

Thank you for supporting IFNH and purchasing Nutritec! This will be a 3-step process:

1. First, securely process your payment.
2. Request your registration keys.
3. Activate your registration keys.

\*\*\* It is a good practice to back up your computer/Nutritec before initiating the newest release download.

The current update is **Version 5.7.8** (as of 4/11/2022) - Please download the newest software release here: <https://ifnh.org/nutritec-software/nutritec-software-download/> It should be quick to download. Run the software and install. **MAKE SURE YOU INSTALL THIS DOWNLOAD WHERE YOU INSTALLED THE LAST DOWNLOAD, OTHERWISE YOU WILL HAVE TWO DATABASES.**

## To protect your credit card information, please follow these steps:

When you open Nutritec, you will see this 'PRE-registration' window open. Fill in your info. NOTE: **Even though it says 'You have 31 days left,' we will honor your membership status and the time left on your current copy of Nutritec will be the same.** Click 'Register':

Timeout Notice

This is a pre-registration copy of this program. You have 31 days left. Click the Register button below to register your copy or click the OK button to run the demo version.

You may fill in the fields below to have your personalized information appear on forms to be printed.

Dr.'s Name	LaShay Canady	Cred	MS, C	Phone	(303) 886-0673
Clinic	The B.O.S.S. Group			Fax	(720) 372-2676
Address	13918 E. Mississippi Ave #129				
City	Aurora	State	CO	Zip	80012
E-mail	herbalist@thebossgrp.net				

Register OK

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Then the REGISTRATION window will open. Make sure everything **above** 'IF YOU INTEND TO EMAIL YOUR FORM...' is filled out correctly. See image below.

**Make sure you also check off these TWO steps:**

- a) What you want to do: "Update," "Reinstall," or "Purchase"
- b) If applicable, your desired modules: "Web Module" and web server access, and/or "Blood Chemistry" (see breakdown of prices at the end of this document)

The screenshot shows a 'Register' window with the following fields and options:

- Dr.'s Name:** Your name
- Cred:** CCWFN
- Phone:** (123) 456-7890
- Clinic:** The name of your clinic
- Fax:** (123) 456-7890
- Address:** Your address
- City:** Anycity
- State:** CO
- Zip:** 00000
- E-mail:** your email address
- Credit Card:** 2222-2222-2222-2222
- Security Code:** 2222
- Exp:** 02/2022 MM/YYYY
- Options:**  Update,  Reinstall,  Purchase,  Network version
- Modules:**  Web Module,  Blood Chemistry
- Machine Information:** Your operating system: Windows 6.02; Your Machine ID: 18AD-E9B1; The version of the software: 5.7.7
- Send this report to:**  Screen,  PDF,  Word
- Buttons:** Create/Fax Form, Send info to File
- Footer:** © 1996 - 2022 Nutritec Software All Rights Reserved

Next, make sure 'PDF' or 'Word' is selected. Click '**Create/Fax form.**' A 'Request for Registration Keys' form will generate. See example below. Print the form up, sign, date, and **fax to IFNH at 858-488-2566 (most secure)** or call in your credit card information at 858-488-8932. You may also attach the form to an email (least secure). **Keep Nutritec open.**

## Nutritec Software Request for Registration Keys

Dr.'s Name: LaShay Canady Cred: MS  
 Clinic: The B.O.S.S. Group Phone: (303) 886-0673  
 Addr: 13918 E. Mississippi Ave #129 Fax: (720) 372-2676  
 E-mail: herbalist@thebossgrp.net  
 City: Aurora st CO Zip 80012

Operating System: Windows 6.02  
 Machine ID: 18AD-E9B1  
 Version: 5.7.4  
 Fax this form to: (858)488-2566

### Nutritec Software Order Form

Update  Reinstall  Purchase  Network Server  Web Module  Blood Chem

Payment:  Cash/Check (Payable to IFNH)  
 Credit Card: Visa  MasterCard   
 Card #: 5555-5555-5555-5555  
 Security Code: 222 Exp: 10/30

Qty	Description	
	Nutritec Software - Retail:	\$295.00 ea
	Member discounted price:	\$195.00 ea
	Web Module:	\$175.00 ea
	Web Server access - 1 mo.	\$50.00 ea
	Web Server access - 6 mo.	\$168.00 ea
	Web Server access - 12 mo.	\$180.00 ea
	Blood Chemistry Module	\$195.00 ea

Signature (Required):  
 \_\_\_\_\_

Date:  
 \_\_\_\_\_

Subtotal	_____
CA State Sales Tax (If Applicable)	8.00% _____
IFNH Membership (If Applicable)	50.00 _____
Processing & Handling: (New purchase only)	10.00 _____

TOTAL: \_\_\_\_\_

**TO ORDER, COMPLETE THE REQUESTED INFORMATION AND FAX OR EMAIL THIS FORM**  
 Attn: IFNH (858)488-2566 ifnh@ifnh.org

Please allow 48 hours for processing. If your Nutritec software has expired and you need to input patient information immediately, please call Nutritec Support at the phone number below.

IFNH  
 7013 Wyoming Ave  
 La Mesa, CA 91942  
 Phone (858)488-8932

IFNH Web site: ifnh.org

Printed on 07/18/2021 04:45:05 PM

## Next, you will complete the process to obtain your new registration keys in 4 steps. The Nutritec registration window should still be open.

1. Go back to the opened Nutritec registration window. Now click on 'Send Info to File.' Don't worry about checking off 'Screen,' 'PDF,' or 'Word.' **You are creating a '.mem' file to email to IFNH.**

Register

Dr.'s Name Your name Cred CCWFN Phone (123) 456-7890

Clinic The name of your clinic Fax (123) 456-7890

Address Your address

City Anycity State CO Zip 00000

E-mail your email address

Credit Card 2222-2222-2222-2222 Security Code 2222 Exp 02/2022 MM/YYYY

Update  Reinstall  Purchase  Network version

Web Module  Blood Chemistry

If you intend to email your form, call IFNH with your card info. DO NOT FILL IT IN HERE - EMAIL IS NOT SECURE!

The form will also include the following information about your machine

Your operating system Windows 6.02

Your Machine ID 18AD-E9B1

The version of the software 5.7.7

To register your Nutritec software, fill in your clinical and contact information above. Select "PDF" or "Word" and click the "Create/Fax form" button. This will generate your "Request for Registration Keys" form. Email to ifnh@ifnh.org. You may call 858-488-8932 with payment info. To fax your form, fax to 858-488-2566.

Send this report to  Screen  PDF  Word

Create/Fax Form

Send info to File

You will get a RegInfo.mem file attached to an email which contains your registration codes. Save the attachment and click the "Import From File" button, then select that file.

Machine key: \_\_\_\_\_

Modules key: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Import From File Save and Exit Cancel and Exit

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2. Save the 'regrequest.mem' (stands for 'registration keys request') file to your Desktop (or somewhere where you will remember).  
Click on 'Save.' Then 'OK.'  
This should take you back to the Nutritec registration window.  
Click 'Save' then 'Ok.' This should take you back to the Nutritec registration window.  
Click 'Save and Exit.'

Register

Save As

Save in: Desktop

Name	Date modified	Type
REGINFO.MEM	5/20/2021 6:08 PM	MEM
REGREQUEST.MEM	6/22/2021 12:19 AM	MEM

Save file as: regrequest.mem

Save as type: mem

Save

Cancel

Code Page...

Save and Exit Cancel and Exit

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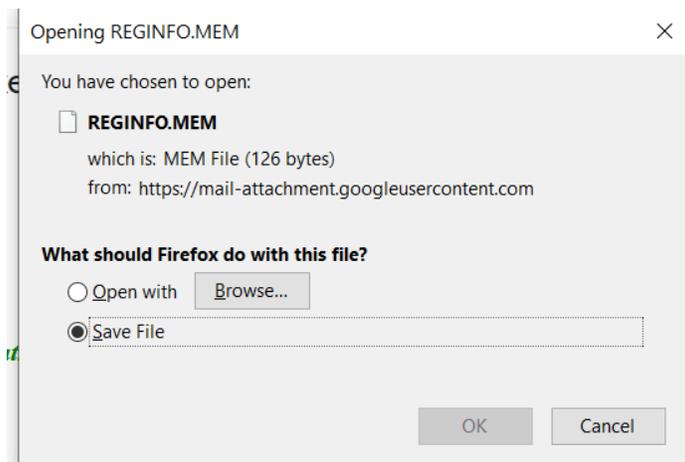
3. Now attach BOTH the 'regrequest.mem' and **Registration Keys Request** files to an email (if you did not fax this form already) and email to [ifnh@ifnh.org](mailto:ifnh@ifnh.org) with the **subject line: Nutritec registration**

4. Once your payment is processed or current membership has been verified, your registration keys will be emailed back to activate your desired modules.

## Once you receive your registration keys back from IFNH – 5 steps:

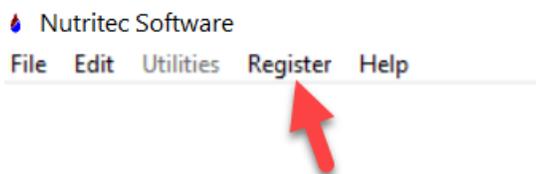
1. You will receive an email with a 'reginfo.mem' (stands for 'registration information') file attached. Click on it ONCE to save it. **Do NOT double click it. You are not trying to open it.** Save to your Desktop (or somewhere where you will remember).

You might get this dialog window (below). Select 'Save file' and then 'Ok.' This saves the file in your 'Downloads' folder instead.



Name	Date modified	Type	Size
Today (2)			
REGREQUEST.MEM	6/22/2021 1:47 AM	MEM File	2 KB
REGINFO.MEM	6/22/2021 2:02 AM	MEM File	1 KB
Earlier this month (8)			

3. Open Nutritec and click on 'Register' at the top left corner. Select 'Register' from the dropdown menu.



4. The registration window will open. Click on 'Import From File' (bottom lefthand corner) and select the 'reginfo.mem' file you saved on your Desktop (or 'Downloads' folder).

Register

Dr.'s Name: Dr. Stuffy    Cred: MD    Phone: (999) 999-9999

Clinic: Test clinic    Fax: ( ) -

Address: 1212 Anywhere

City: SomeCity    State: CA    Zip: 91111-

E-mail: Test@email.com

Credit Card: - - -    Security Code:    Exp: /    MM/YYYY

Update     Reinstall     Purchase     Network version

Web Module     Blood Chemistry

If you intend to email your form, call IFNH with your card info. DO NOT FILL IT IN HERE - EMAIL IS NOT SECURE!

The form will also include the following information about your machine

Your operating system: Windows 6.02

Your Machine ID: 18AD-E9B1

The version of the software: 5.7.8

To register your Nutritec software, fill in your clinical and contact information above. Select "PDF" or "Word" and click the "Create/Fax form" button. This will generate your 'Request for Registration Keys' form. Email to ifnh@ifnh.org. You may call 858-488-8932 with payment info. To fax your form, fax to 858-488-2566.

Send this report to:  Screen     PDF     Word

Buttons: Create/Fax Form, Send info to File

You will get a RegInfo.mem file attached to an email which contains your registration codes. Save the attachment and click the "Import From File" button, then select that file.

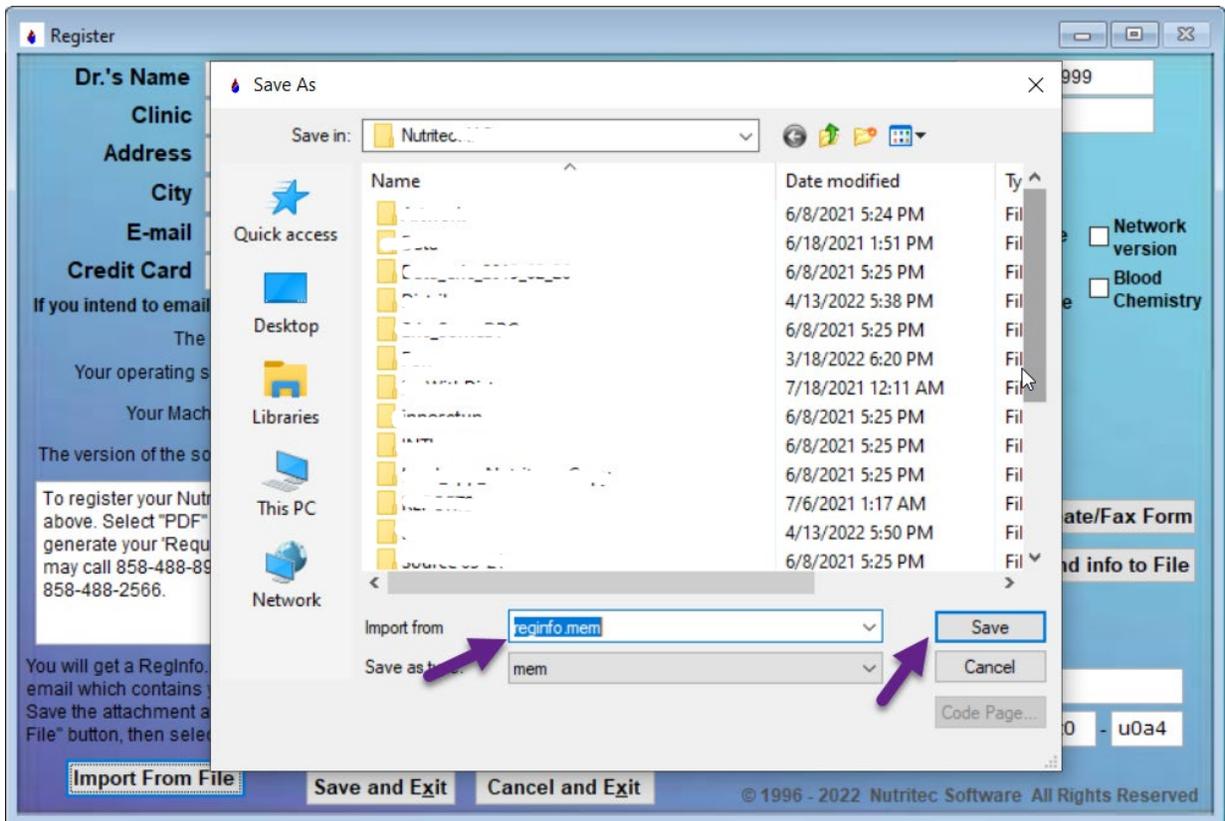
Machine key: 48022

Modules key: a0p0z0 - y0M0u0 - k0r0c0 - e0h0t0 - u0a4

Buttons: Import From File, Save and Exit, Cancel and Exit

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4. The Windows File Explorer window will pop up. See example below. Find your 'reginfo.mem' file and make sure it is showing in the 'Import from' box. Click 'Save.'



4. NOTE: Based on what you checked off (i.e. web module or blood chemistry), the machine keys and module keys will **be automatically generated** at the bottom of the registration window! Click 'Save and Exit.'

**NOTE: There are final webserver configuration steps IFNH needs to take for your web module to operate.**

5. The General Configuration window will appear. Slowly go through your 'General Configuration' tabs:

- General and Clinic Information
- Providers
- Lab Values
- Recommended Usage
- Web Config (if you purchase the web module) – **further instructions below**

Further instructions for Web Config tab:

- Check the box 'Check for new surveys when application starts'
- Address of webserver: [nutriweb.info](http://nutriweb.info)
- Subdirectory on server: lastnamefirstinitial (example: canadyL)
- Webserver user name: lastnamefirstinitialADMIN (example: canadyLADMIN)
- Webserver password: **(What you type will be your password so write it down and remember it)**
- Check the box 'Web server is running in secure mode'
- Leave everything else blank

Click 'Exit' and 'Exit' again. This should take you to the Nutritec Software homepage:



**Any questions:** Please contact IFNH at [ifnh@ifnh.org](mailto:ifnh@ifnh.org) or call 858-488-8932 for troubleshooting.

## Breakdown of prices:

_____	<b>Nutritec Software - Retail:</b>	<b>\$295.00 ea</b>
_____	<b>Member discounted price:</b>	<b>\$195.00 ea</b>
_____	<b>Web Module:</b>	<b>\$175.00 ea</b>
_____	<b>Web Server access - 1 mo.</b>	<b>\$50.00 ea</b>
_____	<b>Web Server access - 6 mo.</b>	<b>\$168.00 ea</b>
_____	<b>Web Server access - 12 mo.</b>	<b>\$180.00 ea</b>
_____	<b>Blood Chemistry Module</b>	<b>\$195.00 ea</b>

**Basic features when you select 'purchase' - \$295 retail, \$195 if you are a member:**

Ability to manually enter the Symptom Survey Forms, Nutritional Exam results, common symptoms database and access to patient/client handouts

\*\*\*Updates are free as long as your membership is current.

**When you purchase the 'Blood Chem' module - \$195:**

The basic features above plus ability to enter blood labs (Quest, LabCorp, general), calculate recommendations of Standard Process, MediHerb or your own line of products (configuration involved), receive an in-depth analysis of the blood chemistry (provider reports plus client reports), two-page blood chemistry index, and other tools.

Keys are valid for 365 days.

**When you purchase the 'web module' - \$175 + web access fees:**

The basic features above plus ability to provide a link to patients/clients to fill out their own Symptom Survey form online. You just need to download the results and decide if you want to calculate the recommendations.

Keys are valid for 365 days.

NOTE: Additionally, **the access fees** to utilize the web module are as follows:

- 1-year web access - \$180 (\$140/year if recurring payment is set up)
- 6 months of web access - \$168
- 1 month of web access - \$50 (\$15/month with **professional** membership)

Here is a sample of what the web module looks like: <https://nutriweb.info/ifnhctest/>

Learn more about the convenience of the web module: <https://ifnh.org/nutritec-software/web-module/>

Thank you for your continued support of IFNH!

***International Foundation for Nutrition and Health***

***333 Salem Street, Ste A, Aurora, CO 80011***

***P (858) 488-8932 | F (858) 488-2566***

***[IFNH.org](http://IFNH.org) | [ifnh@ifnh.org](mailto:ifnh@ifnh.org)***