



## Onboarding Process

1. Practice completes enclosed forms (*listed above*)
2. **Sales Rep schedules the Implementation Training Webinar (within 2 weeks)**. Go to “Login” and login (“PAS123!” for PAS site or “OAS123!” for OAS site) and click on “Schedule Implementation Training Webinar”. Enter Practice information (not the sales rep information). **In Comments, enter either PAS (pediatricians) or OAS (PCPS)**.
3. Practice will receive a welcome email with tracking information of shipped supplies from the Enrollment Team, along with three attachments:
  - a. Implementation Manual (*covering all aspects of the program*)
  - b. Customized Prescription Sheet (*pre-filled per provider - to be printed at practice as needed*)
  - c. How to Draw Blood for the Fingerstick Test
4. Practice will receive an initial supply of Test Kits, Signs for each Exam Room and Reception area, a supply of Trifolds, shipping bags and shipping labels from the home office.
5. Practice will receive an email with Reports Portal login information from the Lab.
6. Practice will receive a Ring Central invite for the Implementation Training Webinar.
7. Implementation Training Webinar with Staff & Providers (*Sales Rep, home office and Medical Director*).