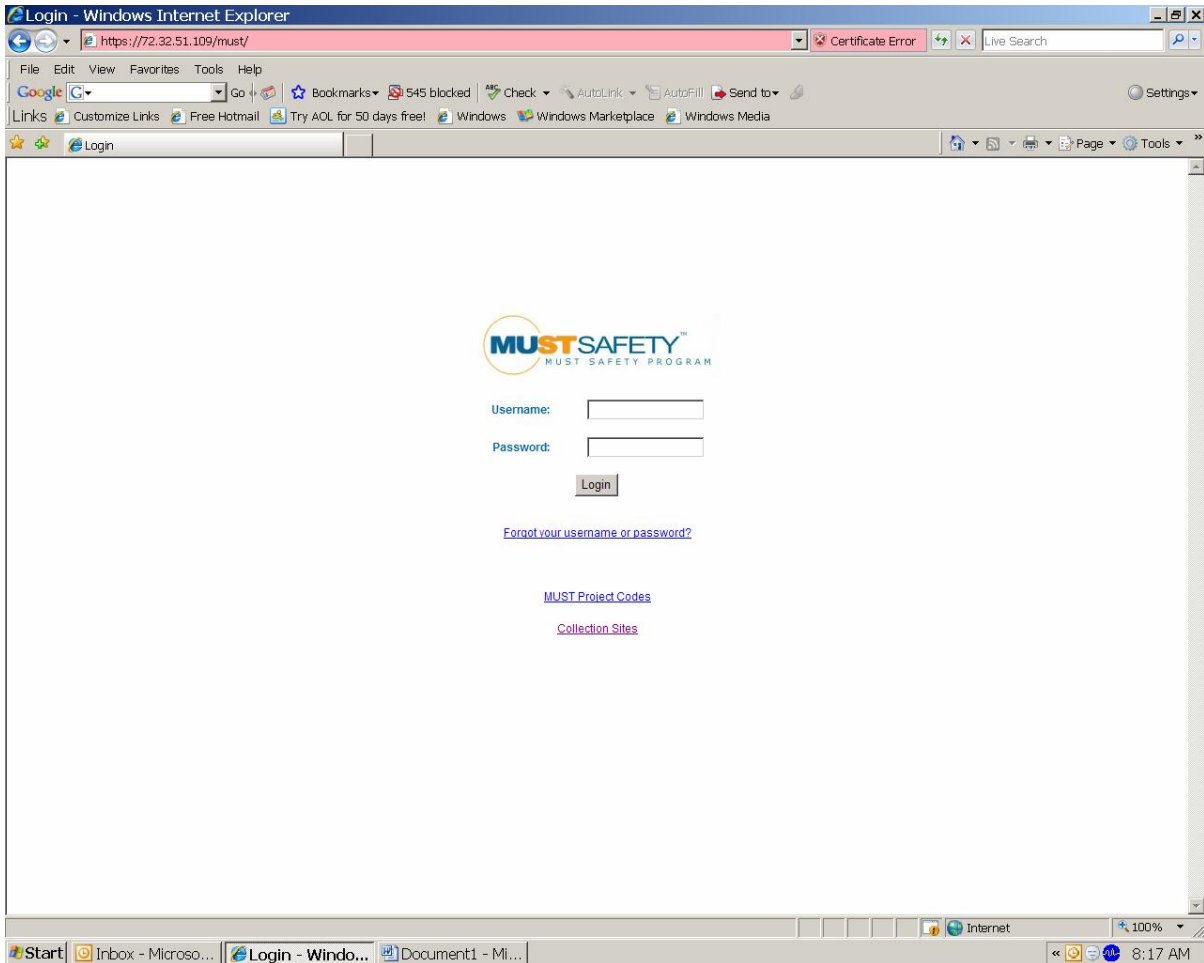# Log-in Instructions

o Log on to the homepage of your website at www.mustonline.org and click on "Check Your Status Here". You may also bypass the homepage by continuing to log directly on to www.mustbsafe.com

o The first initial log in to the enhanced program will require you to enter your:
1. Full SSN as your **Username**
2. First four digits of your SSN as your **Password**

You now have the option to create your own unique username and password if you do not wish to utilize your SSN. (Please remember this is case sensitive)

Additional Information: Located on the log in page, you will find all active MUST site listings and MUST approved collection facilities.

User Menu Option Descriptions

o   After logging in, you will notice your menu options have been consolidated.
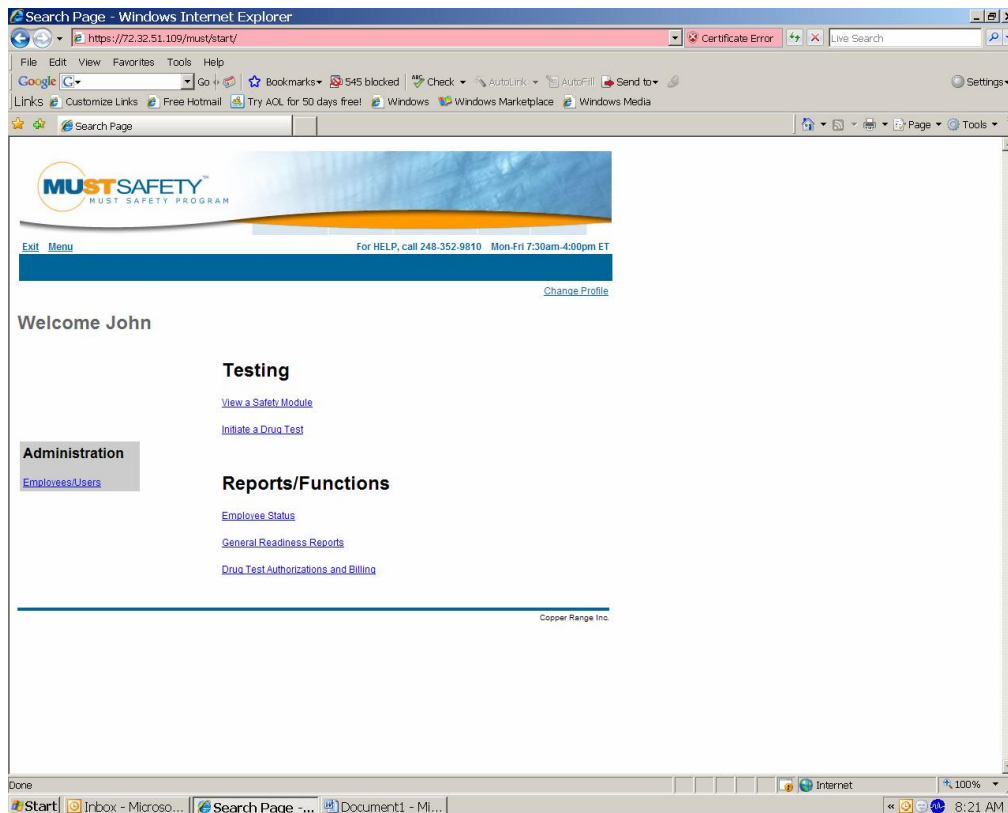
Menu Options Description:

1. **Employee/Users:** You are still required to add/update/delete an employee's profile. It is important to note that all employee/member information must now have each field completed fully (Address, Phone, Craft/Local, MUST Project, etc.). Fill out all fields and update as information changes. Please remember to remove an employee/member from your account or you will be responsible for any safety training and drug testing fees that incur.

2. **View a Safety Module:** Your employee/member will no longer access their safety training modules by viewing their report card. You can now access safety training modules that have not been completed, by clicking on this menu option. If you see under testing "View a Safety Module", members are authorized to take the Modules. If modules are not displayed, a Report Manager will need to add their employees to the account to take this training. You can take the training as early as 90 days prior to them expiring.

3. **Initiate a Drug Test:** You will NO LONGER need COC Forms; you will be Initiating a Drug Test from this Menu. A drug test authorization form must be generated and taken to an approved MUST collection facility. COC forms will now be located at approved MUST collection facilities and completed by a lab personnel based on the drug test authorization form. (see complete procedures for sending an individual for a drug test on following page)

4. **Employee Report Card:**   Where you can review an individuals Report Card. If you need to view more then one please add a comma after each individual's full ID.

5. **General Readiness Reports:** You will now run all your reports under the General Report. You can customize this by your selecting and sorting the header columns.

6. **Drug Test Authorization and Billing:** You now have the capability to view any drug tests that have been authorized by your account representative or company.

Procedures for sending an employee for a drug test

1.   Click on the menu option "Initiate a Drug Test" and enter the employee's SSN or MUST unique ID number.

2.   **Employer**: Please select which company the individual is employed with.

3.   **Bill To:** Please select who the Bill should go to. If you contribute into a drug testing fund, you will have the option to select the appropriate fund and bill that fund directly. If you believe you participate into a fund, but do not see the fund option displayed, please contact your fund administrator for verification and then contact the MUST Office. After verification by your fund, the MUST office will display this billing option on your account. (Please Note: Fund administrators will be charging a $30.00 re-invoicing fee for any tests incorrectly charged to a drug testing fund)

4.   **Reason for Testing**: If you select Random, Reasonable Suspicion/Cause, or Post Accident, an alcohol test is required and there will be an additional charge implemented.

o   Please review the drug test authorization to ensure accuracy. Click "Authorize Test" if all information is correct.
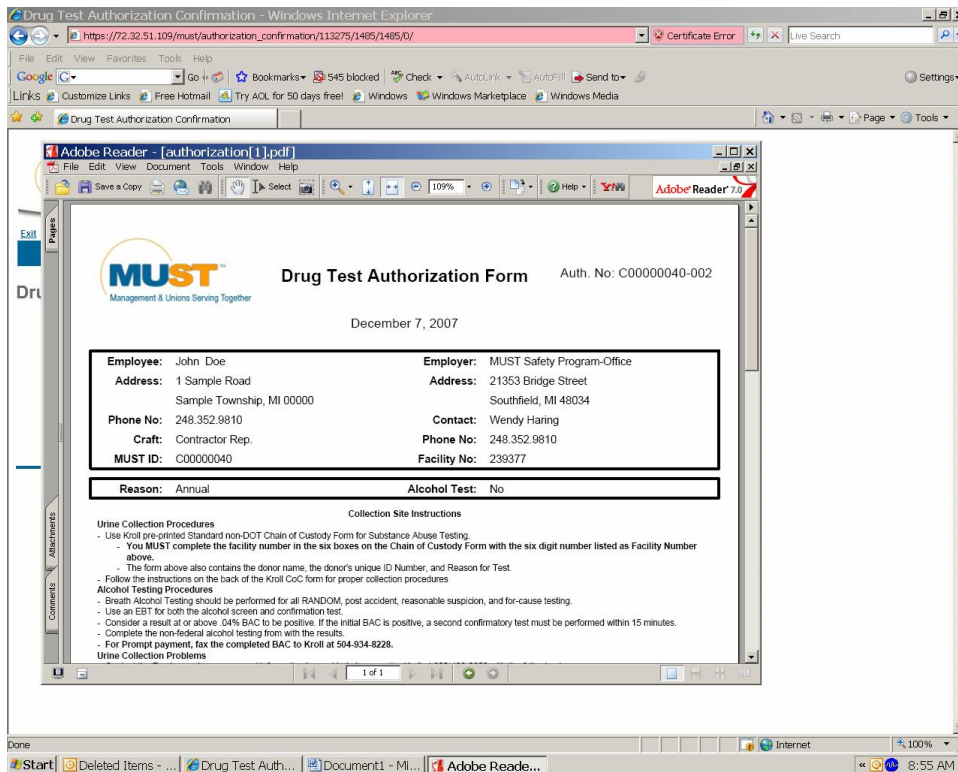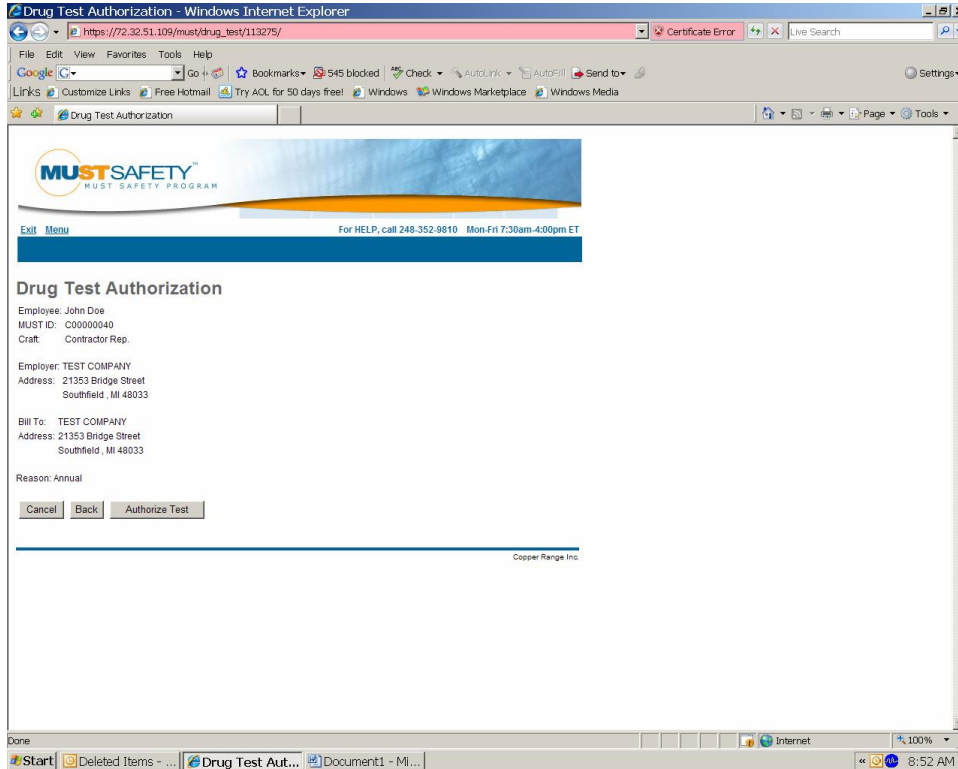
Reminder: The authorization form will now replace your chain of custody (COC) forms.

Helpful Printing Tips:
You have the option to print, email or fax this form directly to an individual to print.
If you experience any printing difficulties or need to reprint a form, go to the menu page and click on the option "Drug Test Authorizations and Billing". You will be able to print the same form again.   You can also view all your open authorizations as well as any drug tests that have been completed.