



**Southern  
Cross Dental**  
Great care. Great practice.

# **STEPS TO UPLOAD ORDERS TO YOUR MYSCD PORTAL**

1. Go to <https://my.scdlab.com/login>

2. Enter your SCD account number and password.


If you don't know your password, re-set by pressing *"Forgot Password/ First Time User"*

## Sign In

Access all the information you need to manage your cases,  
everyday, all in one place.

Account #

Password

☐ I'm not a robot   
reCAPTCHA  
Privacy - Terms

**[Forgot Password/First Time User ?](#)**

**Sign In**

Not a SCD AU Customer yet? [Sign up](#)


When asked to enter your practice phone number, please enter the area code and phone number as shown below, and tick *"I'm not a robot"*.

## Update your Password ?

Enter your SCD AU account and phone details to setup your  
password

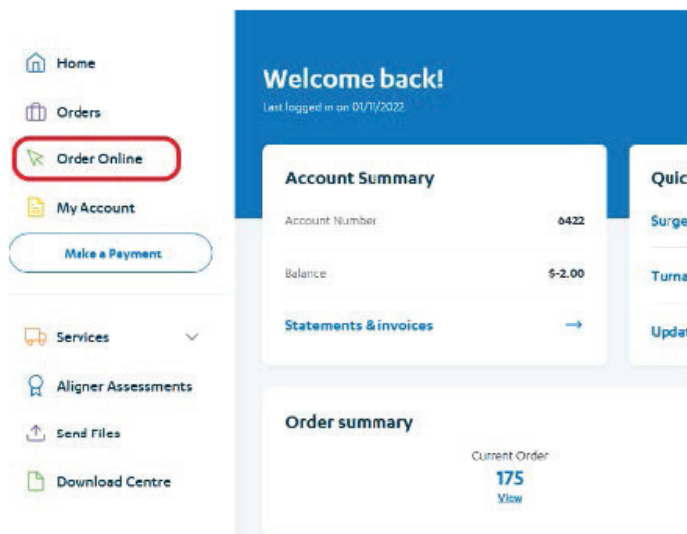
1234

02 8062 9802

☒ I'm not a robot   
reCAPTCHA  
Privacy - Terms

**Reset Password** **Back to login**

3. Once you access your MySCD portal, click on “Order Online” on the left side menu



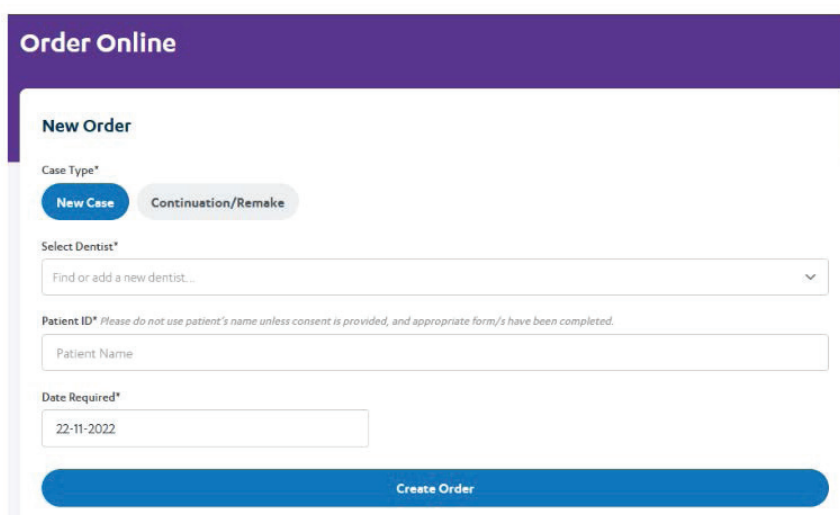
4. Select the type of case.

*New case or Continuation/Remake case*

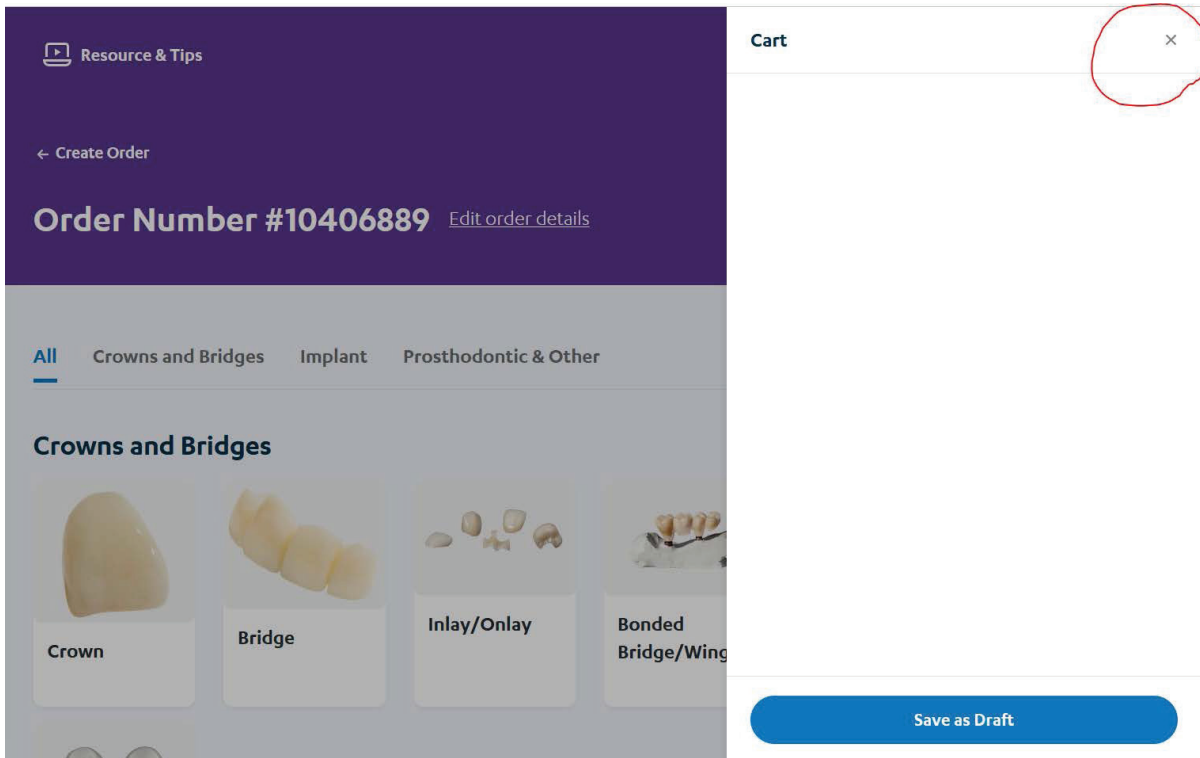
5. Select dentist name from the filter, add patient’s name or ID, and the date you require finished order back in your practice.

*Please note: This should not be the date of the patient’s appointment.*

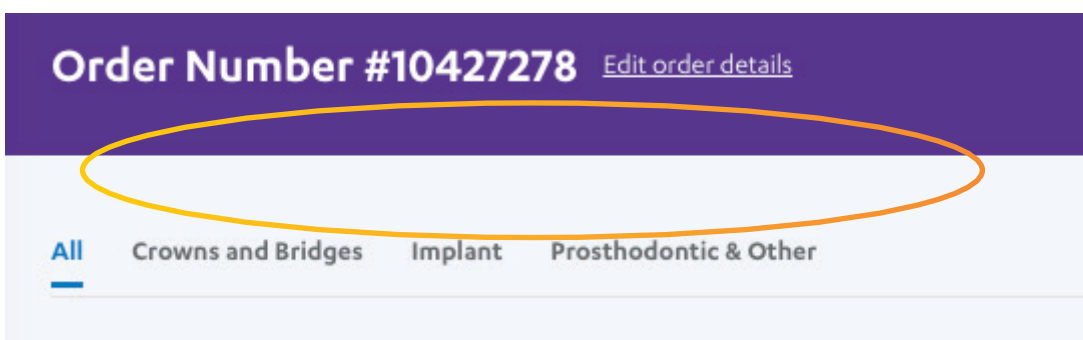
Then press ‘Create Order’ button.



You can either save as draft or close that option and continue if you need to submit your order on the spot.



## 6. Select type of work



## 7. Fill in order request and type additional instructions, press “Save.”

Update Product - Crown

☐ Fibre  
☐ Metal  
☐ No Extra Reinforcement

☐ FMZir (Q)  
☐ FMZir (QQ)  
☐ Lava™ Plus (3M ESPE)  
☐ UZir Ultra Translucent  
☐ UZir Ultra Translucent(Q)

Quest Range Exclusive

☐ VITA ENAMIC\*  
☐ VITA SUPRINITY\*  
☐ Temporary PMMA

Tooth Number

Please enter (optional)

25

Shade \*

eg: A2 or B1 / B2 or TO BE SENT LATER or NO SHADE

A2

For a complex tooth shade, please also draw in the image below for more details:

Occlusal Staining

Please select (optional)

☐ None ☐ Medium ☐ Light ☐ Dark

Value

Please select (optional)

☐ High ☐ Medium ☐ Low

Embrasure

Please select (optional)

☐ Open ☐ Close

Proximal Contact

Please select (optional)

☐ Normal ☐ Extended

Occlusal Contact

Please select (optional)

☐ Heavy ☐ Light ☐ Open


Present Tooth or Stump Shade \*

Please enter

A2

Additional Instruction

Please enter (optional)



Cancel

Save

## 8. Click on “Submit Order.”

Resource & Tips

Create Order

Order Number #10391609 [View order details](#)

All

Crowns and Bridges

Implant

Prosthetic & Other

Crowns and Bridges

Crown

Bridge

Inlay/Onlay

Banded Bridge/Wing

Post and Core

Veneer

Cart

Crown

Show / Hide details

289.00

Remove

SUBMIT ORDER

## 9. Case Details

To finalise your order, you must select if an order is physical OR digital. Select *Physical Order* if you are only sending physical impressions, and select *Digital Order* if you are sending scans.

## Physical Order

Please tick what will be sent to us physically

| <input checked="" type="checkbox"/> <b>Physical Order</b> (You are sending physical impressions) | <input type="checkbox"/> <b>Digital Order</b> (You are sending scans) |
|--|---|
| Attach with Order  |   |
| <input type="checkbox"/> Upper Impression  | <input checked="" type="checkbox"/> Lower Impression                  |
| <input type="checkbox"/> Upper Model   | <input checked="" type="checkbox"/> Lower Model                       |
| <input type="checkbox"/> Bite Registration   | <input type="checkbox"/> Prev. C&B to return                          |
| <input type="checkbox"/> Prev. Study Models to return  | <input type="checkbox"/> Articulator                                  |
| <input checked="" type="checkbox"/> Denture  | <input type="checkbox"/> Veneers                                      |
| <input type="checkbox"/> Component   | <input type="checkbox"/> P/C (Post Core)                              |
| <input type="checkbox"/> Shade Guide   | <input type="checkbox"/> Digital Impression                           |
| Turn Around Time *   |   |
| Turn Around Time Estimate only   |   |
| 7 in-lab days (confirmed on receipt of order)  |   |

## Digital Order

After selecting 'Digital Order,' please upload your scans under 'Send Digital Scan' section.

### Case Details

Provide required details of your case to finalise order.

Voucher/Promotion

Please enter Voucher/Promotion Number

☐ **Physical Order** (You are sending physical impressions)

☒ **Digital Order** (You are sending scans)

Turn Around Time \*

☒ 7 in-lab days (confirmed on receipt of order)

*NOTE: Express cases incur a 20% surcharge.*

Send Digital Scan

Select files to upload. Accepted file types are stl, zip or dcm

Drop files here or click to upload.

Drop files here to upload

*Note: If you have any photos or any additional documents for your order, either physical or digital, please go to 'Attachments' section and upload your files there.*

☐ Prev. Study Models to return
 ☐ Articulator

☒ Denture
 ☐ Veneers

☐ Component
 ☐ P/C (Post Core)

☐ Shade Guide
 ☐ Digital Impression

Turn Around Time \*

**Turn Around Time** Estimate only

7 in-lab days (confirmed on receipt of order)

### Send Digital Scan

Select files to upload. Accepted file types are stl, zip or dcm

Drop files here or click to upload.

Drop files here to upload

### Attachments

Select files to upload. Accepted photos, pdf files and any additional documents

Drop files here or click to upload.

Drop files here to upload

10. Review and edit your order if needed. Add any further instructions and place order.

### Review Items

[Add/Change](#)

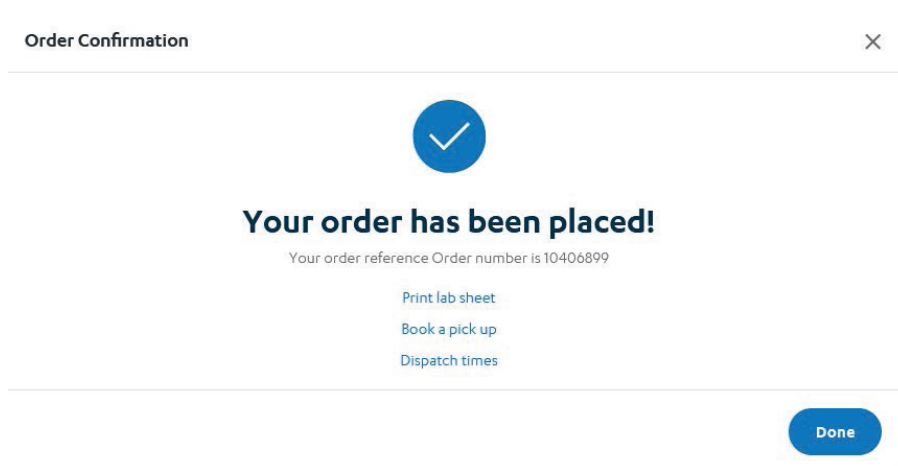
**Bonded Bridge/Wing**

|                         |           |
|-------------------------|-----------|
| Option Value            | Medium    |
| Embrasure               | Open      |
| Pontic Design           | Ridge Lap |
| Shade                   | B2        |
| Tooth Numbers for Wings | B2        |

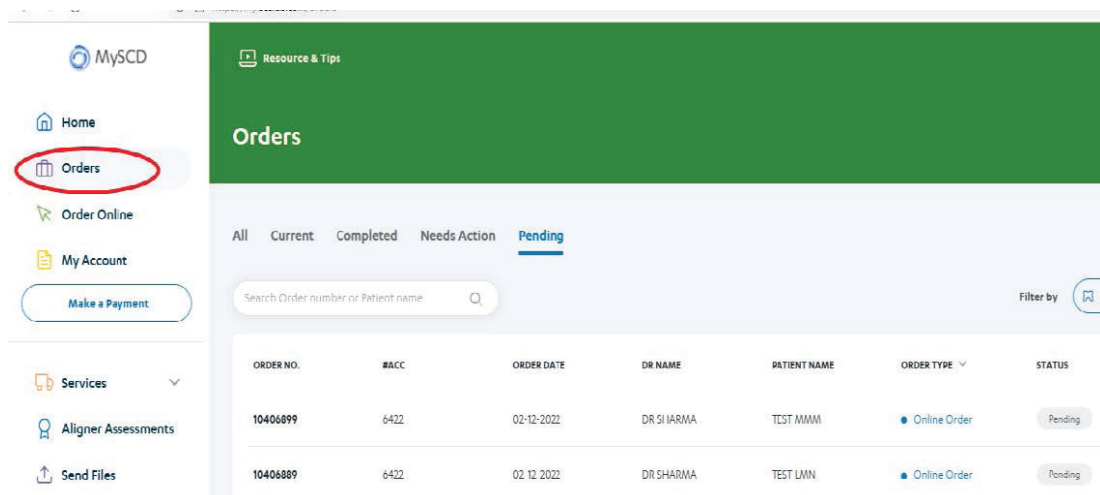
Additional Instruction

\_\_\_\_\_

**Place Order**



11. You can check your orders by clicking 'Orders' on the left menu.



To view a submitted order and print the lab sheet of the order, go to the right hand side and display the three vertical dots.



If you have any questions, please email [godigital@scdlab.com](mailto:godigital@scdlab.com) or give us a call on 02 8062 9800.