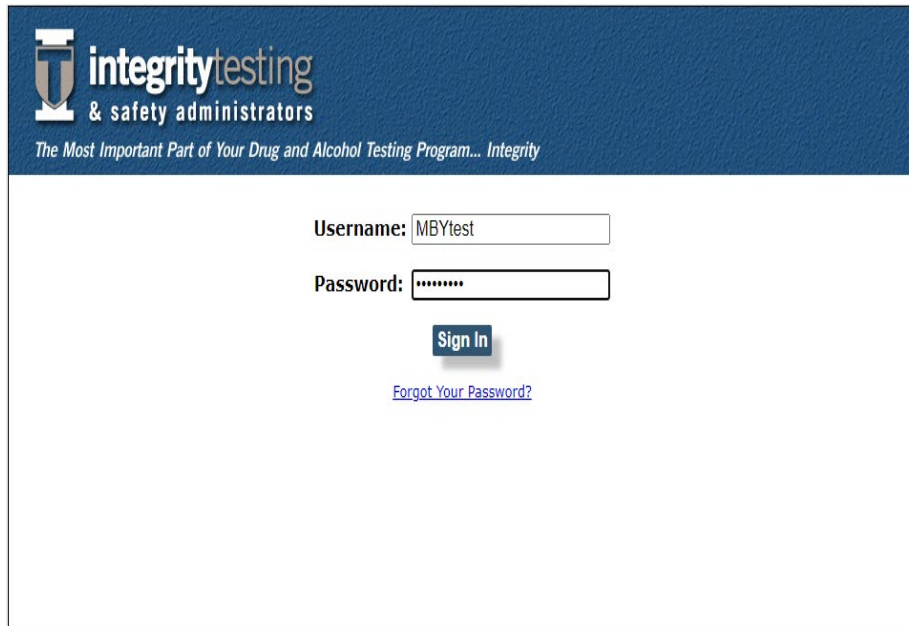


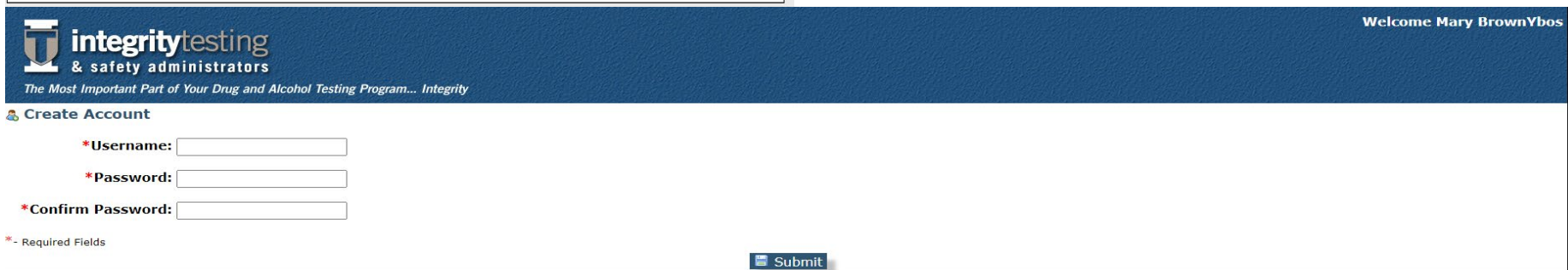
Client ITSA Portal Instructions

ITSA will need to create a username and provide a temporary password to allow a DER access to the ITSA Web portal for their assigned account for the purposes of viewing and printing your Background Checks. The link to the portal is: <https://portal.itsacorp.com/>

The DER will be prompted to change their password the first time logging into the portal.



The screenshot shows the login interface for the ITSA portal. At the top left is the logo for 'integritytesting & safety administrators' with the tagline 'The Most Important Part of Your Drug and Alcohol Testing Program... Integrity'. Below the logo, there are two input fields: 'Username:' containing 'MBYtest' and 'Password:' containing a masked password. A 'Sign In' button is positioned below the password field, and a link for 'Forgot Your Password?' is located below the button.



The screenshot shows the account creation page. At the top left is the same logo as the login page. On the right side of the header, it says 'Welcome Mary BrownYbos'. Below the logo, there is a section titled 'Create Account' with three required input fields: '*Username:', '*Password:', and '*Confirm Password:'. A 'Submit' button is located at the bottom right of the form. A small asterisk icon is next to the 'Create Account' title. A legend at the bottom left indicates '* - Required Fields'.



The result tab is searchable using any of the columns listed. In the first field, choose the criteria you want to search (drop down box has several options). In the second box, type in the criteria (i.e. Employee name, SSN/ID, Test Date), select search button. All results matching criteria will show. To view a specific result, click the select button next to that record.

The screenshot shows the 'Results' tab of the Integrity Testing & Safety Administrators web application. The search criteria is 'Test ID' and the search term is '444-88-9999_052121'. The search results table lists several records, with the first record highlighted. A dropdown menu is open over the 'Test ID' column, showing options: Test ID, Lab, SSN/ID, Employee Name, Reason For Test, Test Date, MRO Released, Result Type, Industry, and Result. A 'Select' button is visible next to the first record in the table. Below the table, there are buttons for 'Request Change' and 'View Result Report'. The details section for the selected record shows: Test Date: 5/21/2021, Reason For Test: Pre-Employment, Collection Site Name: Industry Name: FAA, SSN/ID: 444-88-9999, Test Type: Background Check, Location Code: Test Result: Employee Name: Lincoln, Mark, Test Panel: BG 40.25, Job Number: Refusal Reason: To the right, there is a table with columns 'Industry' and 'Result', showing FAA with Pending and Complete results, each with a 'Select' button.

To search by "Name" use the last name of the employee for the best results.

The screenshot shows the 'Results' tab of the Integrity Testing & Safety Administrators web application. The search criteria is 'Employee Name' and the search term is 'brown'. The search results table lists one record, which is highlighted. Below the table, there are buttons for 'Request Change' and 'View Result Report'. The details section for the selected record shows: Test Date: 5/20/2021, Reason For Test: Pre-Employment, Collection Site Name: Industry Name: FAA, SSN/ID: 123-45-6789, Test Type: Background Check, Location Code: Test Result: Employee Name: Brown, Mary, Test Panel: BG 40.25, Job Number: Refusal Reason:



To view and copy the actual Result Report, you click on the

Then print to whatever printer choice you choose.