



eScreen Logging In

eScreen is our drug screen resulting portal if you are using our House Lab – If you use pre-printed Chains of Custody, or a TPA, please disregard this section.

Accessing eScreen:

- Go to www.myscreen.com and use the temporary user ID and password provided to you. Once logged on, you will see a Congratulations screen explaining the uses of the site. **Click Next.**
- Next is the “New User Set Up Screen” – this user will select and enter a confidential username and password of their choice, as well as an email address. **Click Save.**
- Another screen will announce that the initial login has successfully created an active account. **Click Next.**
- The user is returned to the login screen, where they will enter the NEW username and password just created.

Setting up E-Mail Notifications for when Drug Results are ready:

- Log into www.myscreen.com using the username and password you created. **Click on Administration.**
- At the E-Mail Notification Service Screen, select the appropriate username from the drop-down field. **Click Save.**
- A screen will appear that notifies you to respond to an E-Mail confirmation before you can start receiving confirmations. To activate the E-Mail notifications, **Click the link provided in the E-Mail message.**
- The link will take you back to login to www.myscreen.com, log in, and you will receive a Congratulations screen.

eScreen Password Policy

- All eScreen accounts must be changed every **90 Days** in accordance with eScreen security policy
- eScreen will send notice to users several days prior to their password expiration. This process will happen every 90 days.

**For more assistance, please call eScreen Client Services for help at
(800) 881-0722 option 5**