

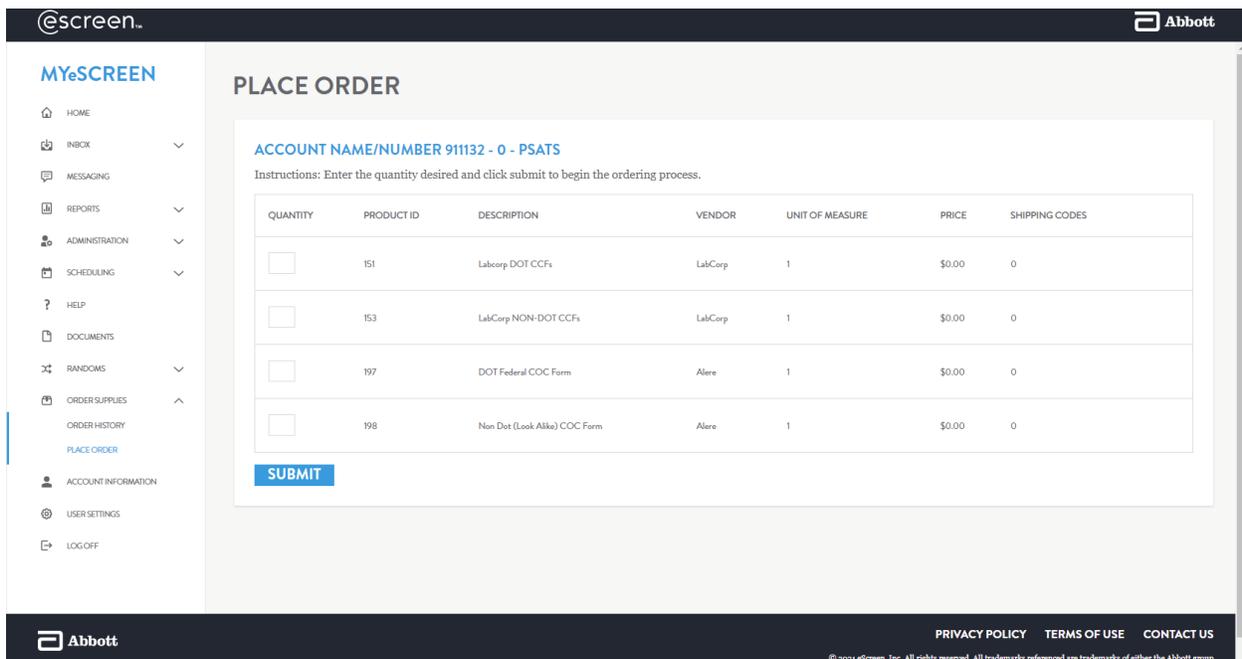
# PSATS CDL Program

## Instructions for Ordering CDL or Non-CDL Drug Test Paper Chain-of-Custody Forms

**NOTE:** If you only use “in network” Myescreen.com testing sites (the ones with the green logo = ) , you DO NOT need to order any CCFs as these testing sites automatically use an electronic version of the most current chain-of-custody forms.

**However,** if you use “out of network” Myescreen.com testing sites (the ones with this  or this  logo), you will need to order paper CCFs following the instructions below:

The employer’s CDL Contact Person must login to their Myescreen.com account and then click on “Order Supplies” and then click on the “Place Order” link. This will bring up the following chart that will be personalized with your account number:



The screenshot shows the MyeScreen 'PLACE ORDER' page. The account name/number is 911132 - 0 - PSATS. The page contains a table with the following data:

QUANTITY	PRODUCT ID	DESCRIPTION	VENDOR	UNIT OF MEASURE	PRICE	SHIPPING CODES
<input type="checkbox"/>	151	Labcorp DOT CCFs	LabCorp	1	\$0.00	0
<input type="checkbox"/>	153	LabCorp NON-DOT CCFs	LabCorp	1	\$0.00	0
<input type="checkbox"/>	197	DOT Federal COC Form	Alere	1	\$0.00	0
<input type="checkbox"/>	198	Non Dot (Look Alike) COC Form	Alere	1	\$0.00	0

A 'SUBMIT' button is located below the table.

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## Instructions for Ordering CDL or Non-CDL Drug Test Paper Chain-of-Custody Forms

Here you will indicate which forms you need: for out-of-network drug tests of CDL employees, you will need to order Alere's "DOT Federal COC Form"; for out-of-network drug tests of non-CDL employees, you will need to order Alere's "Non Dot (Look Alike) COC Form".

We suggest you order 10 forms at a time. There is no fee for ordering or shipping these forms; however, they cannot be delivered to a PO Box. Once ordered, they should arrive within 2 weeks.

After entering the correct quantity, click on the "Submit" button, which will bring up your mailing address. Check to make sure your address and contact name are correct, and then click the "Next" button which takes you to the order summary page.

If everything on this page is correct, click on the "Submit Order" button. If changes must be made, use your browser's back button and make any needed revisions, and then proceed with these instructions to finally submit your order.

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