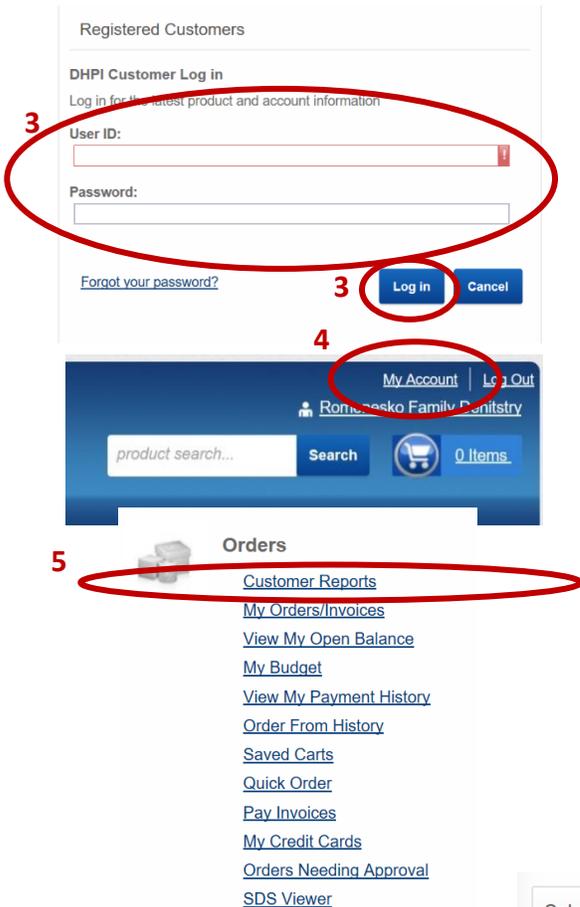


### DHPI Data Instructions



Registered Customers

DHPI Customer Log in

Log in for the latest product and account information

User ID:

Password:

[Forgot your password?](#)

**3**

**4** [My Account](#) | [Log Out](#)

Romagnolo Family Dentistry

product search...

**5** [Customer Reports](#)

[My Orders/Invoices](#)

[View My Open Balance](#)

[My Budget](#)

[View My Payment History](#)

[Order From History](#)

[Saved Carts](#)

[Quick Order](#)

[Pay Invoices](#)

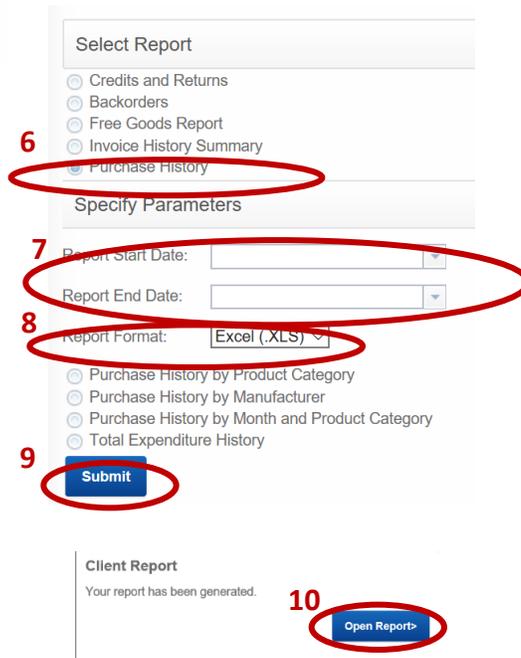
[My Credit Cards](#)

[Orders Needing Approval](#)

[SDS Viewer](#)

1. Go to <https://www.dhponline.com/>
2. Click on "Login" in top right corner
3. Enter Username & Password & Click Login
4. Once logged in, click on "My Account" in the upper right hand corner
5. Click on "Customer Reports"
6. Click on "Purchase History"
7. Enter Start & End Dates that are equal to 12-months
8. Select Report Format = "Excel (XLS.)" (Should be the default)
9. Click "Submit"
10. Once report is complete, a window will pop up, then click "Open Report>"
11. Open the spreadsheet and save to your preferred folder or desktop
12. Attach the spreadsheet to an email
13. Send email to [cdaum@indi-dent.org](mailto:cdaum@indi-dent.org)

If you have any questions or cannot get the report to run, please contact Christine Daum at [cdaum@indi-dent.org](mailto:cdaum@indi-dent.org) or 800-975-1651



Select Report

Credits and Returns

Backorders

Free Goods Report

Invoice History Summary

**6**  Purchase History

Specify Parameters

**7** Report Start Date:

Report End Date:

**8** Report Format:

Purchase History by Product Category

Purchase History by Manufacturer

Purchase History by Month and Product Category

Total Expenditure History

**9**

Client Report

Your report has been generated.

**10**

