

Laboratory Registration

Senior Account

Process where Senior will validate the submitted application of Client

1. Login to your account
2. Go to "Laboratories"
3. Click on "View" button
4. Review the Laboratory Application – check the list of Members, Uploaded Documents and Address
5. Click on Submit button > Enter Additional Comment
6. Click "Submit"
7. Application will now go to Director

Director Account

1. Login to your account
2. Go to "Laboratories"
3. Click on "View" button
4. Review the Laboratory Application – check the list of Members, Uploaded Documents and Address
5. If application is Denied click on "Deny" button and enter reason why application is being Denied
6. If application is Deferred click on "Defer" button and enter reason why application is being deferred
7. Click on "Approve" button if approved > Client will receive email advising that the application is now approve
8. Application will now go to Senior

Senior Account

1. Login to your account
2. Go to Laboratories
3. You will see the application status of "For Print and Submit"
4. Client will present the physical document and Senior will compare this to the documents on the system. If they match or there are no findings you must click on "Ok for Payment" button.
5. *Wait for client to submit OR*
6. Once submitted > Click on "Save OR" button > Enter the Date of OR and OR No.
7. Click on Submit button
8. You may now Print the Certificate > Click Print Certificate