




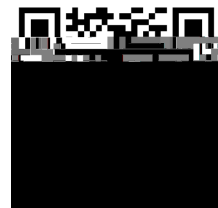
## How to Order Your COVID Test Through GVP

### BEFORE CREATING AN ACCOUNT

- î X **Do NOT download the GVP mobile app** you should open GVP in your browser only through the links below.
- î X If you have any issues/questions related to creating your GVP Account or scheduling test, contact support@globalviruspass.com.
- î X [Click here to watch an instructional video of how to create your account and order your COVID test](#)

### CREATE YOUR ACCOUNT (one time process)

- x Scan the QR Code to the right or [Click Here to Create Account](#)
- x Enter in your Email Address, First Name and Last Name
- x Create a password then click Create Account
- x You will be sent an email to confirm your account
- x Confirm account via email and Log in.
- x Once logged in, click on your name  icon in the upper right and select My Profile
- x Complete your information as requested in the General Information and Insurance Information tabs
- x **Click My Circle and click Insert to add any family members who may also receive COVID-19 testing.**
- x Once all family members have been added, click confirm.
- x Once your account is created you can take the **step 1** **MAKE AN APPOINTMENT** by following the instructions below.



### MAKING AN APPOINTMENT

- x When logged into your GVP account, click on My Schedule, then By Facility
- x Click on the location that you wish to schedule testing at
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- x Click on Antigen Test
- x Select which person you would like to schedule an appointment for (if you have added others to your circle.)
  - o If you do not see the person you are trying to schedule, click my profile and go to My Circle to add a family member
  - o **There must be a user created for each person that will receive testing to ensure the patient's information is sent to the laboratory**
- x Click into the date field to select desired date
- x Select an appointment time
- x Complete all forms as necessary.
- x Once all steps are completed, you will receive an **email** confirmation of your appointment. Click Confirm and Send and you will receive an **email** confirmation as well.
- x If you need to schedule another appointment for yourself or a circle user, click on My Schedule and By Facility once again to go back to your location's scheduling page
- x You can view your scheduled appointments by clicking on My Schedule and then clicking History