

Safco Data Instructions



- 1. Go to https://www.safcodental.com
- 2. Click on "Log In / Create My Account" in top right corner
- 3. Enter Account Number & Password & Click Login
- 4. Click on "My Account" in the top right
- 5. Click on "Sales Records"
- 6. Enter Start & End Dates that are equal to 12-months
- 7. Click "Generate Report"
- 8. Once report is complete, the report should open in another window (if not, please check if a pop-on was blocked)
- 9. Save the PDF to your preferred folder or desktop
- 10. Attach the PDF to an email
- 11. Send email to maggie.garrigan@indi-dent.org

If you have any questions or cannot get the report to run, please contact Maggie Garrigan at <u>maggie.garrigan@indi-dent.org</u> or 800-975-1651





