



MyEscreen.com User Guide

Log In

The screenshot shows the MyeScreen login interface. At the top, the MyeScreen logo is on the left, and navigation links for 'Products & Services', 'About eScreen', 'MyeScreen', and 'Contact Us' are on the right. The main content area is titled 'PLEASE LOG-IN'. Below this, a message states: 'If you are a member of MyeScreen please use the fields below to sign in.' There are two input fields: 'User Name:' with the text 'acm123' and 'Password:' with masked characters. A red arrow points to the User Name field. Below the password field is a blue link: '[Forgot Your UserName or Password](#)'. A 'LOG IN' button is located below the links. A red arrow points from a callout box to the 'LOG IN' button. The callout box contains the text: 'Enter your **User Name and Password**. Please note: you will be prompted to create a new User Name and Password after your initial log in'. At the bottom, there is a message: 'If you are having problems signing in, please click [here](#).' and a footer line: 'By signing in you are agreeing to our terms and conditions. [Terms and Conditions](#)'.

MyeScreen Products & Services About eScreen MyeScreen Contact Us

PLEASE LOG-IN

If you are a member of MyeScreen please use the fields below to sign in.

User Name:

Password:

[Forgot Your UserName or Password](#)

Enter your **User Name and Password**. Please note: you will be prompted to create a new User Name and Password after your initial log in

If you are having problems signing in, please click [here](#).

By signing in you are agreeing to our terms and conditions. [Terms and Conditions](#)

Scheduling a Drug Test

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

The screenshot displays the MyeScreen website interface. At the top, the MyeScreen logo is on the left, and navigation links for 'Products & Services', 'About eScreen', 'MyeScreen', and 'Contact' are on the right. A left-hand navigation menu lists: 'Home', 'Drug Test Reports', 'Messaging', 'Administration', 'Scheduling', 'Help', 'Documents', 'Account Information', and 'Log Off'. A red arrow points from the 'Administration' link to the 'Scheduling' link. A callout box with the text 'Click on Scheduling option' points to the 'Scheduling' link. The main content area contains two buttons: 'Schedule an Event' and 'Find/Edit Event'. A red arrow points from the 'Schedule an Event' button to a callout box that says 'Click the Schedule an Event button'.

MyeScreen

Products & Services About eScreen MyeScreen Contact

Home
Drug Test Reports
Messaging
Administration
Scheduling
Help
Documents
Account Information
Log Off


Click on **Scheduling** option

Schedule an Event

Find/Edit Event

Click the **Schedule an Event** button

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.

Products & ServicesAbout eScreenMyeScreenContact

HomeInboxDrug Test ReportsMessagingAdministrationSchedulingHelpDocumentsRandomsOrder SuppliesAccount InformationLog Off

Employer:Moore Business Inc - TEST - Overland Park

Donor:

First Name:Joe

Middle Name:

Last Name:Smith

Social Security Number:555 - 55 - 5555

Date of Birth:01 / 01 / 1980 (MM/DD/YYYY)

Day Phone:(555) 555 - 5555 Ext. (Ext. is optional)

Evening Phone:() - Ext. (Evening phone is optional)

Email Address:(Email Address is optional)

Donor ID:None (Optional)

Cost Center:~Select~ (Optional)

Reason:

☒ Pre-employment

☐ Periodic Medical

☐ Followup

☐ Random

☐ Promotion

☐ Transfer

☐ Post Accident

☐ Return to Duty

☐ Other

☐ Diversion

☐ Reasonable Suspicion/Cause

Type of Test:

☒ non-DOT Tests

☒ eScreen eCup Instant Test

☐ Urine collection for drug test

Select Panel:5 panel NDOT std(W354)

BackNext

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**.

[Show Default Clinics](#)
[Back](#)

Clinic Search Range:

Address:
 City:
 State/Province:
 Postal Code:

Country:
 Distance:
[Search](#)

Select	Clinic Name	Distance	Phone	Address	City	State/Province	Postal Code
Select	Westside Medical Center/MedTrust, Inc.	3 m	7068685650	3940 WASHINGTON RD	AUGUSTA GA		30907

= Installed
 = Installed \$\$\$
 = Uninstalled in Network
 = Electronic Chain
 = Out of Network
 = ePhysical
 = Hover for Details

Scheduling a Drug Test: Settings Info

The screenshot shows the 'Settings Information' page in the MyScreen application. The page has a left sidebar with navigation links: Home, Drug T, Messa, Administration, Scheduling, Help, and Documents. The main content area is titled 'Settings Information' and contains several sections: Configuration, Hours Type, Notifications, Scheduler Contact Info, and Additional Notes for ePassport. Red arrows point from callout boxes to specific form elements.

MyScreen Products

Settings Information

Home
Drug T
Messa
Administration
Scheduling
Help
Documents

Configuration:

☒ Immediate (Start time is current time.)
☐ Future (Start time must be specified.)

Hours Type: Immediate

Donor has to complete test.
EST (Please select donor time zone)

☐ Donor is allowed to take test up to 7 days after the test time has expired.
☐ Do not display expiration time on the ePassport.

Notifications:

☐ Send Email when donor has completed the event.
☐ Send Email if the donor fails to take test by the scheduled time.
☐ Send Email notification 2 hours before scheduled time.

Email Address:

Scheduler Contact Info: Please enter the contact information in case the donor has questions.
Contact First Name:
Contact Last Name:
Contact Phone: () -

Additional Notes for ePassport:

Callouts:

- Choose Immediate start time
- Click Confirm Scheduled Event button when Settings Information is complete
- Enter amount of time donor has to complete test
- Enter your Email Address if any of the three Notification Options were selected
- Scheduler Contact Info will populate based on the MyScreen user that is scheduling the test

Buttons: Back, Confirm Scheduled Event

Note: By pressing "Confirm Scheduled Event", you are scheduling this event.

Scheduling a Drug Test: ePassport

The screenshot displays the MyeScreen website interface for scheduling a drug test. The top navigation bar includes the MyeScreen logo and links for Products & Services, About eScreen, MyeScreen, and Contact Us. A left sidebar contains a menu with Home, Inbox (Drug Tests, Positive, Negative, Other, Pending, New Total, Randoms), Drug Test Reports, Messaging, Administration, Random Generator, Scheduling, Help, Documents, Randoms, and Order Supplies. The main content area is titled 'Print ePassport' and includes a 'Done' button in the top right corner.

ePassport Notification Options

Email: amy.merz@escreen.co

☐ Do you want to send a text message reminder along with the email?

Instructions:

To email ePassport to donor: enter Email Address and click Send button

To print ePassport: click Printer Icon

Note: If you select the option to send a text message reminder to the donor, the donor will receive a text message instructing them to check their email to download the ePassport.

Send

Download New Reader Now

escreen

Barcode

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.

Collection Site
address and
phone number

Scheduled Event
Confirmation
Number

Scheduled Time
Frame

eScreen
ePassport™

Barcode: AI2714642DE

For Donor Use:

Clinic Information:
Covenant Occup. Health Serv. - Saginaw
800 IRVING AVE
SAGINAW, MI 48602
989-583-6130
DON'T FORGET!
-ePassport
-Photo ID
-All other documents provided by employer
-Call clinic to confirm their hours of service

MAP

Scheduled Time: Between 5/9/2011 2:14:44 PM EST and 5/11/2011 2:14:06 PM EST

For Clinic Use:

Scan the ePassport barcode into eScreen 123.
Confirmation #: AI2714642DE
Regulation: DOT - FMCSA
Reason for Test: Pre-employment

Services to be performed: Do Not Use eCup
DOT Collection - W972 - HHS DOT Para[W972]

Scheduled Event Details will appear.

Donor Information
Name: Joe Smith
Other ID:

eScreen Acct #: 8270020
Employer Name: YRCW-Holland-OR

Donor MUST take a DOT-regulated Federal custody control form to the collection site for this

Additional Requirements/Notes:
xxx

Bill services to:
eScreen, Inc.
PO Box 25902
Overland Park, KS 66225
Contact eScreen Client Services with questions: (800) 881-0722 opt. 5

Donor
Information