SCAN TO CREATE ACCOUNT

Create Your Employer Account

1. Go to the **Occupational Health page** on our website and click **"Sign Up Now."** Enter your email, confirm it, and click **"Next."** Check your email (*including junk folder*) for your registration code, enter it, and click **"Submit."**

2. Enter your **company information.**

3. The next screen is the **Third-Party Administrator screen**. If you are a company that has a Third-Party Administrator (TPA) that will be paying for your services, please add this information to this screen. If you do not, please select "No" and hit "Next".

4. **If you are using your own chain of custody for drug tests**, please complete the lab information on the next screen. Your employee will need to bring this chain of custody to the visit. If you are using our lab account (our chain of custodies), select no, and click "Next."
   Note: This information can be located on your chain of custody in the top righthand side.

5. **If using the clinic for workers' compensation**, enter your carrier information and indicate if rapid drug screens are required for injured workers.

6. **Select your "Favorite" services to keep frequently used options at the top**, then choose how you would like to receive invoices (paperless recommended) and select your statement delivery preference.

7. **Review and sign the portal agreement** to complete setup.

8. **Visit our FAQs to learn more** about how to send employees in for services.

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