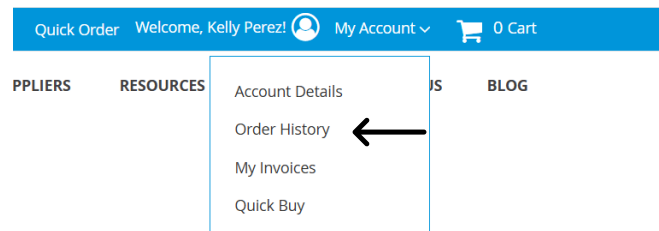


Order History: Quick Start Guide

The enhanced Order History page lets you reorder items, filter orders, and download orders and returns—all without contacting support. Follow the steps below to get started.

Step 1: Sign in and Navigate to Order History

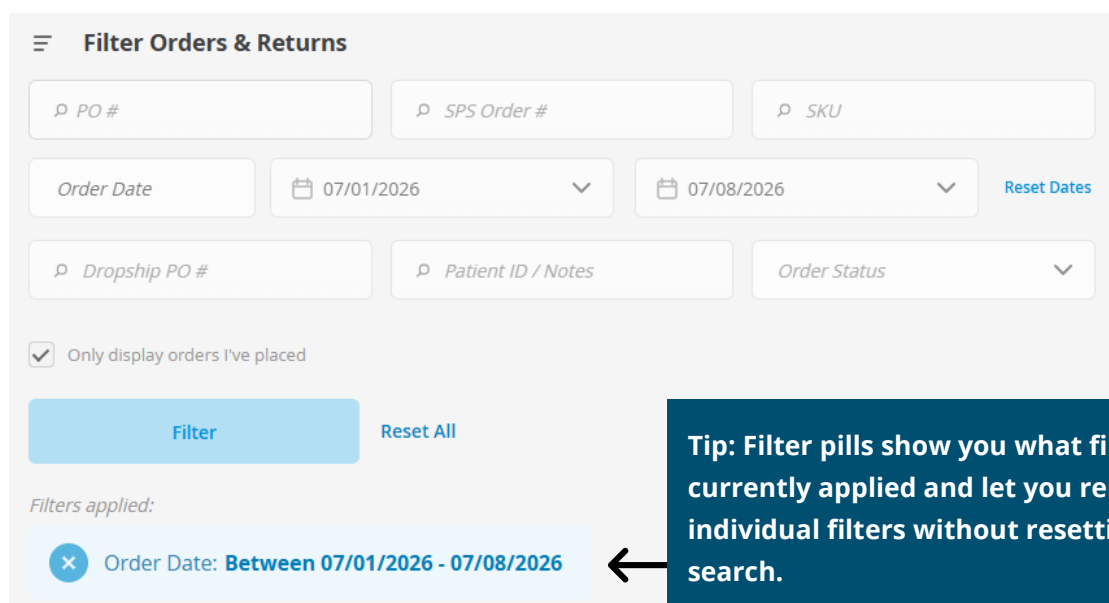
- Sign in to your SPS Online Account.
- Hover over the **My Account** tab, then select **Order History**.



- You may also access Order History using the left side menu on your My Account page.

Step 2: Filtering

Use **Filter Orders & Returns** to search by PO #, SPS Order #, SKU, Date, Dropship PO#, Patient ID/Notes, or Status. You can also filter the order list to show only orders placed under your email login.



Filter Orders & Returns

PO # SPS Order # SKU

Order Date 07/01/2026 07/08/2026 [Reset Dates](#)

Dropship PO # Patient ID / Notes Order Status

☒ Only display orders I've placed

[Filter](#) [Reset All](#)

Filters applied:

Order Date: **Between 07/01/2026 - 07/08/2026**

Tip: Filter pills show you what filters are currently applied and let you remove individual filters without resetting the search.

Step 3: Review Orders

The **Orders** tab is where you can find orders associated with your account.

- **Sort Orders:** Click the column headers to sort and review orders.
- **Download orders:** Click the PDF icon next to any order to view the PDF. Select one or more of the check boxes and click "Download Selected" button located below the section to download as a combined PDF. PDFs are batched in groups of 10 for faster processing. There is no download limit.

Orders		Returns	Default view: Order St... ▼			
Date	Order #	PO #	Order Total	Status	View	
☐ 07/15/2025	20233685	6/16-6/23 MC ONLY	\$22.90	Closed		▼
☐ 08/15/2024	SPS-1001182283	7/29-8/9	\$1,420.82	Closed		▼

- **Expand order details:** Click the down arrow next to the PDF icon to expand the order and view additional information. In the expanded view, you can:
 - Click Reorder This Item to quickly add an item to your cart
 - See the tracking number associated with each product
 - For drop-shipped items: Search by the supplier-provided PO to locate the matching order

Date	Order #	PO #	Order Total	Status	View	
☐ 07/15/2025	20233685	6/16-6/23 MC ONLY	\$22.90	Closed		▲
Delivery Address: O&P Clinic 123 Main Street Atlanta GA 31234 US  View Order (PDF) Tracking Number: 12312312312312 Adjust A Lift Large Leather Heel Lift  Supplier: ALIMED Item: 2970003761 Description: Adjust A Lift Large Leather Leather Heel Lift + 2970003761 More info Reorder This Item Subtotal: \$21.54						

Step 4: Review Returns

The **Returns tab** is where you can find returns associated with your account.

- **Sort Returns:** Just like with the Orders tab, you can click the columns to sort and review orders by Date, Order #, PO #, Order Total, and Status.
- **Download returns:** Click the PDF icon to view a return or select multiple returns and click 'Download Selected' to batch-download as a combined PDF.

Orders		Returns	Default view: All			
Date	Order #	PO #	Order Total	Status	View	
☐ 09/25/2024	20033719	6/28-7/1	-\$79.67	Closed		▼
☐ 06/24/2025	20219904	4/21-4/28	-\$205.48	Closed		▼

- **Expand return details:** Click the down arrow next to the PDF icon to expand return details. In the expanded view, you can view credit details and access a button to reorder the item. Selecting the Reorder This Item button will add the item to your cart.

Orders		Returns	All			
Date	Order #	PO #	Order Total	Status	View	
☐ 11/19/2025	20317686	11/3-11/7	-\$252.12	Closed		▲

Delivery Address:

O&P Clinic
123 Main Street
Atlanta
GA 31234 US

 View Order (PDF)

† taxable item

Items without tracking



F5 Spiral AFO Velcro Closure XSsmall Right

Status: Closed

Supplier: THRIVE ORTHOPEDICS LLC

Item: SXSRT

Description: F5 Spiral AFO Velcro Closure XSsmall Right + SXSRT

[More Info](#)

[Reorder This Item](#)

Need assistance? Reach out to the SPS Customer Service team by calling 1.800.767.7776 ext. 3.