



GETTING STARTED WITH AFFINITY

Checking in With SPECTRUM

You are required to check in seven (7) days a week (including holidays) to see whether you are being selected for a test or not. You are required to call or check in between the hours of 3:00 AM and 5:00 PM. You have until 12:00 Midnight of each day to test. You can choose to either check in via your Phone, computer, or Mobile App. The instructions for these different types of check-ins can be found under the MY LEARNING section.

- **By Phone:** Dial **1-877-267-4304** and be prepared to enter your **10-digit PIN#**, plus 2 digits for your **month** and 2 digits for your **year of birth**, then press 1 to check-in.
- **By Computer:** Go to <http://www.affinityhealth.com/cms/msbn> and enter your **username** and **password** you created during your Activation process. Once logged in, press the **Check-in** button.
- **By Mobile App:** Launch the SPECTRUM App and enter your **username** and **password** you created during your Activation process. Once logged in, press the **Check-in** button. Note: To download the SPECTRUM App on your device, go to the Apple App Store (iOS) or Google Play Store (Android), and enter "SPECTRUM COMPLIANCE" in the search field.

What to Do When You Are Selected for a Test

If during the check-in procedure, you are notified that you have been selected to test that day, you need to press the **Activate Test** button to complete the process. During this process, you will:

- 1) Inform SPECTRUM of the collection site you will use to provide the specimen.
- 2) Complete the payment for the test.
- 3) Receive an Authorization code and Test Panel name that you must provide at the collection site.

COC forms

You will also be responsible for ordering and maintaining a supply of Chain of Custody Forms that you will order from Affinity. Again, there is an ICON on the left side of the page, labeled: Manage My COC's. Because the forms are shipped from Canada, you will need to make sure to always order ahead of time.

There are six (6) COC forms in this package. You will need to carry these forms with you when testing at all sites. Please do not fill out your form prior to providing your specimen at the collection site. When you require more forms, they can be ordered through SPECTRUM.



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Adding a New Collection Site to SPECTRUM

If you are aware of a convenient collection site which is not in our network of collection sites, please call or send an online message to Affinity Care. We will contact the site and determine if it can be added to our network. If you are selected to test and this collection site is not currently in our network, you must choose another site to provide your specimen that day.

Guides and Documents

Once your account has been activated, everything that you need to know to effectively use the system is in the HELPDESK tab in the GUIDES AND DOCUMENTS page. The topics available are either Flash Videos (you may need speakers to hear narration) or PDF files. (These documents can be read online or printed) Remember to click the ICON (the Flash symbol or the PDF symbol) on the right side of the screen to launch the topic.

Important Information to Keep on Hand

Be sure to fill in and keep the following information on hand at all times:

SPECTRUM & Check-In URL: <http://www.affinityehealth.com/cms/msbn>

Affinity Care (Help Desk) & Check-In Phone Number: 1-877-267-4304