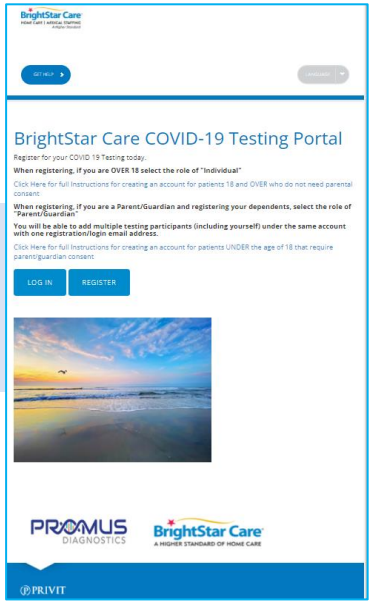
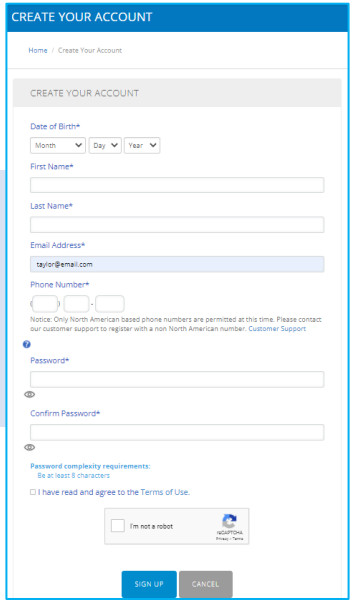
Step by Step Registration instructions – Individual

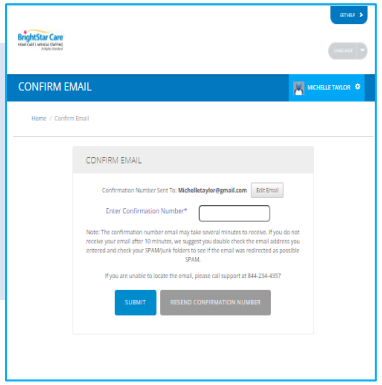
Navigate to the web portal and select REGISTER



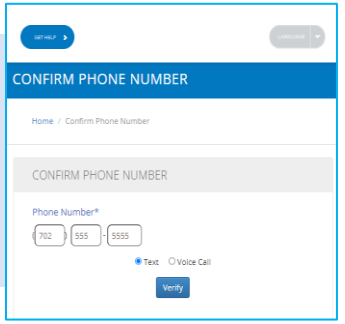
Fill out the required information, check off the “I am not a robot” and click ‘sign up’



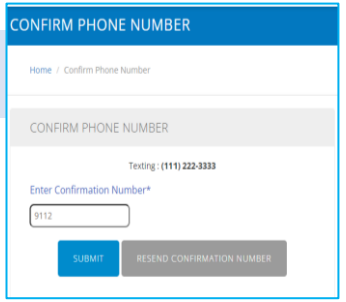
Enter the verification code sent to the email address that you used to register



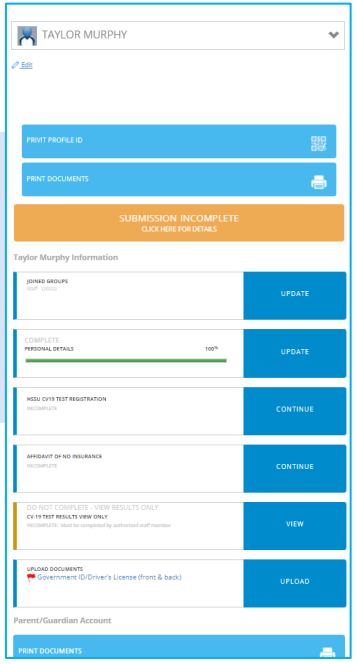
After entering your cell phone number and selecting verify (by text or voice) you will receive a verification code by the method selected



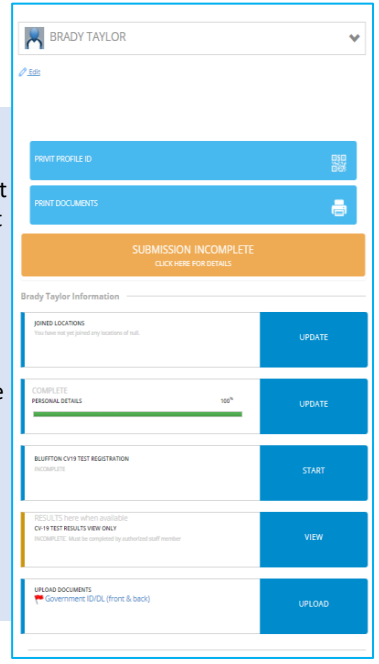
Enter the verification code



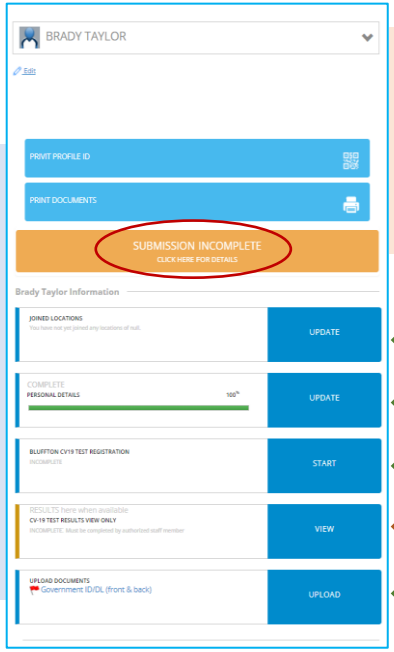
Once verified you will be brought to your profile home page



Your profile home page contains a list of forms that must be completed for test registration. For those with multiple members on one account, these steps must be completed for each Individual



Follow the workflow down the page to complete each step and at the end of each form, click the SUBMIT button. The system will prompt for a signature if required



Any time throughout this process you can click on the orange bar to see what still needs completion

This form bordered in ORANGE does NOT need to be completed, but will have your results to view when they are sent back from the lab

On the Registration form there is a section that asks about insurance.
If you answer NO, the system will automatically add an “Affadavit of No Insurance form” that you must complete and sign in order for the provider to get reimbursed with CARES Act Funding.

If you have health insurance, your health plan is required to pay for approved COVID-19 tests. Insurance companies cannot bill individuals or charge any co-payments for COVID-19 tests.

You must upload a copy of your insurance card or other proof of insurance using the UPLOAD DOCUMENTS button at the bottom of your home screen. *You can take a photo of both sides with your mobile device and upload both images following the prompts.*

If you DO NOT have insurance, please select **NO**

You must enter the information from your government issued ID as requested and **upload your ID using the UPLOAD DOCUMENTS button at the bottom of your home screen.** *You can take a photo of both sides with your mobile device and upload both images following the prompts.*

You will also be required to complete and sign an **Affadavit of No Insurance** form as part of your registration.

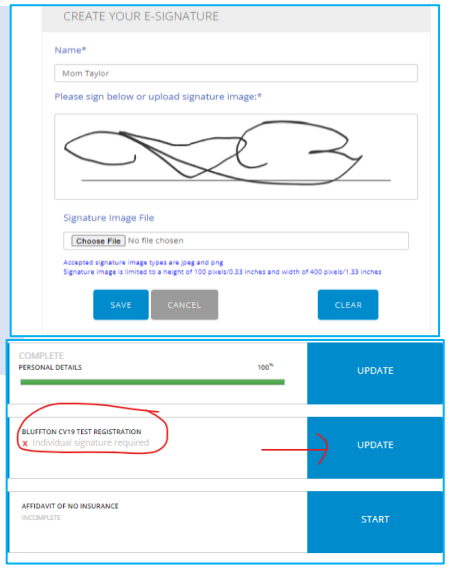
You will **NOT** be responsible for any portion of the cost of testing by providing the information requested.

In addition to filling out your ID information, the UPLOAD DOCUMENTS section will prompt you to upload a copy of your ID (front and back). You can do so using your mobile device and upload a photo.

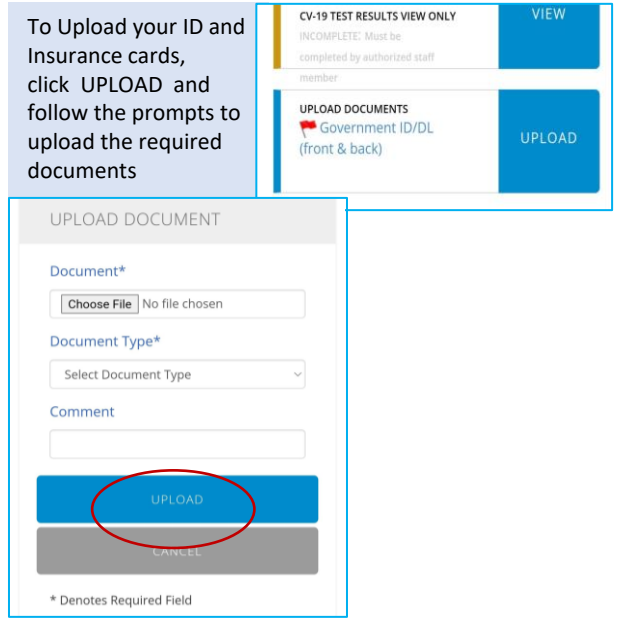
If you answer YES, then fill out the insurance information required, and the UPLOAD DOCUMENTS will also prompt you to upload your insurance card (front & back). You can do so using your mobile device and upload a photo using your camera or selecting the photos from your phone.

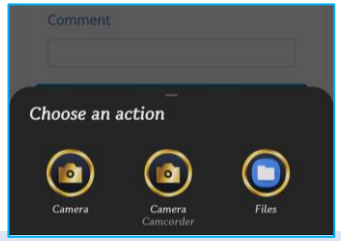
Filling out your forms and Uploading Documents to complete your PRIVIT Pass profile

You will be prompted to create a signature the first time you are required to sign, and once created you will be brought back to the profile home page where you will click on the form again to sign and submit the document. Once signatures are created, it will remain on file for use on future forms.

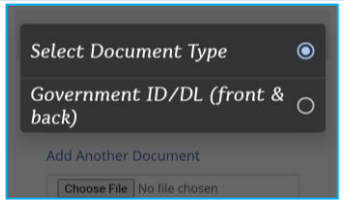


To Upload your ID and Insurance cards, click UPLOAD and follow the prompts to upload the required documents

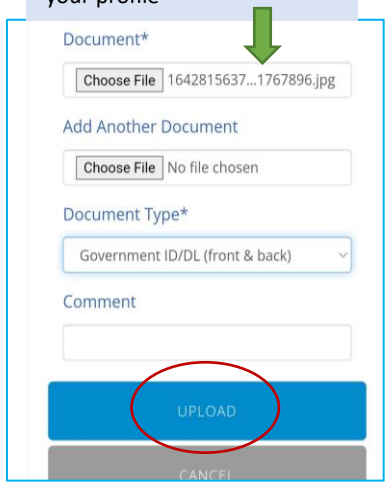


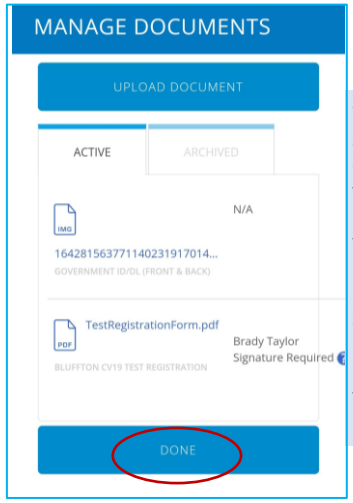


From your mobile device you can use your camera to take a photo or upload from an image file on your phone

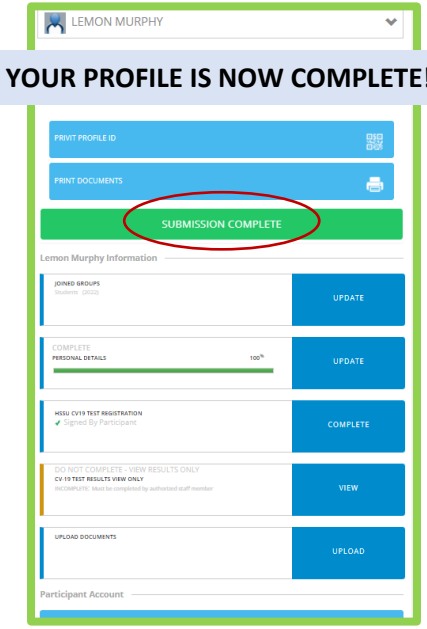


Once the file(s) are listed next to the choose file button, click UPLOAD to add them to your profile

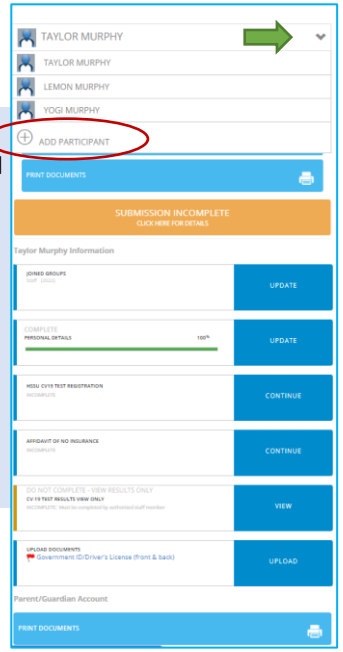




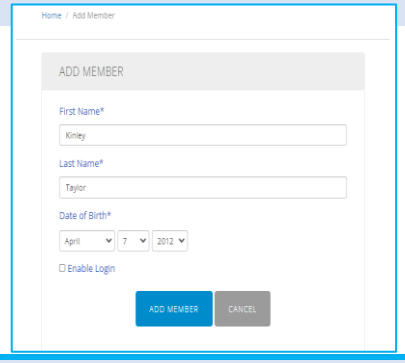
When you see the files or photos that you uploaded in your MANAGE DOCUMENTS screen, click DONE to return to your profile home screen

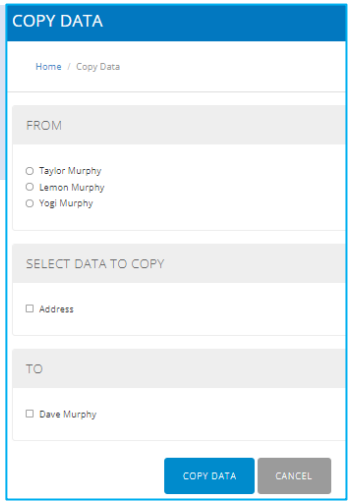


To add additional family members to the same account: click the down arrow next to your name and select 'add Individual'



Complete the required information and click "ADD MEMBER" If you are adding more than one, the system will allow you to copy the demographic information from the first additional member to the others you add in the future. **Forms WILL need to be completed for EACH PERSON BEING TESTED.**





Click on the tab with the name of the person added and repeat the same steps to complete all the forms and upload the required documents to each profile. Any additional members OVER 18 should upload their own Government ID or Drivers' License when requested! All profiles should read SUBMISSION COMPLETE and have a green bar along the top prior to testing.

PRIVIT PASS