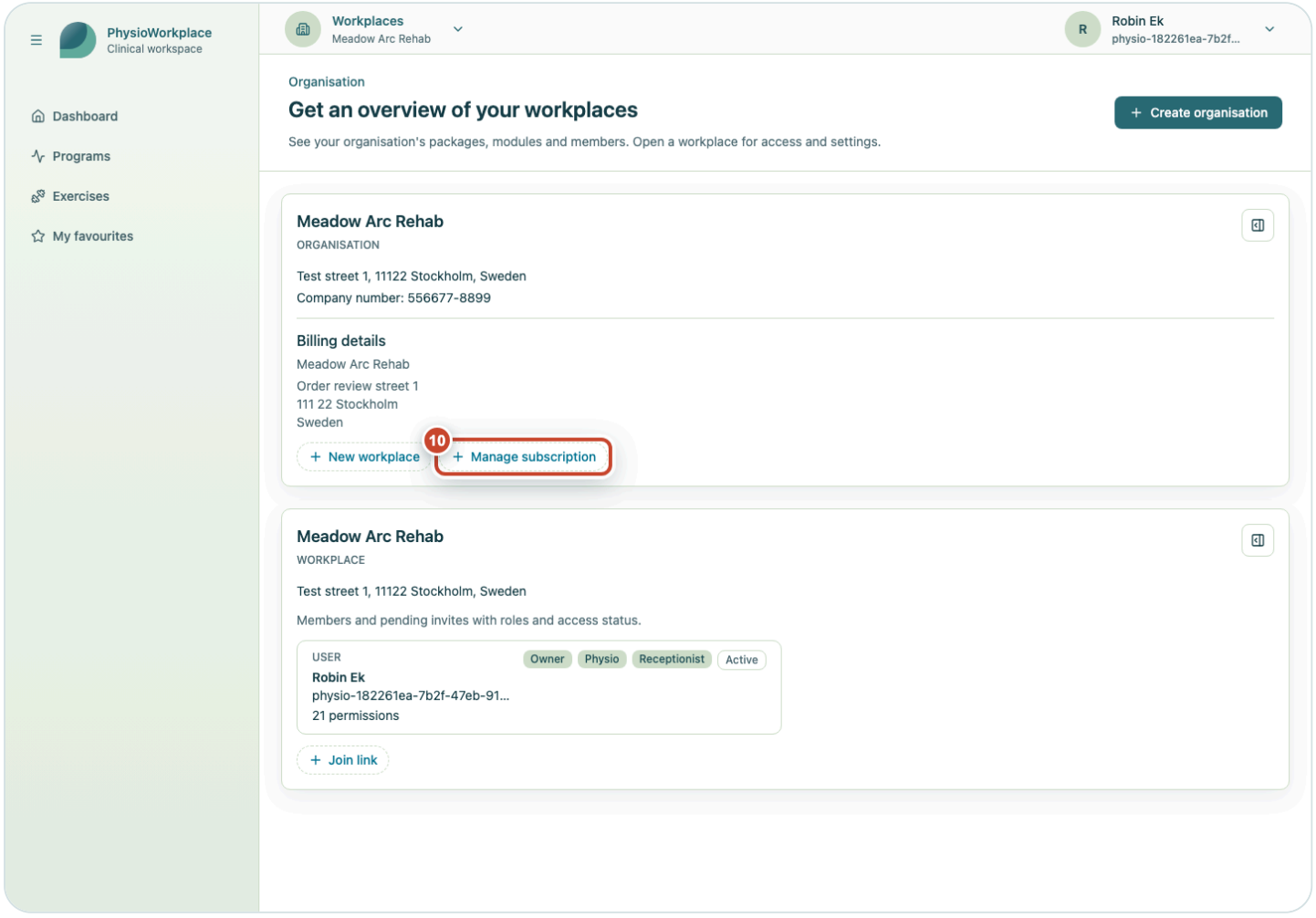


Complete when: The page explains that the agreement is being prepared and that the package is not active yet.

10 Check activation

Where you are: The package is activated after the agreement has later been signed and approved.

What to do: Open the organisation page and check the order status.



Complete when: Patients has the status Active and the signed agreement can be opened.