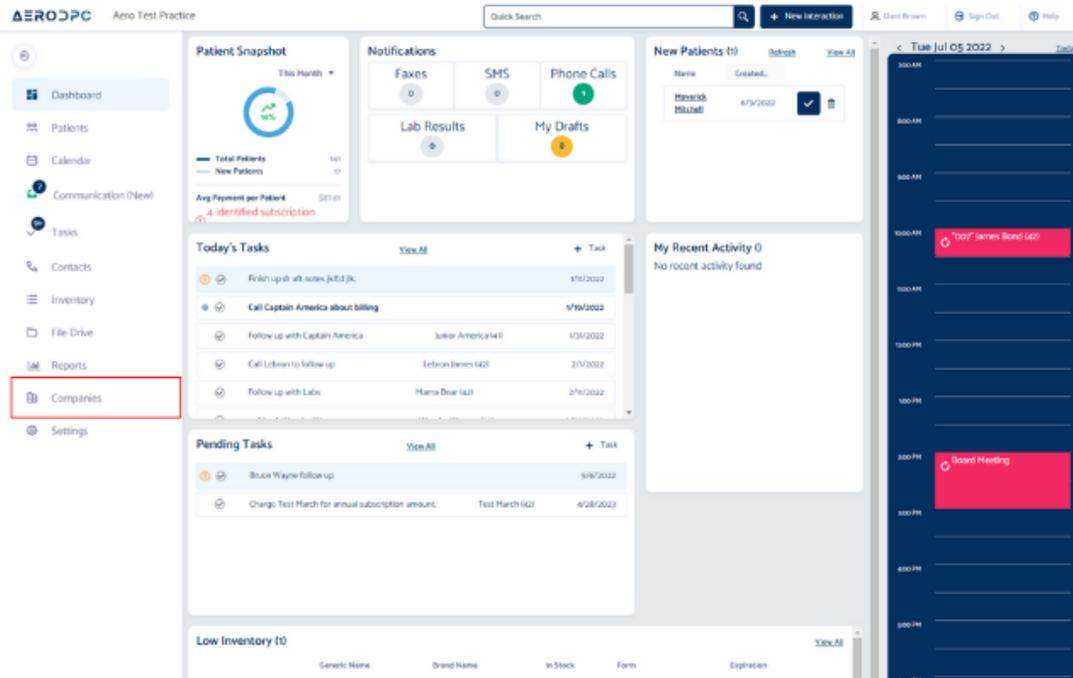
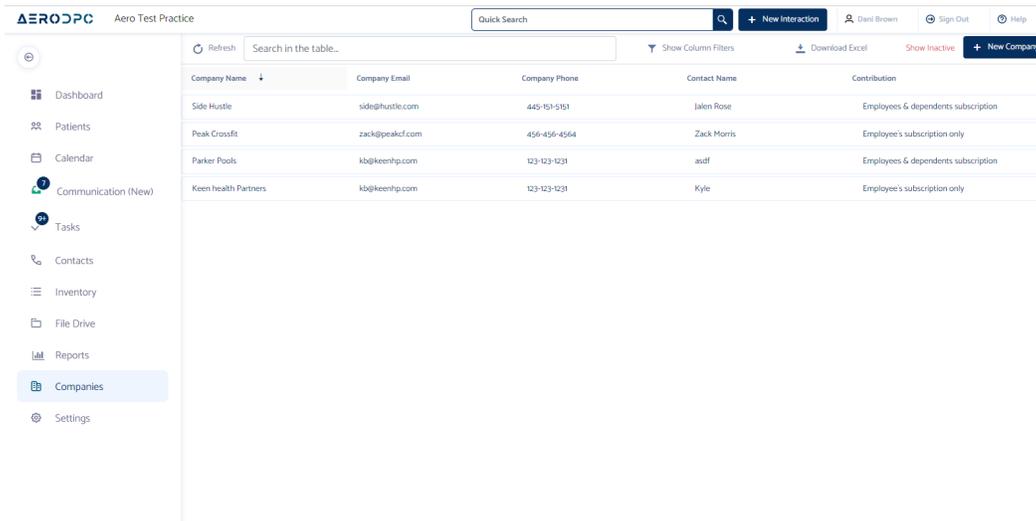


Adding a New Company

1. Go to the "Companies" page by clicking the icon.



2. The companies page will show. This is where you manage all your companies that your clinic currently partners with.



3. Click "Add new company."

The screenshot shows the AEROPC interface with a table of companies. The table has columns for Company Name, Company Email, Company Phone, Contact Name, and Contribution. A red box highlights the '+ New Company' button in the top right corner of the table area.

Company Name	Company Email	Company Phone	Contact Name	Contribution
Solo Health	solo@solo.com	443-123-5551	Jane Roe	100% of Employee's subscription only
Parker Pools	pp@parker.com	123-423-1231	Bob	100% of Employee & dependents subscription
Koen Health Partners	khp@koen.com	123-423-1231	Kyle	100% of Employee's subscription only

4. Enter in the required basic information for the company you'd like to add.

The screenshot shows the 'New Company' form in the AEROPC interface. The form includes the following fields:

- Company Name (text input)
- Contribution Type (dropdown menu)
- Contact Name (text input)
- Company Phone Number (text input, containing '555-555-5555')
- Email (text input)
- Address Line 1 (text input)
- Address Line 2 (text input)
- City (text input)
- State (dropdown menu)
- Zip (text input)
- Inactivate Company (checkbox)
-

5. After entering in the company's basic information, select a “Contribution Type” based on your agreement with the company.

ice Quick Search + New Interaction Dani Brown Sign Out Help

< Back New Company

Company Name
Black Diamond Coffee Shop

Contribution Type
Select One
Employee's subscription only
Employees & dependents subscription
All employee's costs
All Employee's & dependents costs

City State Zip

Inactivate Company

[Discard Changes](#) [Save Details](#)

6. Once you are ready click “Save” This will create the company’s profile. You will notice there is a notification next to the name of the new company. Click on the company’s name to open up the company’s profile.

Refresh Search in the table... Show Column Filters Download Excel Show Inactive + New Company

Company Name	Company Email	Company Phone	Contact Name	Contribution
Side Hustle	side@hustla.com	445-151-5151	Jalen Rose	Employees & dependents subscription
Peak Crossfit	zack@peakcf.com	456-456-4564	Zack Morris	Employee's subscription only
Parker Pools	kb@keenshp.com	123-123-1231	asdf	Employees & dependents subscription
Keen health Partners	kb@keenshp.com	123-123-1231	Kyle	Employee's subscription only
Black Diamond Coffee Shop	bob@blackdiamond.com	890-890-8908	Bob Skibum	Employee's subscription only

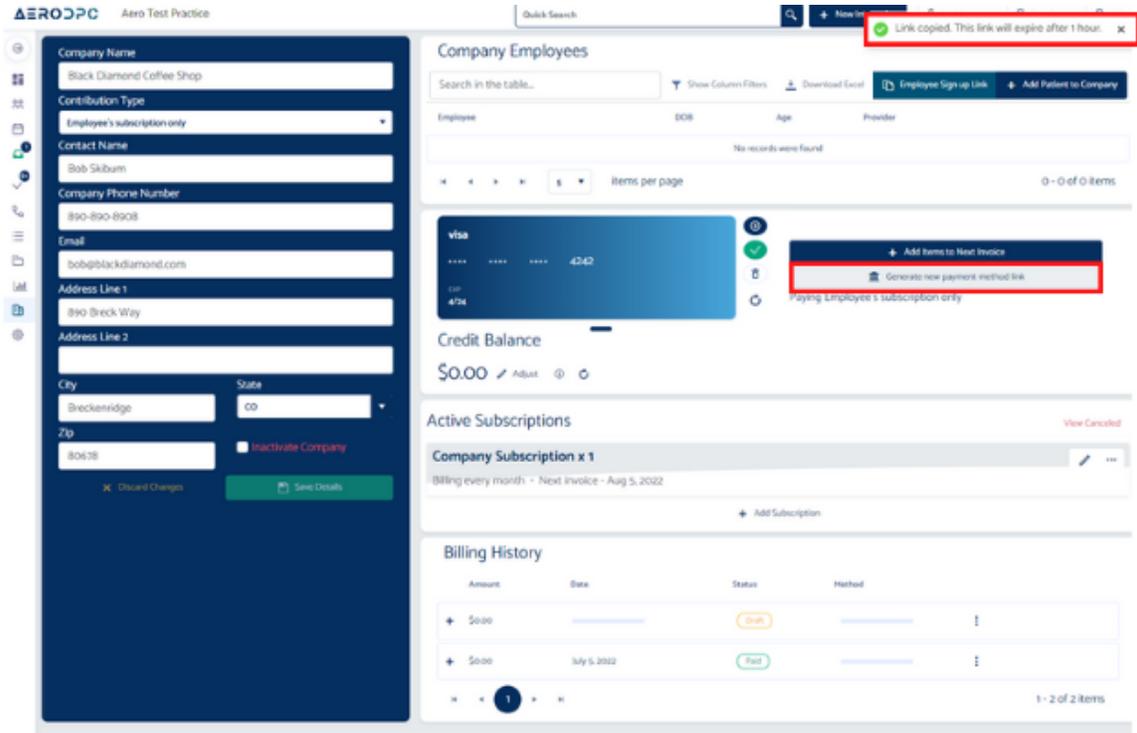
8. The notification is reminding you that you do not yet have a payment method for the company yet.

The screenshot shows the AERODPC Aero Test Practice interface. On the left is a form for company details, including fields for Company Name, Contribution Type, Contact Name, Company Phone Number, Email, Address Line 1, Address Line 2, City, State, and Zip. On the right is the 'Company Employees' section, which is currently empty. A red box highlights a notification that says 'Missing Payment Method' with a red 'X' icon and a button that says 'Add first payment method (0)'. Below this is a 'Credit Balance' section showing '\$0.00' and an 'Active Subscriptions' section with one subscription listed. At the bottom is a 'Billing History' table with two entries.

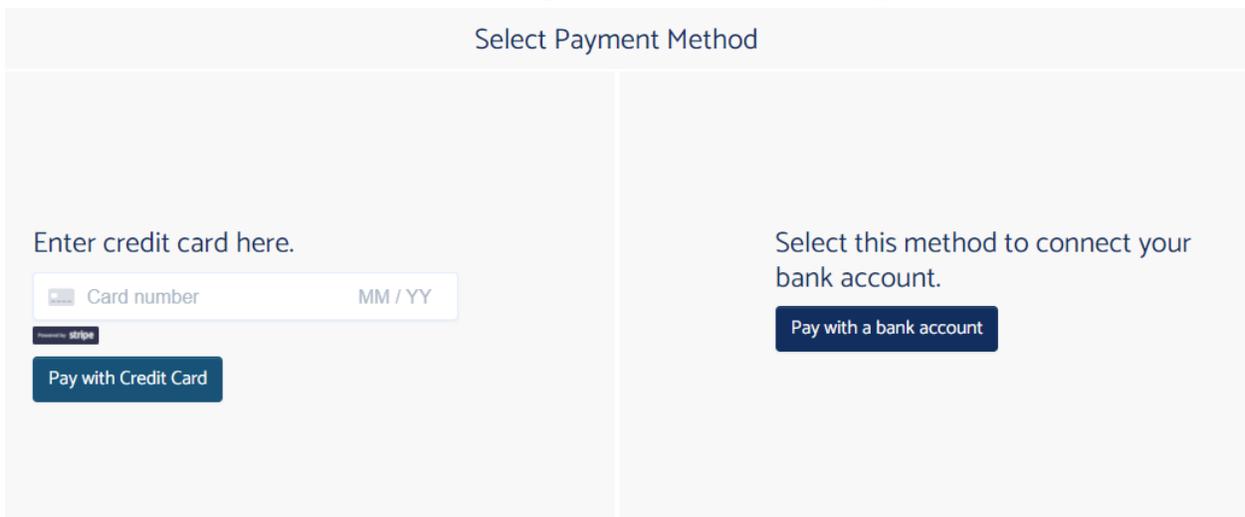
9. Click the “Add first payment method” button to add an ACH or credit card.

The screenshot shows a payment method selection screen. At the top, there are three options: 'US bank account', 'Card', and 'Google Pay'. Below these are input fields for 'Email', 'Full name', and 'Bank account'. The 'Bank account' field has a search bar with the text 'Search for your bank'. Below the search bar are six buttons for 'Test Institution' and 'Test OAuth Institution'. At the bottom, there is a 'Continue' button and a 'Powered by stripe' logo.

10. Another option is to send the company contact a link to add their own payment method. The link is copied when you click the button, you can send it in an email or text.



11. This is the screen they will see when they click the link.



12. Once they enter payment info, you will see that on the company's profile.

The screenshot displays the AERODPC Aero Test Practice interface. On the left is a form for company details, and on the right is the 'Company Employees' management section.

Company Profile Form:

- Company Name: Black Diamond Coffee Shop
- Contribution Type: Employee's subscription only
- Contact Name: Bob Skibum
- Company Phone Number: 890-890-8908
- Email: bob@blackdiamond.com
- Address Line 1: 890 Breck Way
- Address Line 2: (empty)
- City: Breckenridge, State: CO, Zip: 80678
- Buttons: Discard Changes, Save Details

Company Employees Section:

- Search in the table... (input field)
- Show Column Filters, Download Excel, Employee Sign up Link, Add Patient to Company (buttons)
- Table with columns: Employee, DOB, Age, Provider. Message: No records were found.
- Items per page: 5, 0 - 0 of 0 items
- Payment Method: Visa (**** * 4242), Credit Balance: \$0.00
- Active Subscriptions: Company Subscription x 1, Billing every month, Next invoice - Aug 5, 2022
- Billing History: Table with columns Amount, Date, Status, Method. Shows two payments of \$0.00 (Draft and Paid).

13. This company is now ready for Employees. There are also two ways to add company employees. If all of the employees are new patients (not existing patients) you can send them the company specific sign up link.

This screenshot shows the 'Company Employees' section with the 'Employee Sign up Link' button highlighted in red. A notification message at the top right indicates that the link has been copied and will expire in one hour.

Company Employees Section:

- Search in the table... (input field)
- Show Column Filters, Download Excel, Employee Sign up Link (highlighted), Add Patient to Company (buttons)
- Table with columns: Employee, DOB, Age, Provider. Message: No records were found.
- Items per page: 5, 0 - 0 of 0 items
- Payment Method: Visa (**** * 4242), Credit Balance: \$0.00
- Active Subscriptions: Company Subscription x 1, Billing every month, Next invoice - Aug 5, 2022
- Billing History: Table with columns Amount, Date, Status, Method. Shows two payments of \$0.00 (Draft and Paid).

14. Here is the screen the new patient will see from that link.

Employee Registration

It looks like you are trying to register with a practice as an employee of Peak Crossfit.

If that is that correct click the button below.

[Click here for employee Registration](#)

Normal Registration

If you just want to register without being associated to a company click the red button below.

[Click here for normal Registration](#)

15. The second option is to add existing patients to be employees of this new company.

The screenshot displays the AERO PPC web application interface. On the left is a dark blue sidebar with navigation icons. The main content area is titled 'Company Employees' and features a search bar, 'Show Column Filters', 'Download Excel', 'Employee Sign up Link', and a red-bordered button 'Add Patient to Company'. Below this is a table with columns for Employee, DOB, Age, and Provider, currently showing 'No records were found'. A 'visa' card is displayed with a '47x' icon. The 'Credit Balance' section shows '\$0.00' with an 'Adjust' link. The 'Active Subscriptions' section includes 'Company Subscription x 1' with details like 'Billing every month' and 'Next invoice - Aug 5, 2022'. The 'Billing History' table shows two entries: one for '\$0.00' with a 'Draft' status and another for '\$0.00' dated 'July 5, 2022' with a 'Paid' status. A notification at the top right states 'Link copied. This link will expire after 1 hour.'

16. You can choose from the drop down of your active patients.

Add Patient to Black Diamond Coffee Shop

"Rooster" Rooster Bradshaw (22) ▼

Select the company subscription where the product will be added

▼

Save without updating billing

Cancel 

17. Once you select the patient's name, you can select to add them to the company subscription.

Add Patient to Black Diamond Coffee Shop

"Rooster" Rooster Bradshaw (22) ▼

Select the company subscription where the product will be added

Company Subscription x 1 -- paid for monthly with Default Payment Method ▼

Product	Qty	Price	
Select Product ▼	1	-	
Note (shown on bill PDF)	"Rooster" Rooster		 Remove note
+ Add Product			

Subscription Total \$0.00

Save without updating billing

Cancel 

18. Now select how much the company should be paying for the employee. You can choose from your product/subscription list.

Add Patient to Black Diamond Coffee Shop

"Rooster" Rooster Bradshaw (22)

Select the company subscription where the product will be added

Company Subscription x 1 -- paid for monthly with Default Payment Method

Product	Qty	Price
Select Product	1	-
"Rooster" Rooster		
ABC 123 Membership Ages 0 - 18 \$40.00 every month		\$0.00
Ages 19 - 45 \$85.00 every month		
Ages 46+ \$105.00 every month		
Company Lump Sum \$5,000.00 every month		
Employee Subscription \$0.00 every month		
Family Membership \$350.00 every month		

Add patient to company

View Canceled

19. Once you are happy with that, click "Add Patient to Company" and you will see the patient added to the employee list.

Company Employees

Search in the table... Show Column Filters Download Excel Employee Sign up Link Add Patient to Company

Employee	DOB	Age	Provider
"Rooster" Rooster Bradshaw	7/7/1999	22	-

1 items per page 1 - 1 of 1 items

20. You can also add one-time charges or one lump sum to the company invoice. Nice work!