



PARTNER ONBOARDING ROADMAP

This guide outlines the steps involved in exploring and onboarding as a Simbaligner partner clinic. Clinics may move through this process at their own pace. Each step is designed to support clarity, patient safety, and a smooth working relationship.

✔ Step A — Partner Discovery & Initial Interest

How clinics typically begin

Partner clinics usually begin their discovery journey through the Simbadent website by reviewing information under For Dentists → Become a Partner, where a short Partner Interest Form (Form A) is available.

What this step is for

- To introduce how the Simbaligner system works
- To understand your clinic's context and interest
- To ensure we share the most relevant information and support

Completing Form A does not commit your clinic to partnership. It simply allows us to align expectations and guide you appropriately.

What you can expect

- A clear explanation of the partnership model
- Access to the onboarding steps as a roadmap
- Follow-up communication to answer questions or clarify next steps

✔ Step B — Onboarding Checklist & Orientation & Initial Interest

Once interest is established, clinics receive a simple **Onboarding Checklist** outlining the steps required to begin working together smoothly.

The checklist:

- Serves as a shared reference for both the clinic and our team
- Helps clarify what is needed at each stage
- Can be reviewed digitally or printed for reference

Typical items on the checklist include:

- Completion of the Partner Interest Form
- Review of the partnership agreement
- Training and access setup
- Preparation for first case submission



✔ Step C — Partnership Agreement

Option 1: In-person formalisation

- A representative visits the clinic
- The agreement is reviewed together
- Questions are addressed and the agreement is signed

Option 2: Remote formalisation

- The agreement is shared digitally
- The clinic reviews it at their convenience
- Any questions are discussed via call or email
- The signed agreement is returned electronically

This step ensures clarity for both parties and enables case submissions to begin.

✔ Step D — Patient Intake & Case Submission

After the partnership agreement is completed:

- Clinics receive access to the aligner portal
- Patient consent forms are available for download and printing
- Training and workflow guidance are provided
- Clinics may begin submitting cases through the portal

At all stages, clinical responsibility for diagnosis and treatment decisions remains with the partner clinic. SimbaDent/Simbaligner provides the system, coordination, and ongoing support.

Training & Ongoing Support

- Introductory workflow guidance is provided to all partners
 - Additional training (including mandatory software training where applicable) is communicated in advance
 - Marketing and patient education materials are shared once onboarding is complete
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A Final Note

Clinics are welcome to explore the Simbaligner system without pressure. This guide exists to provide transparency and support, so you can decide whether partnership is the right fit for your practice.

Partnership & onboarding support: Nicole +254 745 184 187

Clinical & case support: Melanie +254 706 343 288

Simbaligner | Partner Onboarding Checklist

(Keep this card in your clinic. Complete all steps to activate your partnership.)

✓ Checklist:

1. Form A completed (with Simba Agent)
2. Partnership Agreement (Form C) signed & returned
3. Partner Account created (Simbaligner will share the credentials)
4. Platform Training Session attended (mandatory)
5. Marketing Kit received & displayed in clinic
6. First patient case submitted via K-Line Platform

● **Tip:** Your Simba Agent will confirm Steps 1-2 during this visit. Once those are complete, your digital credentials, marketing kit, and training slot will be arranged.

! **Questions? Email info@simbadent.com | WhatsApp +254 745 184 187**