

Provider Approval Quick Start Walk Through:

Thank you for joining the LabXChange family, please review the steps below to get signed in and approving orders in no time!



1. **Logging in:**

<https://order.labxchange.io/auth>

Please visit the Login Page and make sure you can sign in.

Your username will be the e-mail address used to make the account.

If you have not signed in before and don't have the password, please check your e-mail for the password reset link and follow that link to initialize your account.

Once you are signed in, if it's your first time, you will be prompted to add a signature, either drawing one or uploading a copy. If one was provided in advance when your account was created, you will be prompted to confirm it.

After making sure a signature is on file, and immediately for each subsequent time you sign in, you will see your personalized list of orders:

Sign and approve a single order:

+ Create New Order

Can't find the order? Create a new one

Create Order Manifest

All Orders

Order ID

Patient

Filter by Location Group

<input type="checkbox"/>	ORDER ID	PATIENT	LOCATION	ORDERED AT	STATUS	APPROVAL STATUS	...
<input type="checkbox"/>	LX-1L250QN37KGP	SUSIE TESTER	Volcanic Lava Labs	August 05, 2025	Pending	For Approval A.	... B.
<input type="checkbox"/>	LX-VUU5N8JIF2VE	Steve Testerson	Underwater Labs Inc.	August 05, 2025	Pending	For Approval	...
<input type="checkbox"/>	LX-V8MFAW26A7MV	Matt Test	Underwater Labs Inc.	August 05, 2025	Pending	For Approval	...
<input type="checkbox"/>	LX-TSZ5FEOR2BSX	Steve Testerson	Underwater Labs Inc.	June 12, 2025	Pending	Authorized	...

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Orders showing as “For Approval” (A.) will need you to use the ... options (B.) to approve the order:

Sign Order

Are you sure you want to sign this order?

Order Details

Order Number

LX-1L250QN37KGP

Patient

SUSIE TESTER

Date Ordered

August 05, 2025

Test

Marine Venom Check - 12345

Cancel

Confirm >

Review and confirm the order (A.) then confirm signing it. (B.)

Sign and approve a multiple orders:

+ Create New Order

Can't find the order? Create a new one

Create Order Manifest

All Orders

Order ID

Patient

Filter by Location Group

	ORDER ID	PATIENT	LOCATION	ORDERED AT ↓	STATUS	APPROVAL STATUS	...
A.	<input type="checkbox"/> LX-1L250QN37KGP	SUSIE TESTER	Volcanic Lava Labs	August 05, 2025	Pending	For Approval	...
A.	<input type="checkbox"/> LX-VUU5N8JIF2VE	Steve Testerson	Underwater Labs Inc.	August 05, 2025	Pending	For Approval	...
	<input type="checkbox"/> LX-V8MFAW26A7MV	Matt Test	Underwater Labs Inc.	August 05, 2025	Pending	For Approval	...
	<input type="checkbox"/> LX-TSZ5FEOR2BSX	Steve Testerson	Underwater Labs Inc.	June 12, 2025	Pending	Authorized	...

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Select all the orders for approval with their check boxes (A.) and then use the header ... (B.) to approve all at once.

	ORDER ID	PATIENT	LOCATION	ORDERED AT ↓	STATUS	APPROVAL STATUS	...
A.	<input checked="" type="checkbox"/> LX-1L250QN37KGP	SUSIE TESTER	Volcanic Lava Labs	August 05, 2025	Pending	For Approval	...
	<input checked="" type="checkbox"/> LX-VUU5N8JIF2VE	Steve Testerson	Underwater Labs Inc.	August 05, 2025	Pending	For Approval	...
	<input type="checkbox"/> LX-V8MFAW26A7MV	Matt Test	Underwater Labs Inc.	August 05, 2025	Pending	For Approval	...
	<input type="checkbox"/> LX-TSZ5FEOR2BSX	Steve Testerson	Underwater Labs Inc.	June 12, 2025	Pending	Authorized	...

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Sign Selected Orders

Are you sure you want to sign this 2 orders?

Cancel

Confirm >

When the pop up appears, click confirm to sign the number of orders indicated all at once.



Congratulations! You are now approving orders in LabXChange!