# SurgicalFundamentals.Org

## Purchasing Guide

### TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOW TO PURCHASE</td>
<td>2</td>
</tr>
<tr>
<td>CREATE A STORE ACCOUNT</td>
<td>2</td>
</tr>
<tr>
<td>PLACE AN ORDER</td>
<td>3</td>
</tr>
<tr>
<td>HOW TO ASSIGN VOUCHERS</td>
<td>5</td>
</tr>
<tr>
<td>ASSIGN A VOUCHER</td>
<td>5</td>
</tr>
<tr>
<td>HOW TO VIEW INVOICES AND RECEIPTS</td>
<td>7</td>
</tr>
<tr>
<td>VIEW A INVOICE/RECEIPT</td>
<td>7</td>
</tr>
<tr>
<td>FREQUENTLY ASKED QUESTIONS</td>
<td>8</td>
</tr>
<tr>
<td>I only see FUSE products. How do I find FES products available for purchase?</td>
<td>8</td>
</tr>
<tr>
<td>I’ve created an account and purchased a voucher. Why has my voucher not been sent to me?</td>
<td>8</td>
</tr>
<tr>
<td>When does my voucher expire?</td>
<td>8</td>
</tr>
<tr>
<td>How do I know how many vouchers I have left?</td>
<td>8</td>
</tr>
<tr>
<td>Do I have to buy another voucher if I failed the exam?</td>
<td>8</td>
</tr>
<tr>
<td>I forgot my password. How do I find out what my password is?</td>
<td>8</td>
</tr>
<tr>
<td>How do I get CME Credit?</td>
<td>8</td>
</tr>
<tr>
<td>Who do I call if I have questions?</td>
<td>8</td>
</tr>
</tbody>
</table>
HOW TO PURCHASE

CREATE A STORE ACCOUNT

You must create an account to purchase FES and FUSE products (exam vouchers, CME credit hours, and re-test vouchers). Your account must be approved before you can log in, but once it is approved it can be used to log into both the FES and the FUSE stores.

1. Visit www.surgicalfundamentals.org and click Login
2. Click Continue under I am a new customer

3. Fill in the required fields, read the Terms and Conditions, and click Register

4. A message appears notifying you that SAGES will process your request for an account and email you when it has been approved
5. You can log into the Surgical Fundamentals store to purchase vouchers after your account is approved
PLACE AN ORDER

You can order FES and FUSE products (exam vouchers, CME credit hours, and re-test vouchers) using a credit card or check. For a full description of products available please visit www.fesprogram.org/testing-information/products for FES; or www.fuseprogram.org/testing-information/products for FUSE. Note that your username and password are the same for both stores.

1. After your account is approved, log in to place an order
   a. FES - www.fes.surgicalfundamentals.org
   b. FUSE - www.fuse.surgicalfundamentals.org
2. Click Products on the menu to view the product catalog Note: You can switch between stores by clicking the My FES/FUSE Account link on the right of the page
3. Click Add to Cart to select a product
4. Enter the quantity and a Coupon Code, if available
   a. If purchasing a re-test voucher, select the original voucher number from the drop-down menu
5. Click Add to Cart
6. Review your Shopping Cart and click Checkout to pay, Update to make changes, or Continue Shopping to add more items to your order
7. Select the method of payment (Credit Card or Check)

![Checkout: Payment](image)

8. Select a payment address already on file and click Continue or provide a new address by filling out the New Address fields and clicking Submit.

9. Input your Credit Card Information or indicate that payment will be sent via check and click Submit Order.

![Checkout: Review and Submit](image)

OR

![Check Information](image)

10. A confirmation message displays along with your Order number and Invoice.

11. A message appears notifying you that SAGES will process your order and email you when it has been approved.
HOW TO ASSIGN VOUCHERS

ASSIGN A VOUCHER

You can assign FES and FUSE exam vouchers, and re-test vouchers to a test taker after your order has been processed. The test taker must have a voucher with their name on it to sit for the exam. You can skip this section if the product you purchased is for FUSE CME credit hours.

1. After your order is approved, log in to assign vouchers
   a. FES - www.fes.surgicalfundamentals.org
   b. FUSE - www.fuse.surgicalfundamentals.org

2. Click the My Unassigned Vouchers link on the right of the page

3. Click the name of the Voucher Package you wish to assign

4. Fill in the required fields with the test taker’s information and click Assign Note: The first and last name on the voucher cannot be changed once the voucher is assigned.
5. Click the **Voucher No** to view a PDF of the voucher that can be printed or emailed to your residents/fellows so they may register for an exam appointment.

*Note: The test taker will need their Voucher, Test Taker Authorization Code (received when scheduling an exam on Webassessor) and a photo ID to sit for the exam.*
HOW TO VIEW INVOICES AND RECEIPTS

VIEW A INVOICE/RECEIPT

You can view the status of all your orders and their associated invoices at any time. Fulfillment letters and receipts can be viewed after the order is approved.

1. Log in at any time to view your invoice or after your order is approved to view your receipt and fulfillment letter
   a. FES - www.fes.surgicalfundamentals.org
   b. FUSE - www.fuse.surgicalfundamentals.org

2. Click the My Orders link on the right of the page

3. Click the Order No Note: The status of your order can also be viewed on this page

4. Click Receipt or Invoice to view either
FREQUENTLY ASKED QUESTIONS

I ONLY SEE FUSE PRODUCTS. HOW DO I FIND FES PRODUCTS AVAILABLE FOR PURCHASE?
If you’re already signed into the surgical fundamentals website, you can switch between stores without logging out by clicking on the My FUSE/FES Account link on the right side of the page. If you are not logged in, visit the FES store at www.fes.surgicalfundamentals.org or the FUSE store at www.fuse.surgicalfundamentals.org.

I’VE CREATED AN ACCOUNT AND PURCHASED A VOUCHER. WHY HAS MY VOUCHER NOT BEEN SENT TO ME?
First, confirm that the voucher has been assigned by logging on to the Surgical Fundamentals website and clicking on My Assigned Vouchers. If there is no voucher assigned to the test taker, click on My Unassigned Vouchers and assign one.

WHEN DOES MY VOUCHER EXPIRE?
You have exactly one year after the voucher was purchased to use it. (e.g. If you purchased the voucher on 12-05-2015, the voucher will expire on 12-05-2016). You must take the exam before it expires.

HOW DO I KNOW HOW MANY VOUCHERS I HAVE LEFT?
Log into www.surgicalfundamentals.org and under MY ACCOUNT click My Voucher Packages to see the number of vouchers assigned and the number available to be assigned.

DO I HAVE TO BUY ANOTHER VOUCHER IF I FAILED THE EXAM?
If you failed one or both parts of an exam, you must purchase a Re-Test Voucher for $125 in order to reattempt the failed portion. Re-test vouchers must be purchased using the same account that purchased the original voucher.

I FORGOT MY PASSWORD. HOW DO I FIND OUT WHAT MY PASSWORD IS?
Please click the Forgot your password? link located under the Log In field. An email containing your password will be sent to the email address you provided.

HOW DO I GET CME CREDIT?
FES: The FES program requires you to successfully complete both parts of the exam to receive 9 CME credits. For more information please visit the FES program website at http://www.fesprogram.org/testing-information/cme-information.

FUSE: You cannot receive CME credit for both the FUSE exam and the FUSE Didactic. You must choose one of the following options at the time of purchase to receive CME Credit: successfully complete the FUSE exam to receive 12 credits or all of the FUSE Didactic modules with a score of 80% or higher to receive 10.5 credits. For more information please visit the FUSE program website at http://www.fuseprogram.org/testing-information/cme-and-credit-hour-information.

WHO DO I CALL IF I HAVE QUESTIONS?
For more questions, please contact the SAGES Fundamentals office at (310) 437-0544 Ext. 149 or email us at info@fesprogram.org for FES questions and info@fuseprogram.org for FUSE questions.