

Online Brochure Ordering

Presbyterian Healthcare offers an online ordering system where you can request health service brochures to share with your patients. The brochures will be delivered to your office free of charge. All you need is a Web browser, a user name and password!

Getting Started

1. Open your Web browser, such as Internet Explorer.
2. Go to <http://novant.epmonline.com>

Welcome to EPM Online!

Log On - Enter your User ID and Password.
(Case Sensitive)

User ID:

Password:

Did you forget your [User ID and/or Password?](#)

Not a registered user? Click [here](#) to set up your account.

A screen will appear with a user name and password box. If you already have this information, enter it and continue to Step 4. Remember that you username and password are cAsE sENSitIVE.

3. Selecting Password

If you do not already have a user name and password, select "Click [here](#) to set up your account."

Then enter "pass" as your password to get started. Next you will be asked to fill out this form:

Registration - Please enter your account information in the fields below.

First Name:

Last Name:

E-mail:

Re-Type E-mail:

User Name:

Password:

Re-Type Password:

After you complete the form a message on the screen will say that your registration has been recorded and you will receive an email confirming

that your user name and password have been established in the system.

You can always change your user name and password by clicking on "Manage Profile" in the left navigation bar when you login.

4. Choosing Brochures to Order

When you enter the site, the "Browse Catalog" section should appear. If not, click on the "Browse Catalog" link in the left navigation bar.

The screenshot shows the EPM Online interface. On the left is a navigation bar with links: Manage Profile, Browse Catalog, View Account History, Help, and Logout. Below this is a "Cart Summary" section showing "1 Pom Poms - 1 Ct.". On the right is a search area with a "Search" button and a "Category" dropdown set to "All Catalogs". Below the search area is a list of service areas: General Presbyterian Healthcare Materials, Behavioral Health Services, Cancer Center, Cardiovascular Institute, Diabetes Resource Center, and Emergency Services. A red arrow points to the "Browse Catalog" link in the navigation bar.

You will see a list of Presbyterian service areas in the middle of the screen. Click on the topic in which you are interested, and all of the materials for that category will appear on the right side of the screen.

You can click on the name of the brochure to view an image of the front cover, but you will need to have Adobe Acrobat Reader to do this.

The screenshot shows the search results page. On the left is the same search area as in the previous screenshot. On the right is a table of search results. A red arrow points to the "Cancer Center Info Sheet" link in the first row of the table.

Item #	Description	Avail In Eo's	Order Qty	Unit of Issue	Actions
CANCEN-01	Cancer Center Info Sheet	0	<input type="text"/>	50	Add
CANWEB-01	Cancer Website Card	0	<input type="text"/>	100	Add
CLINTR-01	Clinical Trials Info Sheet	3000	<input type="text"/>	PK/100	Add
GENBRO-01	Genetic Counseling Brochure	2500	<input type="text"/>	PK/100	Add
GYNONC-01	Gynecologic Oncology Brochure	0	<input type="text"/>	100	Add
HARHOS-01	Harris Hospice Unit Brochure	2600	<input type="text"/>	PK/100	Add

4. Selecting the Quantity

Next to the name of the brochure is the quantity available in stock and then an input box for you to enter how many “packs” of the brochure you would like to order. The number to the right of the box shows you how many brochures come in one package.

Item #	Description	Avail in Stk	Order Qty	Unit of Issue	Actions
CANCEN-01	Cancer Center Info Sheet	0	<input type="text"/>	50	Add
CANWEB-01	Cancer Website Card	0	<input type="text"/>	100	Add
CLINTRL-01	Clinical Trials Info Sheet	3000	<input type="text"/>	PK/100	Add
GENBRO-01	Genetic Counseling Brochure	2500	<input type="text"/>	PK/100	Add
GYNDNC-01	Gynecologic Oncology Brochure	0	<input type="text"/>	100	Add
HARHOS-01	Harris Hospice Unit Brochure	2600	<input type="text"/>	PK/100	Add

For example, you would order a quantity of “2” packs of 100 for a total quantity of 200 brochures.

Once you have entered the number of packages you would like, click the “Add” link to put the brochure in your shopping cart.

5. Your Shopping Cart

Once you have selected the brochures to order, they will appear in the “Cart Summary” on the left of the screen. If you would like to order brochures from another health service category, simply click on the health service category link in the center of the page, place your order, and the new items will be added to your shopping cart.

Qty	Item
1	Cancer Center Info Sheet - 50 Ct.
2	Genetic Counseling Brochure - 100 Ct.

To complete your order, click “Proceed to Checkout” on the left side of the screen under the Cart Summary.

6. Verify Your Order

Once you proceed to checkout, you will still have a chance to edit the quantity of your selection. Simply change the number in the “Order Quantity” field and click the “Update” button. You can also remove an item from the cart by changing the “Order Quantity” field to zero and then updating your cart.

If you are satisfied with the contents of your cart, click the “Checkout” button to continue the process.

7. Delivery

Next you will need to fill out the shipping destination form by either choosing the Presbyterian Hospital address or selecting “custom address.” You will also be required to select UPS Ground as the method of delivery. Then click the “Continue” button.

8. Payment

On the next screen you will select “Courtesy of Presbyterian Hospital” as the payment method.

Item #	Description	Back Order	Order Qty	Unit of Issue	Pieces Ordered
Shipping to 200 Hawthorne Lane via UPS Ground					
CANCEN-01	Cancer Center Info Sheet	Yes	1	PK/100	50
GENBRO-01	Genetic Counseling Brochure	No	2	PK/100	200

9. Confirm and Place Your Order

On this final screen you will have an opportunity to review all the items you have ordered as well as the shipping address. Once you have verified that the information is accurate, click “Place This Order Now” to complete the transaction.

10. Expected Delivery Date

Once you place an order, you can expect your materials to arrive with in one to two days. For those of you ordering from the Presbyterian Hospital shipping address, we are planning to make one large delivery each week. Please have your weekly order in by noon on Thursday to receive the materials by Friday afternoon.

Having Trouble?

If you are having technical problems with the site, please contact [Shannon Garrity](#) at Webb Mason at [704-375-4240](#) or [800-755-209](#). If you have a question about a Presbyterian Healthcare brochure, please contact your Physician Network Liaison or your Marketing Representative.