



# Step 1

On the menu on the left side...

- HOME
- INBOX
- MESSAGING
- REPORTS
- HEALTH-eSCREEN SERVICES
- SCHEDULING
- HELP
- DOCUMENTS
- RANDOMS
- ACCOUNT INFORMATION
- USER SETTINGS
- LOG OFF

go to 'Order Supplies'...

- HOME
- INBOX
- MESSAGING
- REPORTS
- ADMINISTRATION
- SCHEDULING
- HELP
- DOCUMENTS
- RANDOMS
- ORDER SUPPLIES**
- ACCOUNT INFORMATION
- USER SETTINGS
- LOG OFF

'Place Order'

- HOME
- INBOX
- MESSAGING
- REPORTS
- ADMINISTRATION
- SCHEDULING
- HELP
- DOCUMENTS
- RANDOMS
- ORDER SUPPLIES
  - ORDER HISTORY
  - PLACE ORDER**
- ACCOUNT INFORMATION
- USER SETTINGS
- LOG OFF

# Step 2

You will now see this screen...

## PLACE ORDER

ACCOUNT NAME/NUMBER 139289 - 774 - YOULLRUS COMPANY

Instructions: Enter the quantity desired and click submit to begin the ordering process.

QUANTITY	PRODUCT ID	DESCRIPTION	VENDOR	PRICE	SHIPPING CODES
<input type="text"/>	202	escreen ePass Non DOT COC Form	Alere	\$0.00	0
<input type="text"/>	197	DOT Federal COC Form	Alere	\$0.00	0

SUBMIT

escreen ePass Non DOT COC Form - NON DOT Custody Control Forms  
DOT Federal COC Form - DOT Custody Control Forms

\*Truck companies will use DOT Federal COC Forms always.

# Step 3

Enter the amount of Forms that you want. You can only order by 10's. (Ex. 10, 20,30, etc.)

Then click 'Submit.' Orders can take up to 2 weeks to get delivered.