PSATS CDL Program
Instructions for Account Login

<u>How to login to your PSATS CDL Program Account:</u>

To access your PSATS CDL Program account, go to www.myescreen.com and use the "User Name" and "Password" previously provided to your contact person.

Once you log in to this account, you will be required to change this password to one that is known by you, and then again every 90 days thereafter for security purposes.

If you forget your password, you will need to click on the "Forgot Your UserName or Password" link on this page, and follow the instructions provided, as we do not know your passwords.

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

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 and eScreen Privacy Policy

If you are not currently a member and would like to explore the possibility of becoming an eScreen client, please contact us.

© 2001 - 2015 eScreen, Inc.
Disclaimer: Internet Explorer 11 or higher is required for access to MyeScreen.com
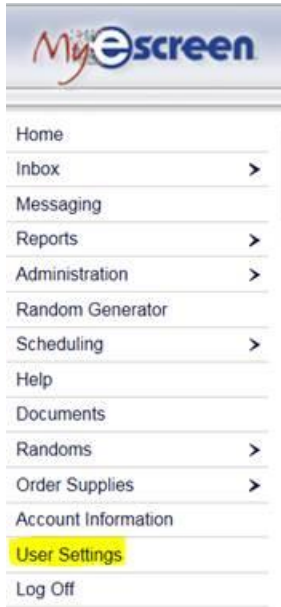
1. In order to receive notification emails for random selections and drug test results, you must follow these instructions to set up such notifications.

NOTE: If you do not set up your account to automatically receive such notification emails, your contact person must regularly login to your PSATS CDL Program account to manually check for this information.
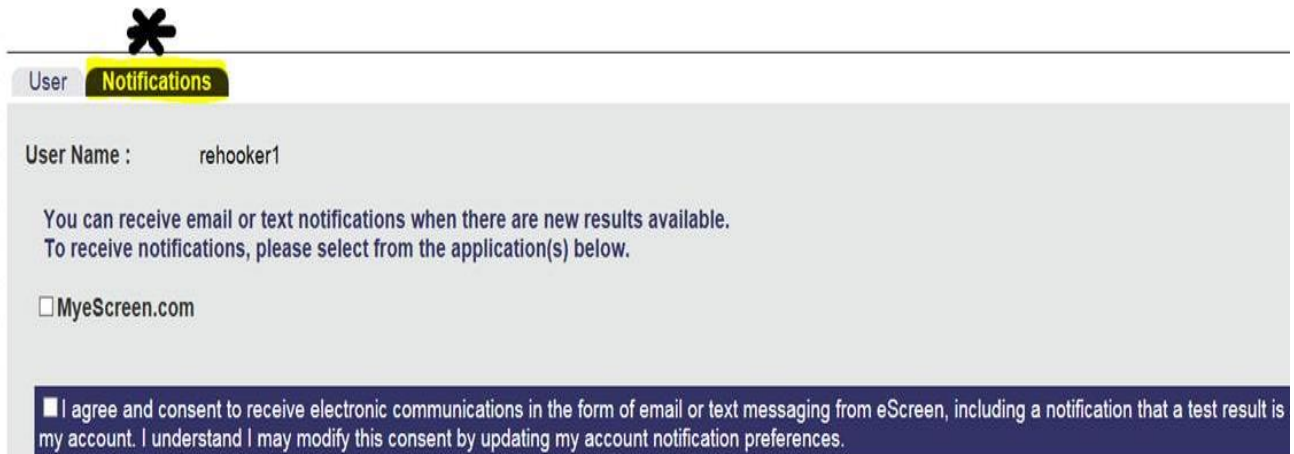
2. After logging in to your account, click on the "User Settings" tab (this is an example; it will show your User Name):

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Home
Inbox >
Messaging
Reports >
Administration >
Random Generator
Scheduling >
Help
Documents
Randoms >
Order Supplies >
Account Information
User Settings
Log Off

3. On the next screen, select the "Notifications" tab:

User | Notifications

User Name : rehooker1

You can receive email or text notifications when there are new results available.
To receive notifications, please select from the application(s) below.

☐ MyeScreen.com

☐ I agree and consent to receive electronic communications in the form of email or text messaging from eScreen, including a notification that a test result is
my account. I understand I may modify this consent by updating my account notification preferences.

4. After checking the "MyeScreen.com" box, the "Drug Test Results" and "Randoms Selections Notifications" check box options come up. Make sure all three boxes are checked, plus the "I agree and consent….." statement box, then click the "SAVE" button.

5. You will then receive a "verification" email that you must respond/agree to, after which you will begin receiving a notification email when any of your employees are randomly selected for testing, and a notification email when drug test results are available, as appropriate.

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PSATS CDL Program
Instructions for Random Employee Selections

<u>Employees Selected for Random Testing:</u>

When one of your employees has been selected for a random CDL or non-CDL drug or alcohol test, your CDL contact person will receive a notification email from donotreply@escreen.com if you set up your account to receive notification emails (as described under the "Login to Account" button at CDL.PSATS.org).

NOTE: If you do not set up your account to automatically receive such notification emails, your contact person must regularly login to your PSATS CDL Program account to manually check for this information.

Upon receipt of a notification email, the contact person will then need to promptly login to your PSATS CDL Program account at www.myescreen.com and open and print any employee test notification letter(s), which can be retrieved by clicking on the "Inbox" link as shown below:

You will then be taken to a page that will have chart with the following information:

PSATS CDL Program
Instructions for Random Employee Selections

Donor	Client	Client Name	Pool	Regulation	Test Type	Donor ID	Status	Start Date Time	End Date Time
Last Name, First Name 1	911132-AAA	PSATS - AAA Twp., AAA Co.	PSATS Pool Non DOT	Non-DOT	Drug & Alcohol	C#####	Requires Action	5/9/2019	7/1/2019
Last Name, First Name 2	911132-BBB	PSATS - BBB Twp., BBB Co.	PSATS CDL Pool FMCSA	DOT-FMCSA	Drug	C#####	Requires Action	5/9/2019	7/1/2019

The "Donor" column identifies the specific employee selected.

The "Client" column lists your unique PSATS CDL Program account number – you must always put this number on any "Test Authorization" form you send with the employee to a testing site to ensure that the test results are properly linked to your account.

The "Client Name" column is your employer name.

The "Pool" column indicates which of the PSATS CDL Program employee pools your employees are in, and the "Regulation" column further identifies the federal regulations under which your employees are tested. It also indicates which drug test chain-on-custody forum you must use: if this column says either "DOT – FMCSA" or "DOT – FRA" or "DOT – FTA", then you must use a CDL drug test chain-of-custody form (one that says "Federal" at the very top line of the form). When using this CDL form, you must also check the box for the same DOT agency on Line D of this form as indicated in the "Pool" column.

If the "Regulation" column says "Non-DOT", you must use a non-CDL drug test chain-of-custody form that does not have "Federal" on the top line. If you need any extra copies of either of these forms, contact the PSATS CDL Program and we will get them ordered for you.

The "Test Type" column indicates the test(s) which the employee has been selected for – in this case, the first employee has been selected for a non-CDL

drug and alcohol test, while the second employee has only been selected for a CDL drug test. The contact person will need to pay close attention to this column to make sure any selected employee knows which tests they are to take.

The "Donor ID" column is the unique employee ID number assigned to that employee and should always be used anywhere an employee ID is needed on any testing form. Do not use their Social Security Number!

The "Status" column with "Requires Action" indicates that the test has not yet been taken.

The "Start Date Time" column indicates when the employee was selected. The "End Date Time" indicates the deadline for getting the test completed. Failure to complete a test by the "End Date Time" will cause a reminder notification to be sent to the contact person.

This information, both electronic and if printed, is to remain confidential. For instructions on finding the nearest authorized drug or alcohol testing site, click on the "Testing Sites" button at CDL.PSATS.org.

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PSATS CDL Program
Instructions for Obtaining Online Drug Test Results

A. Obtaining Drug Test Results:

Once a CDL or non-CDL drug test has been completed using a PSATS CDL Program authorized testing facility and you have signed up to receive notification emails for test results, your contact person will receive a notification email from donotreply@escreen.com.

Upon receipt of this notification email, your contact person must promptly login to your PSATS CDL Program account at www.myescreen.com and click on the "Messages" link as shown below to view the test results and thus ensure you are not unknowingly using an employee who has a positive test. (Click HERE for information regarding the process for a positive-tested CDL employee).

B. Printing Drug Test Results:

Even though drug test results will be permanently available online, we nonetheless encourage that the record of results be printed for confidential retention in the employee's personnel file as required.

C. Obtaining Alcohol Test Results:

As a reminder, alcohol test results are not available online, as they should be sent to you directly from the testing site within 24 hours of the test. When received, any such tests must be confidentially retained in the employee's personnel file as required.

D. Results Record Retention:

Drug and alcohol negative results are required to be kept for one year from the date of the test, while positive results are required to be kept for five years.

PSATS CDL Program
Instructions for Obtaining Online Drug Test Results

PSATS CDL Program
Instructions for Finding Testing Sites

Finding PSATS CDL Program Testing Sites:

After logging in to your PSATS CDL Program account, you can search through a continuously-updated nationwide list of authorized testing locations and the affiliated test costs. To find the nearest authorized testing site, follow the instructions below.

A. Finding Testing Sites

First, click on the "Scheduling" button and then select "Schedule an Event." This brings you to the next screen:

On this screen you will need to put something in both the "First Name" and "Last Name" fields. At this point, you can just put in "First" and "Last", as the name is not important when looking to find a testing site, but they are required fields that need to have something in them.

PSATS CDL Program
Instructions for Finding Testing Sites

Under "Reason," you can select any one, as it does not matter what you select here, only that something be entered as this, too, is a required field. Then select "DOT/Federal Tests" button, which will bring up the "Type of Test" section as shown below:

Here you will select whether you are looking for a drug testing location or an alcohol testing location, then hit the "Next" button, which will bring up the site selection page:

PSATS CDL Program
Instructions for Finding Testing Sites

Here you will enter your ZIP code in the "Postal Code" box, and then enter "60" in the "Distance" box, then hit the "Search" button, which will bring up a list of all drug testing sites within 60 miles of your ZIP code. You can choose to go to any of the locations listed.

We suggest at least calling the preferred site to ask about scheduling an appointment for testing your employee(s).

B. Testing Site Test Costs

To the left of each location is a symbol which indicates whether the facility is "in network" or "out-of-network."

Test costs are provided below:

Icon	In or Out of Network	Drug Test Cost	Alcohol Test Cost
	In	$60	$41
	In	$60	$41
	In	$60	$41
	In	$60	No alcohol testing at these sites.
	Out	$70	$51
	Out	$70	$51

PSATS CDL Program
Drug and Alcohol Test Costs

<u>Drug and Alcohol Test Costs (as of 6/2019):</u>

Members of the PSATS CDL Program have access to a nation-wide directory of testing sites, most of which are "in-network" and have the lowest costs.

In order to maximize the number of authorized testing locations available for use by our members in all areas of the state, we added some testing sites which are considered "out-of-network."

The drug and alcohol testing process at both in-network and out-of-network sites is exactly the same, only the costs are different as outlined below:

==In-network== testing locations:

Drug tests = $60.

Alcohol tests = $41.

==Out-of-network== testing locations:

Drug tests = $70.

Alcohol tests = $51.