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!
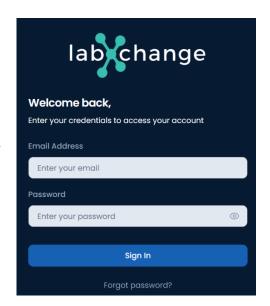

1. Logging in:

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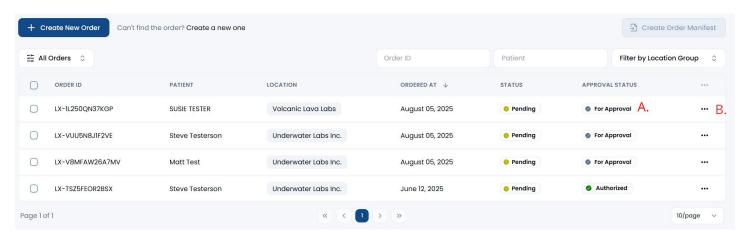
If you have not signed in before and don't have the password, please check your e-mail for the password reset link and follow that link to initialize your account.

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:
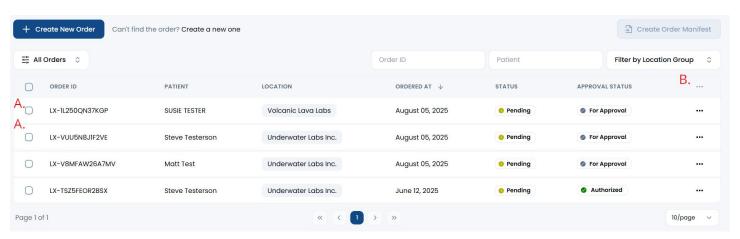
<u>Sign and approve a single order:</u>

Orders showing as "For Approval" (A.) will need you use the ... options (B.) to approve the order:
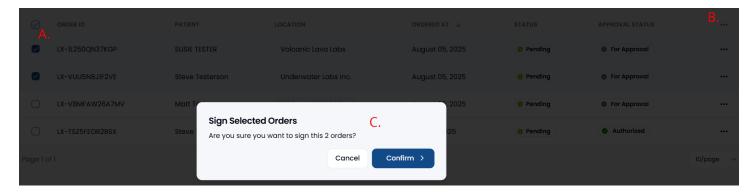
Review and confirm the order (A.) then confirm signing it. (B.)

Sign and approve a multiple orders:

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

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!