



PERSONAL AND CONFIDENTIAL

Dear ,

The Mississippi Board of Nursing (MSBN) has entered into an Agreement with Affinity to provide confidential drug testing services and compliance data administration services. MSBN has forwarded your name to begin participation in this comprehensive administration and monitoring program.

Services provided by Affinity and any agreements within these services replace drug testing compliance services you are engaged in with MSBN. Affinity will provide you with a confidential web page to support and document your compliance. Materials describing the program features and activation instructions for your Affinity account are enclosed.

Activate your Personal Compliance Validation account online at www.affinityehealth.com/cms/msbn. You must complete the activation process in order to fully enroll in the program. Review the enclosed "Affinity Activation Guide" for more information and step-by-step instructions.

The next day, your new compliance program with Affinity will begin. You are required to check in seven (7) days a week, between the hours of 03:00 AM and 3:00 PM, for your testing notification. Remember, to activate your account prior to this date. For assistance, please contact Affinity Customer Service at **1 877 267 4304**. You will be required to log in to the phone system using your PIN# and your Date of Birth (DOB) to receive assistance.

During account setup, your DOB information may not have been available. For the purpose of activating your account, your DOB has been set to the value provided below. If this is not your correct DOB, you are able to change it on your Personal Profile after activation when logging in online. Once your DOB is updated, please use this information moving forward whenever requested by the phone system. A unique PIN # has been provided and is also provided below. Be sure to keep this number secure and with you at all times.

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For your convenience, several Chain of Custody Forms (COC) have been provided. Additional COC forms can be ordered at any time from your online account. It is important to note that these COC forms ARE NOT VALID without a **unique Affinity Drug Test Authorization Code**.

Our goal is to provide you with convenient validation tools to document your compliance. We look forward to serving you and stand ready to assist in any way we can.

IMPORTANT NUMBERS/WEB SITE:

Help Line: 1-877-AOS-4304

Web-Site: www.affinityhealth.com/cms/msbn

Your Unique PIN#:

Your DOB on file (mmyy):

Thank you for your cooperation and assistance.

Regards,

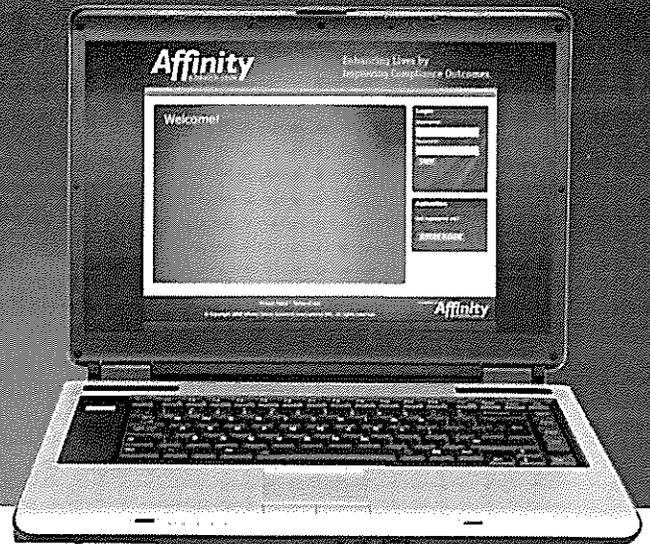
The Affinity Team



Activation Guide

Welcome to **AffinityeHealth**. Your participation in the AffinityeHealth program is about to commence. To begin, you must activate your account online prior to your required start date.

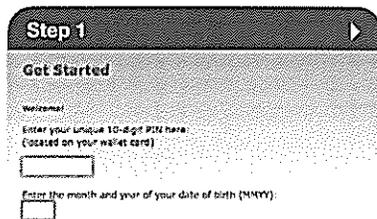
www.AffinityeHealth.com



6 Easy Steps to activate your account.

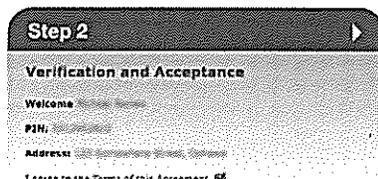
To use the **AffinityeHealth** compliance monitoring solution, a one-time activation process is required. Once activated, you can login to AffinityeHealth or call Client Support at **1.877.267.4304**.

To begin, go to the www.AffinityeHealth.com homepage, then click the  button.

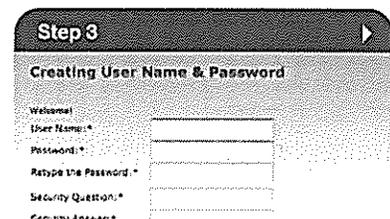


On the **Get Started** page, enter your PIN# in the space provided. You will find your PIN# in your welcome letter.

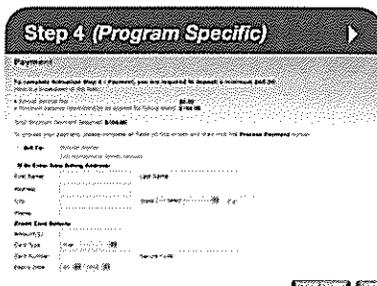
Enter your month and year of birth in a MMY format. For example, if your birth date is January 1980, enter 0180. If the DOB we have on file in your welcome letter is incorrect, change it once you activate and log in to the system.



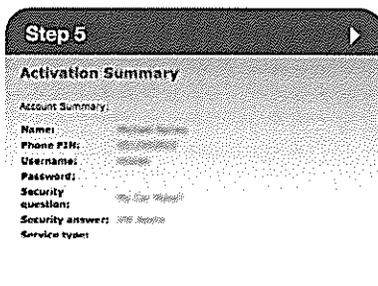
Carefully read the **Terms of Agreement** and, if acceptable, click the "I agree to the Terms of this Agreement" check box.



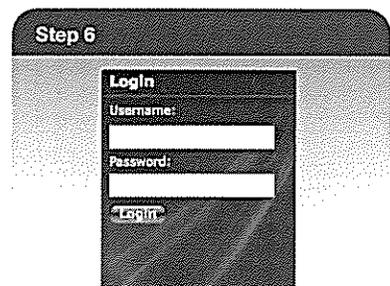
Select your Login details. Your **Username** and **Password** can be anything you choose. Make sure you write this information down and keep it in a safe place. Enter a **Security Question** and **Answer** for password retrieval.



Your program will determine a minimum amount of initial deposit to be used for future tests.



To complete your activation, click the **Activate** button on the Activation Summary page.



Once Activated, use your account credentials to login. After login, see **My Learning**, under **Tools** for tutorials which demonstrate system features.

You can contact **AffinityeHealth** online or by phone. Our client support representatives (CSR) will be happy to assist you with any issues you might encounter to ensure successful participation in your compliance program.

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AffinityeHealth Help Line
Toll Free 1.877.267.4304

FAX



To:	AffinityHealth	Participant Name:	
Fax:	1-877-426-9616	Pages (incl. cover):	
Date:			

Re: Adding Collection Site to AffinityHealth Network

Instructions: This form is to be used for inclusion in the AffinityHealth Collection Site Network. FAX the completed form to Affinity at 1-877-426-9616. An Affinity representative will contact the site at the number provided to arrange the addition.

<u>Contact Information (mandatory)</u>	
Collection Site Name	
Address	
City, State, ZIP	
Phone Number	
Fax Number	
Contact Name & Phone Number (if different from above)	
Hours of Operation (if known)	