



SurgicalFundamentals.Org

Purchasing Guide

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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**

Products Cart Customer Service Contact Us **Login**

Account Login

I am a new customer

Welcome. If you are new to the FES Store please select the "continue" button to create a new account. Once submitted, your account request will be processed within the next 48 business hours. A confirmation message will be sent to you via email once your account has been approved.

Continue

I am a returning customer

Please log in to access your account.

E-mail Address:*

Password:*

[Forgot your password?](#)

Login

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

Account Registration

If you already have an account with us, please login at the [login page](#).

Your Contact Information

First Name*

Last Name*

E-mail*

Phone*

Fax

Your Address

Program / Institution*

Address*

Address 2

City*

Country*

Postal Code*

Your Password

Password*

Password Confirm*

I have read and agree to the [Terms and Conditions](#)

Register

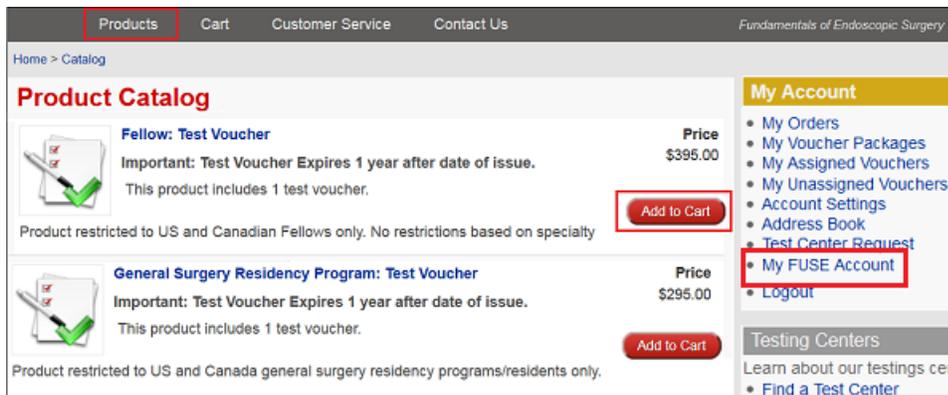
4. A message appears notifying you that SAGES will process your request for an account and email you when it has been approved
5. You can log into the Surgical Fundamentals store to purchase vouchers after your account is approved



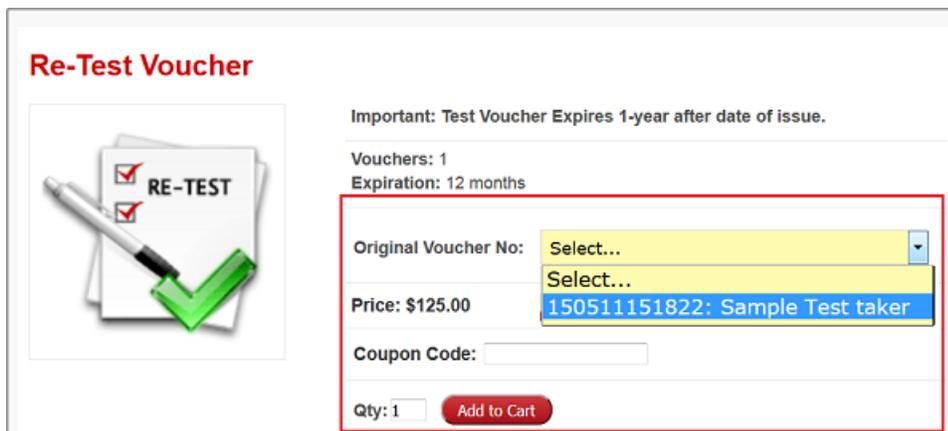
PLACE AN ORDER

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

Payment Method / Address

Please select a payment method for this order:

Credit Card
 Check

Please select a payment address from your address book or enter a new address for this order:

Test Account Test Account, test, test, test, AL , United States

Continue

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

<p>Shipping Address</p> <p>Mary Smith SAGES 11300 Olympic Blvd LA, CA 90064 United States</p> <p style="text-align: center;">Change Address</p>	<p>Payment Address</p> <p>Mary Smith SAGES 11300 Olympic Blvd LA, CA 90064 United States</p> <p style="text-align: center;">Change Address</p>
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Credit Card Information

Name on Card*

Credit Card Number*

Expiration Month* ▼

Expiration Year* ▼

OR

Check Information

Please mail and address checks to:

SAGES c/o FES Program
1300 West Olympic Blvd. Suite 600
Los Angeles, CA 90064

Orders will be placed ON HOLD until a check is received by the SAGES office.

Back
Submit Order

Required field

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

Products Cart Customer Service Contact Us Fundamentals of Endoscopic Surgery

Home > Catalog

Product Catalog

General Surgery Residency Program: Test Voucher Price \$295.00
Important: Test Voucher Expires 1 year after date of issue.
This product includes 1 test voucher.
Add to Cart

Product restricted to US and Canada general surgery residency programs/residents only.

Fellow: Test Voucher Price \$295.00
Product restricted to US and Canada general surgery residency programs/residents only.

My Account

- My Orders
- My Voucher Packages
- My Assigned Vouchers
- **My Unassigned Vouchers**
- Account Settings
- Address Book
- Test Center Request
- My FUSE Account
- Logout

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

My Unassigned Vouchers

Below is a list of all your unassigned vouchers. Click on a Voucher Package to assign a test taker to this voucher.

Voucher Package	Order	Expiration	Status
General Surgery Residency Program: Test Voucher	10334	05-27-2016	active
Re-Test Voucher	10355	06-15-2016	active
Individual Package	10355	06-15-2016	active
Education Package A	10355	06-15-2016	active

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**

Voucher

Re-Test Voucher

Order No: 10477 Available: 1
Order Status: Complete Assigned: 0

The table below list all assigned and available vouchers for this package. For assigned vouchers, click the Voucher No to generate a copy of the coupon or certificate for emailing or printing.

First Name	Last Name	Email	Phone	Expiration	Voucher No
- no vouchers assigned -					

Vouchers are assigned one test taker at a time. To assign a voucher, 1) Select an empty voucher record, 2) enter the first name, last name, email address, and phone number of the test taker to be assigned, 3) click the "Assign" button to the right of the test taker information.

IMPORTANT NOTICE: First and Last Name CANNOT be changed once assigned to a voucher.

First Name*	Last Name*	Email*	Phone	Expiration	Assign
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	10-06-2016	<input type="button" value="Assign"/>



- 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

Voucher

Re-Test Voucher

Order No: 10477 Available: 0
Order Status: Complete Assigned: 1

The table below list all assigned and available vouchers for this package. For assigned vouchers, click the Voucher No to generate a copy of the coupon or certificate for emailing or printing.

	First Name	Last Name	Email	Phone	Expiration	Voucher No	
1	Test	Taker	tt@sages.org	123-456-7890	10-06-2016	160219122800	[edit]



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

Products Cart Customer Service Contact Us Fundamentals of Endoscopic Surgery

Home > Catalog

Product Catalog

General Surgery Residency Program: Test Voucher Price \$295.00
 Important: Test Voucher Expires 1 year after date of issue.
 This product includes 1 test voucher.
 Add to Cart
 Product restricted to US and Canada general surgery residency programs/residents only.

Fellow: Test Voucher Price \$395.00
 Important: Test Voucher Expires 1 year after date of issue.
 This product includes 1 test voucher.
 Add to Cart
 Product restricted to US and Canadian Fellows only. No restrictions based on speciality

My Account

- **My Orders**
- My Voucher Packages
- My Assigned Vouchers
- My Unassigned Vouchers
- Account Settings
- Address Book
- Test Center Request
- My FUSE Account
- Logout

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

My Orders

Below is a list of your orders. Click on the order number to view the order details and items purchased.

Date	Order No	Price	Status	Vouchers	Assigned	Available
01-27-2016	10558	\$295.00	Cancelled	1	0	1
11-03-2015	10489	\$1,675.00	Complete	3	3	0
10-29-2015	10488	\$125.00	Complete	2	2	0
10-06-2015	10477	\$125.00	Complete	1	1	0
09-17-2015	10453	\$295.00	On Hold - Awaiting PO	1	0	1

4. Click **Receipt** or **Invoice** to view either

Order: 10477

Order Details

Order Date: 2015-10-06 09:58:32
 Order Status: **Complete**

Fulfillment Letter

Receipt

Invoice

Description	Features	Quantity	Price	Total
Re-Test Voucher Important: Test Voucher Expires 1-year after date of issue. Original Voucher No: 150528125209	Vouchers: 1 Expiration: 12 months	1	\$125.00	\$125.00
Total:				\$125.00



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.