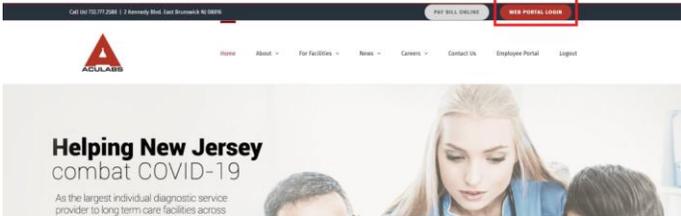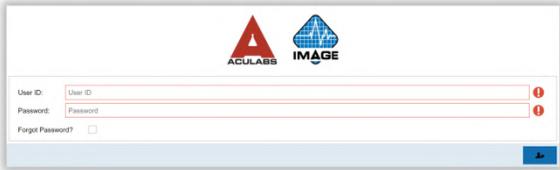**TO:**   OUR VALUED CLIENTS
FROM: ACULABS, INC.
RE: LOGGING INTO THE ACULABS WEB PORTAL

In order to log into the Aculabs web portal, you must go to our website: http://www.aculabs.com/

Click the "Web Portal Login" button as shown above. You will then be taken to the below menu:

Enter your User ID and Password as given to you by your Administrator or Director of Nursing. Please note that neither User IDs nor Passwords are case sensitive. We advise login credentials are not saved to shared computers.

Once logged in, you will find the following functions to use:

Inbox – Check recent results Results will drop out of inbox after 5-10 days	**Account – For business office contact** Account Info/Statements – Shows invoices Download Invoices – Creates button to download
Search – Reports and test codes Search Reports – Lists reports per criteria Search Test/Profile – Lists codes and test profiles	**Microbiology – Infection results** Infection Report (Patient Summary) Infection Report (Bacteria vs Site) Antimicrobial Susceptibility Report Antibiotic Resistant Organisms Report
Patient – Resident details Add – Add new resident Edit – Edit resident details	**Supply Orders – Supplies provided by Aculabs** Place orders and check order status for supplies
Order – Manage physicians orders Add Order – Create new order Edit Order – Edit an existing order Order Log – Print orders / order log for lab book Standing Orders – Process standing orders	**Manage Accounts – Create staff log-ins** Requires access to facility main account