

# Employer Solutions Portal



## Quick-reference guide for online drug test ordering

Follow the steps in this guide to generate electronic orders for both federal and non-regulated drug testing. Easily create your electronic custody and control form (eCCF), select a collection site, and send a donor authorization form—all within the Employer Solutions Portal (ESP).

### Step One

Log into the Employer Solutions Portal at [ESP.EmployerSolutions.com](http://ESP.EmployerSolutions.com) using the username and password provided to you.

**Note:** For best performance use the Google Chrome® browser.

### Step Two

The dashboard can be customized to provide you with a variety of information. To place a new order, select *Orders* in the left navigation menu.

### Step Three

Enter all required information indicated by a red asterisk (\*). The *Primary ID* is typically the donor's social security number or other identifying data which is unique to the donor. No special characters are allowed in this field.

**Note:** Creating an order template can reduce the number of steps required to place an order from ten to as few as four. Please contact our ESP Product Support Team at [ESP@QuestDiagnostics.com](mailto:ESP@QuestDiagnostics.com) to assist you in creating Order Templates and Quick Order Templates.

### Step Four

Choose an *Account* from the list of accounts by selecting the checkbox next to the account. Regulated testing accounts are denoted in **red**, non-regulated drug testing accounts are in black.

If you have permission to access numerous accounts, you can enter a specific account rather than scrolling through the list.

### Step Five

Select the *Order Code* associated with the account you have chosen for testing and Verify the Collection Type.

### Step Six

Select the *Reason for Test* from the drop-down menu.

## Step Seven *Optional*

Type a *Site Code* or use the *Search* link to find a collection site. Enter your location search details and click Search to see collection sites matching your criteria.

To choose a collection location click the *Select Site* link. If the collection site selected is a Quest Diagnostics Patient Service Center, you may elect to schedule a specific appointment date and time.

You are not required to select a collection site.

## Step Eight

Select the *Order Expiration Date* and *Time*. This information will default to the settings determined by your organization, but you can change it. If you have selected a collection site, the *Time Zone* will default to the collection site's time zone.

## Step Nine

Select the *Submit* button to create your order and view the Authorization Form. If you select *Cancel*, your progress will be canceled and you will be taken back to the home screen.

## Step Ten

Use the buttons at the top of the page to *Save*, *Edit*, or *Print* the Authorization Form. Select *Email* to electronically send the form to the donor.

Use the *Create Another Order* link and follow these steps to create additional orders.

Save Edit Print Email [Create Another](#)



Authorization ID: 29890526  
Expires On: 10/30/2018 9:00 AM Central



Company	Services														
ESP Demo Organization 10101 Renner Blvd Lenexa, KS 66219 410-255-4244	<table border="0"> <tr> <td>Donor Name</td> <td>Sample Donor</td> </tr> <tr> <td>Donor ID</td> <td>XXXX0783</td> </tr> <tr> <td>Test Reason</td> <td>PRE-Employment</td> </tr> <tr> <td>Test Type(s)</td> <td>3510EN - SAP 5-50 W/NIT (Urinal)</td> </tr> <tr> <td>Collection Service(s)</td> <td>Single</td> </tr> <tr> <td>Order Date</td> <td>10/26/2018 9:03 AM</td> </tr> <tr> <td>Ordered By</td> <td>Demo User 555-555-5555</td> </tr> </table>	Donor Name	Sample Donor	Donor ID	XXXX0783	Test Reason	PRE-Employment	Test Type(s)	3510EN - SAP 5-50 W/NIT (Urinal)	Collection Service(s)	Single	Order Date	10/26/2018 9:03 AM	Ordered By	Demo User 555-555-5555
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Several features are available to you that can reduce the number of steps required to place an order from ten to as few as four. Please contact our ESP Product Support Team at [ESP@QuestDiagnostics.com](mailto:ESP@QuestDiagnostics.com) to assist you in creating Order Templates and Quick Order Templates.

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