



Assembly & Support







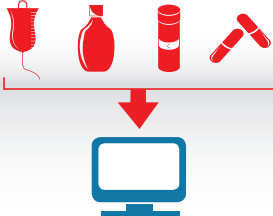



The MedFlats® team has created our system to make returning your items as effortless as possible. Follow the instructions below illustrating how to inventory your items, tips on what to include, and proper shipment procedures.

IF YOU NEED ADDITIONAL INFORMATION REGARDING PROPER SHIPMENT AND PROCESSING OF STANDARD OR CII PRODUCTS, LOG ON TO OUR WEBSITE AT MEDFLATS.COM/HOWTO OR CONTACT A MEDFLATS® CUSTOMER SERVICE REPRESENTATIVE AT 800.257.3527, EXT. 266.



1. CREATE AN ACCOUNT ONLINE OR LOGIN TO YOUR CURRENT ACCOUNT. THEN INVENTORY YOUR ITEMS.

<p>1 CREATING AN ACCOUNT OR LOG INTO YOUR EXISTING ACCOUNT.</p> 	<p>2 LOCATE & LOG YOUR MEDFLAT ID & TRACKING NUMBER</p> <p>Your MedFlat ID is located here.</p> <p>Your Tracking Number is located here.</p> 	<p>3 LOCATE & LOG YOUR MEDFLAT ID & TRACKING NUMBER</p> <p>Your MedFlat ID is located here.</p> <p>Your Tracking Number is located here.</p> 	<p>4 IF YOU ARE SUBMITTING C2 DRUGS ADDITIONAL STEPS ARE REQUIRED</p> <p>C2 Drugs must be logged & shipped separately from your other items. C2 Drugs require a DEA 222 form for submittal.</p> 
<p>4 IF YOU ARE SUBMITTING C2 DRUGS ADDITIONAL STEPS ARE REQUIRED</p> <p>C2 Drugs must be logged & shipped separately from your other items. C2 Drugs require a DEA 222 form for submittal.</p> 	<p>5 CREATE AN INVENTORY BY ENTERING THE NDC CODES.</p> <p>NDC 0000 1234 56</p> 	<p>6 COLLECT & LOG ITEMS. Click to view types of acceptable items.</p> 	<p>instructions continued on the following page . . .</p> 

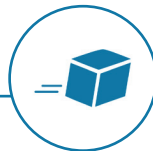


instructions continued . . .



2. FILL THE FLAT WITH THE APPROVED ITEMS AND SEAL THE REMAINING FLAP(S) BY PRESSING FIRMLY ON THE ADHESIVE STRIPS TO ENSURE A STRONG SEAL.

1 ASSEMBLE YOUR MEDFLAT BOX TO BEGIN FILLING.	2 PRESS THE TWO SIDES OUTWARDS & SECURE THE BOTTOM OF THE BOX	3 FIRMLY PRESS TO SEAL ALL 3 SIDE PANELS.	4 LINE THE BOX WITH THE ENCLOSED PLASTIC BAG PROVIDED.



3. FIND THE CARRIER'S NEAREST DROP-OFF LOCATION BY GOING TO MEDFLATS.COM/HOWTO. THEN, FOLLOW THE INSTRUCTIONS TO FIND THE CARRIER CORRESPONDING TO YOUR RETURN LABEL.

1 PROVIDE YOUR SEALED FLAT TO THE CORRECT SHIPPING CARRIER INDICATED ON YOUR RETURN SHIPMENT LABEL.	2 FOLLOW UP ON OUR SITE TO SEE THE PROGRESS OF YOUR RETURN.



To find your local DEA office, visit www.deadiversion.usdoj.gov/offices_n_dirs/fielddiv/#text or scan the QR Code provided.

