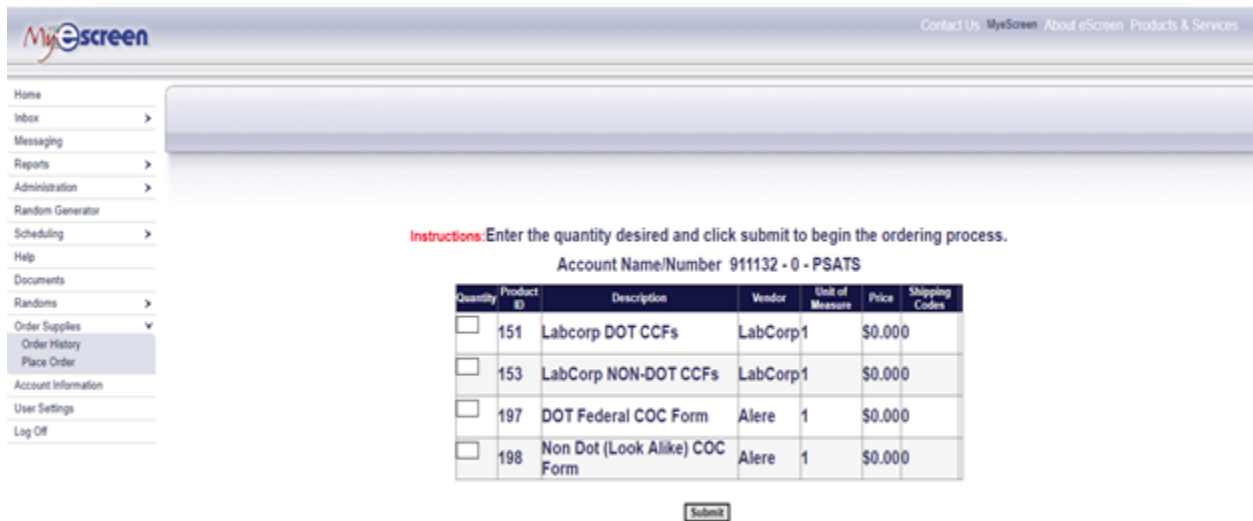


PSATS CDL Program

Instructions for Ordering Drug Test Forms

After logging in to your PSATS CDL Program account at www.myscreen.com, click on the “Place Order” link under the “Order Supplies” tab.

This will bring up the following chart:



The screenshot shows the MyScreen website interface. On the left is a navigation menu with options like Home, Inbox, Messaging, Reports, Administration, Random Generator, Scheduling, Help, Documents, Randoms, Order Supplies (expanded to show Order History and Place Order), Account Information, User Settings, and Log Off. The main content area displays instructions: "Instructions: Enter the quantity desired and click submit to begin the ordering process." Below this, the account name is "Account Name/Number 911132 - 0 - PSATS". A table lists four product options for ordering:

Quantity	Product ID	Description	Vendor	Unit of Measure	Price	Shipping Codes
<input type="checkbox"/>	151	Labcorp DOT CCFs	LabCorp1		\$0.000	
<input type="checkbox"/>	153	LabCorp NON-DOT CCFs	LabCorp1		\$0.000	
<input type="checkbox"/>	197	DOT Federal COC Form	Alere	1	\$0.000	
<input type="checkbox"/>	198	Non Dot (Look Alike) COC Form	Alere	1	\$0.000	

Below the table is a "Submit" button.

CDL vs. Non-CDL Forms

You will need to indicate which type of form you need in the chart:

- CDL employees: for drug tests of CDL employees, you will need to order either the “DOT Federal COC Form” or the “Labcorp DOT CCFs”;
- Non-CDL employees: for drug tests of non-CDL employees, you will need to order either the “Labcorp NON-DOT CCFs” or the “Non Dot (Look Alike) COC Form”.

PSATS CDL Program

Instructions for Ordering Drug Test Forms

Labcorp vs. Alere Forms

If you use a local Labcorp facility to do your drug tests, you will need to order the Labcorp forms, as they can only be used at Labcorp sites.

If you use any other testing sites, you will need to order the Alere forms, which cannot be used at Labcorp sites.

We suggest you order 15 forms at a time. There is no fee for ordering 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 your address and contact name are correct, and then click the “Next” button which takes you to the order summary page.

If everything is ok, click on the “Submit Order” button. If changes must be made, use your browser’s back button and make any needed revisions, and then submit your order.

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