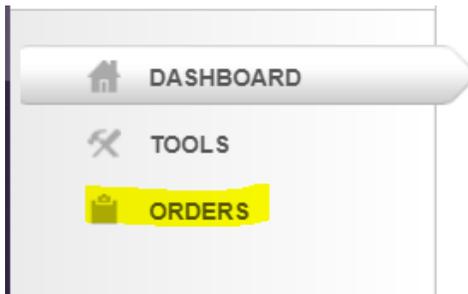


Ordering a QPassport in Quest ESP System

1. Go to <https://esp.employersolutions.com> on any Desktop or Laptop computer.
 - a. User name is: **DCSA001**
 - b. Password is: **DCSROCKS24** (it is case sensitive)
 - i. **DO NOT COPY AND PASTE, YOU MUST TYPE IN THE INFORMATION.**
 - ii. **CAUTION: IF YOU TRY MORE THAN 2 TIMES AND YOU CAN'T GET LOGGED IN CALL PAULA ZIMMERMAN AT 765-894-3453 - DO NOT CLICK FORGOT PASSWORD**
2. When you first log in, you should see “Orders” on the left side of your screen – click on Orders.

DO NOT USE THE TEMPLATE OPTION!



3. The Primary **ID MUST be YOUR FULL SSN. DO NOT MAKE UP A NUMBER!** **If you enter a made up number, your result will not report out timely and properly.** Put in **your** first name, last name, phone number and DOB as shown below as an example only.

Personal Information

Primary ID *

First Name *

Middle Name

Last Name *

Primary Phone *

Secondary Phone Same as Primary Phone

Date of Birth

Gender Male Female

If you have any issues or questions call PAULA ZIMMERMAN AT 765-894-3453

4. Select the DSC County you are planning to work for by either scrolling through the alphabetical listing and checking the box or typing DCS (county name) and then clicking on the option below the box.

Account

Enter a specific account: *

DCS MARION - 10

OR

Select from available accounts: *

Display All Display Regulated Display Non-Regulated

DCS LAWRENCE - 13 - 11162529

DCS MADISON - 11 - 11162560

DCS MARION - 10 - 11162512

DCS MARSHALL - 3 - 11162561

Selected Account:

Name: DCS MARION - 10

Number: 11162512

Address: 302 W WASHINGTON ST
INDIANAPOLIS, IN 46204

5. Select Urine (Non-Reg) and click "Split". **DO NOT SELECT BREATH ALCOHOL**

Order Code

Drug/Alcohol Type *

~~Breath Alcohol (Non-Reg)~~

1107 REAS SUSP

65105N - SAP5-50/2K-3+6A/OX/T

Urine (non-Reg)

Add Other Order Code

Collection Type * Single Split Observed

6. Select PRE-EMPLOYMENT as Reason for Test.

Reason for Test

Test Reason * Select One

Select One

RANDOM

PRE-EMPLOYMENT

POST ACCIDENT

7. You will be able to select a collection site in your area. Click on Search.

If you have any issues or questions call PAULA ZIMMERMAN AT 765-894-3453

Collection Site

Collection Site [search](#) [clear](#)

8. Put in the zip code and “10 Closest”. Be sure to select **“Electronic Collection Sites Only”**. Then click Search.

Location Search ✕

Address

City

State/Region ▼

Postal Code *

Radius ▼

Electronic Collection Sites Only

9. When you see the collection site you’d like to use, just click on “Select Site”.

Location Search

[search](#) > search results near 46204

<p>1 NOVA MEDICAL CENTER-NOVA MEDICAL CENTE - IN049 - \$\$ Preferred <input type="checkbox"/> 500 N Capitol Ave <input type="checkbox"/> Indianapolis, IN 46204 <input type="checkbox"/> 3179835400 Hours of Operation: M-F 8:30 am-6:00 pm; Drug Screen: M-F 8:30 am-6:00 pm Drug Testing Hours: M-F 8:30 am-6:00 pm 0.32 miles View Details Get Directions Select Site</p> <p>2 IU Health Urg Care - Downtown-IU Healt - IN214 - \$\$ Preferred <input type="checkbox"/> 222 W Michigan St <input type="checkbox"/> Indianapolis, IN 46204 <input type="checkbox"/> 3177790303 Hours of Operation: M-Su 8:00 am-8:00 pm; Drug Screen: M-Su 8:00 am-8:00 pm Drug Testing Hours: M-Su 8:00 am-8:00 pm 0.36 miles View Details Get Directions Select Site</p> <p>3 Any Lab Test Now - Indianapolis-Any La - IN274 - \$\$ Preferred</p>	
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If you have any issues or questions call PAULA ZIMMERMAN AT 765-894-3453

10. Once you've selected the collection site, you have 48 hours to complete the test.

Timing Information

Time Zone: Eastern

Order Expiration Date: 09/17/2021

Order Expiration Time (24hr): 15:49

11. Then scroll to the bottom of the screen and click "Submit". From the new screen, you should email the QPassport to yourself.

12. The passport has a bar code in the upper right corner. As long as the collection site can scan that barcode from your phone or a paper copy, that is all you will need.

Save Edit Print Email Create Another Order

QPassport

Expires On: 09/17/2021 4:49 PM Eastern

QPassport ID: 58542615

Company	Donor Details
DISA CORPORATE 10900 CORP CTR DR STE 250 HOUSTON, TX 77041 Phone: 281-673-2400 Fax: 281-673-1010	Donor Name: Donald Duck Donor ID: XXXXX4321 Test Reason: PRE-EMPLOYMENT Test Type(s): 65105N - SAP5-50/2K-3+6A/OX/T (Urine) Collection Service(s): Split Order Date: 09/15/2021 5:02 PM Ordered By: DCS APP 765-894-3453

Collection Site	Medical Review Officer
IU Health Urg Care - Downtown-IU Healt 222 W Michigan St Indianapolis, IN 46204 3177790303 Operation Hours M-Su 8:00 am-8:00 pm Drug Screen Hours M-Su 8:00 am-8:00 pm Get Directions To find a collection site location and to make an appointment, visit www.questdiagnostics.com/psc For questions on what to expect at your drug test, visit our website at www.EmployerSolutions.com/mydrugtest	TERRI HELLINGS MD 2800 BLACK LK PL STE A PHILADELPHIA, PA, 19154 Phone: 800-624-3784 Fax: 215-543-6601

Donor Instructions
Please bring this confirmation and your driver's license or other government issued photo ID to the collection site for identification.

If you have any issues or questions call PAULA ZIMMERMAN AT 765-894-3453