Follow These Instructions To Get a Test Kit Shipped To You Complete the following steps for each test.

1. Obtain your Lodi COVID-19 testing **voucher code** from the school.

2. Tests ordered by 9:30AM PST Monday through Friday will be delivered the next day. Orders placed on Saturday before 9:30AM PST will be delivered on Monday. Orders placed on Saturday after 9:30AM PST or on Sunday will be delivered on Tuesday. Shipping will be delayed by an extra day if ordering on a federal holiday. **Please note that UPS is closed on Sundays.**

3. **Visit lodiusd.azova.com** to order your COVID-19 test by redeeming your voucher code. Select the option for "Ship Me a Test Kit."

4. **Answer** the pre-screening assessment questions on behalf of the person who is taking the test.

5. If new to AZOVA, **click "Sign Up as a Patient."** If you already have an account, enter your username and password and **login**.
    a. If you are ordering for your dependent, first create your own account and add your own information as the account holder. Then, add your dependent's information on the screen where it asks who is the patient.
    b. All independent adults must create their own account and order a test for themselves.
    c. **Remember** to write down your username and password.

6. Enter your **shipping** address.

7. Enter the **voucher code** given to you by the school.

8. Complete the entire **intake form**. This generates the Lab Order and is required for reporting purposes.

9. **Your test kit will be delivered via UPS. Repeat this process for each test kit.**

10. When you are ready to take the test **follow all instructions in the test kit including:**
    a. **Register the kit ID** (the barcode on the side of the tube) by going to **register.azova.com** and entering the barcode ID number from the side of

the saliva collection tube. This will link your sample to your lab order. Follow the steps in the instructions to collect your saliva sample.

    b. **Please note: Results cannot be guaranteed unless you register the kit ID. We recommend you also take a picture of the barcode on the side of the tube for your records.**

11. **Place the sample** in the enclosed biohazard bag and fill out the information sheet with the first and last name, email, and date of birth of the person taking the test. Add this sheet to the side pocket of the biohazard bag and place the biohazard bag into your shipping box with the attached return shipping label.

12. Take your sample to the nearest **UPS Store** before the cutoff time for next day air delivery. You can check for cutoff times at www.ups.com/locator, but we recommend you call your local store to confirm. **Do not** take your kit to a dropbox or non-UPS shipping store as delivery may be delayed or not possible.

13. You will be notified when the lab receives your kit and will receive an email and SMS with a link to login and view your results **within 12 to 48 hours from the time the lab receives your kit**. AZOVA will automatically add your test results to your COVID™ Credentials within your AZOVA account.

14. Have questions or need help? Call **833.245.2454**