



Quick Guide to Chiron Compounding Pharmacy's New Website

Web address: <http://chironcompounding.com>

First Time Logging In:

- Step 1: Do you have a username and login password for the current Chiron website?
 - If Yes – You can use this to log into the new website. **YOU DO NOT NEED TO REGISTER A NEW ACCOUNT.**
 - If No – Click “Create Account” and fill out the necessary information.

- Step 2: Once logged in you need to setup a few more important account details
 - Click “**My Account**” in the top right hand corner of the screen.
 - Click “**Manage Your Profile**”
 - Please fill in all mandatory fields under: Login Details, Billing Details, Shipping Details
 - Click the green button to “**Save Changes**”

*This next step must be completed **INDIVIDUALLY** by all prescribing veterinarians in your practice. This is where they will be creating their unique prescription signing password and narcotic signing password to enable them to place orders online. These passwords serve as an electronic signature. Each veterinarian must enter a personal email in their profile that can be used for password retrieval purposes. If not, other personnel at the clinic may gain access to modify their passwords.*

- Click “**My Account**” in the top right hand corner of the screen.
 - Click “**Veterinarians**”
 - Click the green button “+Add a Veterinarian”
 - Please fill in all mandatory fields
 - Please set the veterinarian as “Active”
 - Click the green “Save” Button

Now you are ready to use the full Website!!





1) Placing an Order or Obtaining Pricing and Expiry Information:

- Click the big green **"Order Online"** button or click **"Medications"** on the top menu bar
 - You can type in the medication you are looking for in the search bar. *The more you use the website a "Quick List" will also begin to form for easy selection of common items you look up.*
 - Once you have selected the drug:
 - Select a dosage form
 - Select a strength

*If at any time you would like something not available on the screen, click the **"Other"** button or click the link to fill out a custom order form. This link is found near the bottom of each page.*

- Fill in the remaining **"Drug Details"** and **"Prescription Details"**. *This page can also be used to find a price or expiry on a product*
- If you wish to order this item click the green button in the top right **"Add to Cart"**
- Continue through the cart checkout or click **"Keep Shopping"** to add more items.
- You will select the prescribing veterinarian on the last step of the cart.
- You will have to add the **"Prescription Password"** or the **"Narcotic Controlled Drug Password"** for the individual veterinarian. Which password you enter will depend if there is a narcotic in your cart or not.

2) Viewing Past Orders:

- Click **"My Account"** in the top right hand corner of the screen.
 - 1) Click **"Manage Orders"**
 - Click **"Past Orders"**
 - You will see a complete list of all past **WEB** orders. If you place an order by phone or fax it will not appear on this list
 - From here you can:
 - Icon #1 - **Recreate a Past Order**
 - Icon #2 - **Print a Copy**
 - Icon #3 - **View the order details**

3) Adding an Item to your Favorites List:

- Click the big green **"Order Online"** button or click **"Medications"** on the top menu bar
 - You can type in the medication you are looking for in the search bar. *The more you use the website a "Quick List" will also begin to form for easy selection of common items you look up.*
 - Once you have selected the drug:
 - Select a dosage form
 - Select a strength
 - The main product page has a **STAR** beside **"Add to Favorites"** – Click it. The items will now appear in your favorites list for easy retrieval.

4) Finding your Favorites List

- Click **"Medications"** on the top menu bar
 - Click **"Favorites List"** on the left side of the page
 - Click the **"Eye icon"** to view the item details or add to your cart.