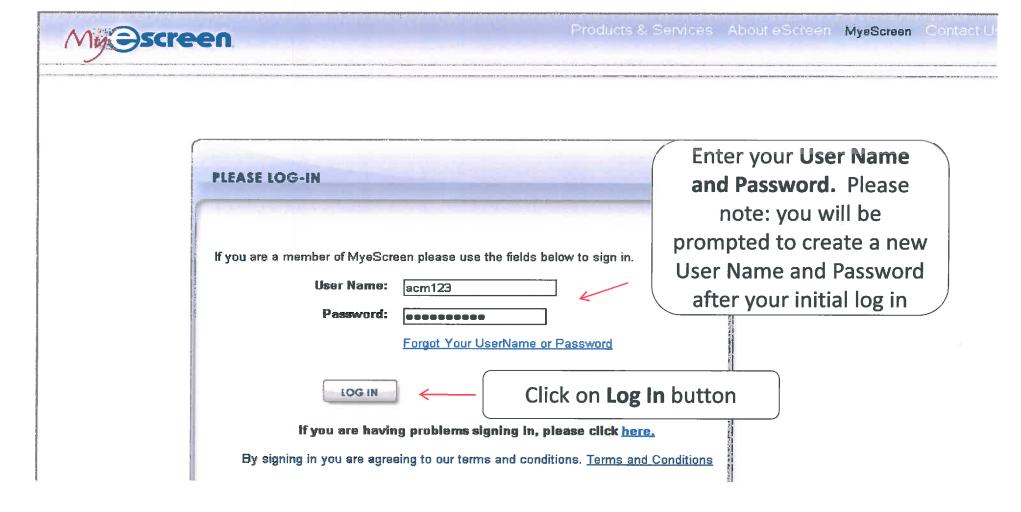




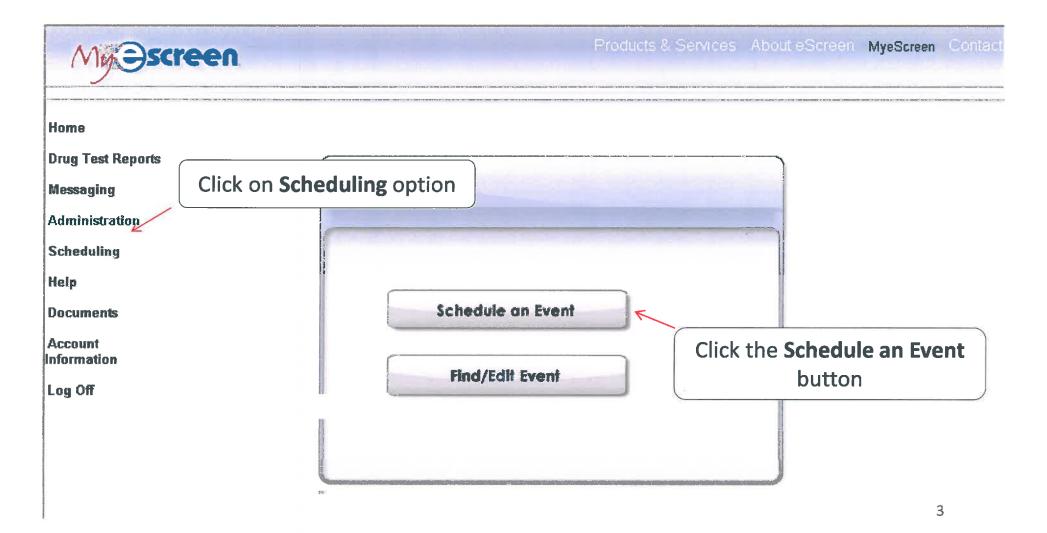
MyeScreen.com User Guide

Log In



Scheduling a Drug Test

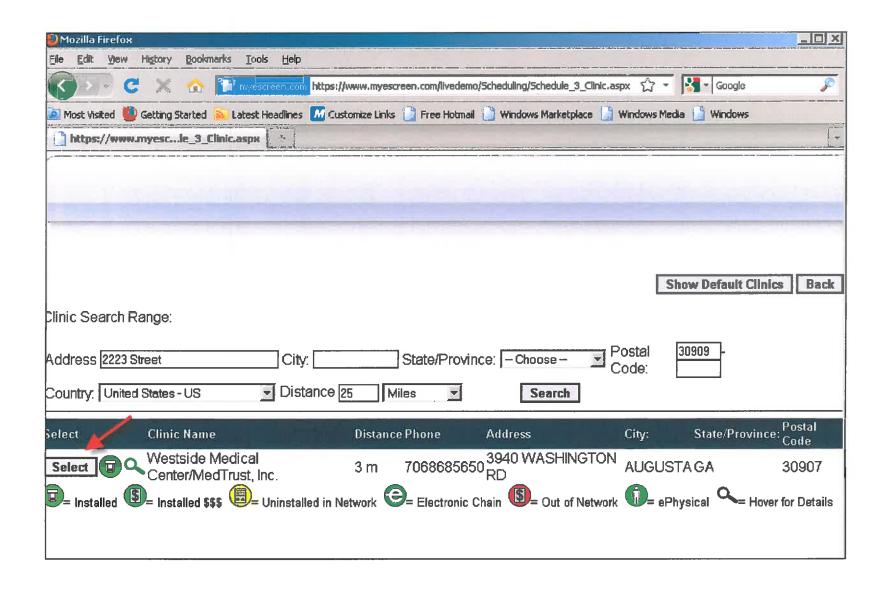
The **Scheduling** option can be used to schedule pre-employment, post-accident, reasonable suspicion tests and any other tests necessary.



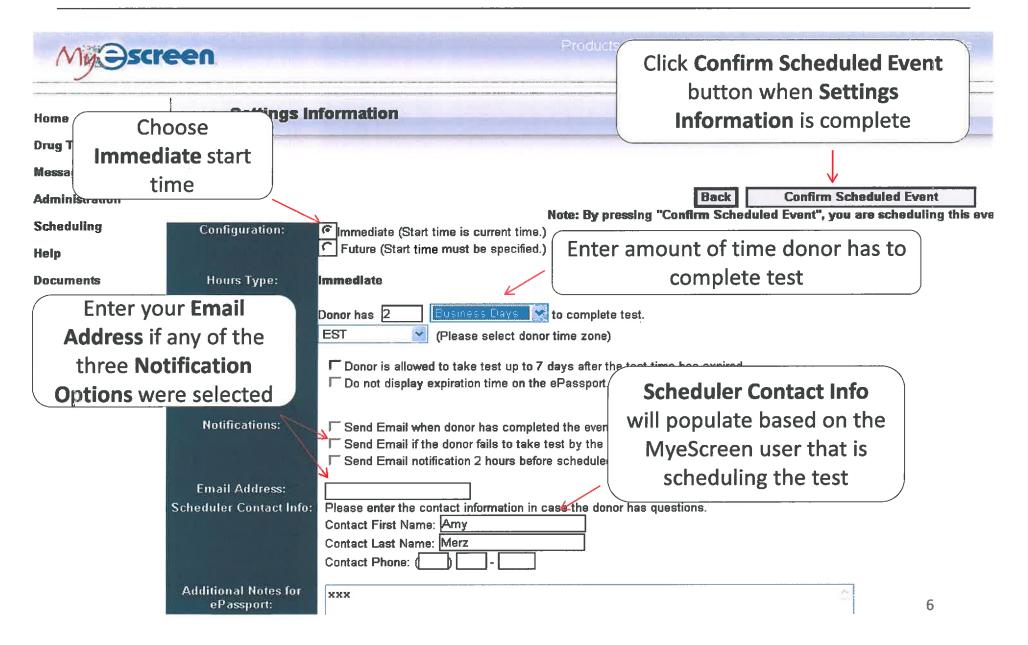
On this screen, you will fill in the donor information, choose a reason for the test and select the type of test you want the donor to take.. Once completed, hit the Next button.

/VIII SCI	een				
Home					Back Ne
Inbox	Employer:	Moore Business Inc - 1	EST - Overland Park		
Drug Test Reports	Donor:	First Name: Joe			
Messaging		Middle Name:			
Administration		Last Name: Smith			
Scheduling		Social Security Number:	555 - 55 - 55	55	
Help		Date of Birth:		(MM/DD/YYYY)	
Documents		Day Phone:	(555) 555 - 5 (Ext. is optional)	5555 Ext.	
Randoms		Evening Phone:	(Evening phone is o	Ext.	
Order Supplies		Email Address:	(Evoluing priorio to o	phonun	
Account nformation		Donor ID:	(Email Address is o		Optional)
Log Off		Cost Center:	~Select~		(Optional)
	Reason:	© Pre-employment © Random © Post Accident	○ Periodic Medical○ Promotion○ Return to Duty○ Diversion	← Followup ← Transfer ← Other ← Reasonable Su	spicion/Cause
	Type of Test:	o non-DOT Tests			
		 ✓ eScreen eCup Instant Test ✓ Urine collection for drug test Select Panel: 5 panel NDOT std(W354) ~ 			

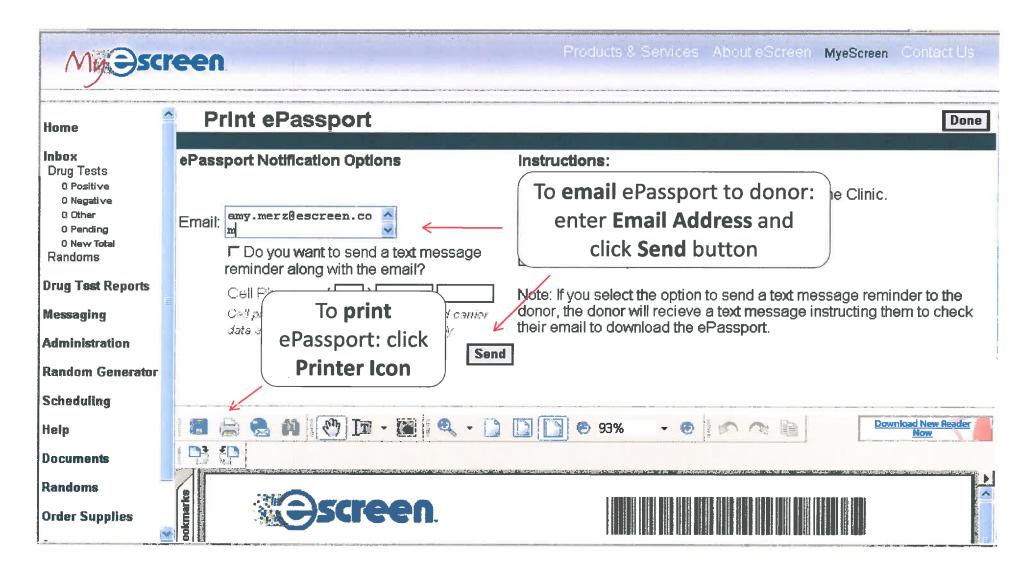
The next screen will allow the employer to search for a clinic. Enter the city, state and/or postal code and a search radius in miles. Collection site options within the search radius will appear. To choose a site, click select.



Scheduling a Drug Test: Settings Info



Scheduling a Drug Test: ePassport



Scheduling a Drug Test: ePassport

The donor should arrive at the collection site with an **ePassport** authorization form. A multi-part chain of custody form is not required if the donor is sent to an eScreen installed location.

