

## Welcome to PROMUS Diagnostics COVID-19 testing program

powered by PRIVIT Pass

Contact the PRIVIT Help Line 1-844-234-4357 or visit the [Support Desk](#) for assistance.

**NOTE:** These instructions are ONLY for registrants under the age of 18 that require a Parent/Guardian to register their account. We recommend you use a PC/Laptop or mobile device using a mobile browser.

**Step 1:** Start by clicking this link <https://promusdiagnostics.e-ppe.com> or enter it into your browser (Note no www.)

- Click the blue REGISTRATION tab and make certain to select your role as “Parent/Guardian”
- Verify your email address and primary phone number when registering
- After verifying your information, click on the blue the Home tab. You will be directed towards the Home screen
- See the video link on the registration page for more details on this process

**Step 2:** As a Parent/Guardian, you will now add the minor registrant/patient to the account by clicking ADD REGISTRANT and complete the required information.

**Step 3:** Begin completing the patient forms after selecting the correct patient name from the left of the screen under your name. From the Home screen, select the blue Update beside **JOINED LOCATION**. Simply check the box beside the PROMUS Lab location option, then select the blue Done tab.

**Step 4:** From your Home screen, select the blue tab beside **PERSONAL DETAILS** and complete the required fields. Click Save & Exit when finished. Back on your Home screen make certain it is indicating 100% complete.

**Step 5:** From your Home screen, select the blue tab beside **COVID 19 TEST REGISTRATION** and complete the required fields with a red asterisk. click SUBMIT. Then click the blue SIGN tab

**Creating Parent & minor Registrant/Patient E-Signatures:** After completing the **COVID 19 TEST REGISTRATION**, you’ll be asked to “Create New Signature”. Use the computer cursor or your finger on a tablet device to create an electronic signature. Click SAVE and DONE to return to the HOME page. Click SIGN beside/underneath the form. A new screen will open with your signature. Attest then click SIGN DOCUMENT. Click DONE to return to the HOME page. Underneath this form on the HOME page, it now should indicate **REGISTRANT click here to sign**. Click there and have the minor registrant/patient repeat the same process. Once complete, under the form in the HOME page there will be a green check mark indicating **Signed by Registrant Parent/Guardian** and **Signed by Registrant**.

**If you are participating in testing as well:** Be sure to add yourself as a REGISTRANT by clicking ADD REGISTRANT just as you did in step 1 for minor children. This will ensure you will have the required forms available and a PRIVIT Profile QR Code for test processing.

**Uploading a copy of your insurance card:** Scan/take a front and back photo of your insurance card, and upload to your computer. You can also use your smartphone/mobile device by entering in <https://promusdiagnostics.e-ppe.com/> into the browser.

- LOG IN to your account.
- Click Upload Documents from your HOME screen and select “Insurance Card”.
- For further assistance on Uploading Documents, please click [HERE](#).

**\*Important\*** After required e-signatures are applied to the necessary forms, the documents will be available for testing staff and medical staff to review.

**Step 6:** The Completion Status bar will turn green and change to **Submission Complete**. If the status bar is still orange indicating **Submission Incomplete**, hover your cursor to see what needs to be completed.

You will receive an email notification to the email address you used to register when your test results are available. If your results are available, when you click on the VIEW button to the right of the Lab Order & Results form you will see a red, green or yellow badge displaying your results. This will also be saved within the manage documents section for future access.

