



Important Login Information

- **LAB ACCOUNT** - You must use the LAB ACCOUNT, not a personal account, to login to the Lab Center. An ASHI account assigned to a laboratory typically has a username consisting of a 5-digit number.
- **OTHER ASHI ACCOUNT** - If you are using a personal account (i.e., username and/or password assigned to an individual), you will not be able to proceed with your PT order. Using a personal ASHI PT account will not allow access to the ordering option in the Lab Center.
- **OBTAINING LAB ACCOUNT LOGIN** - If you do not know the username and/or password assigned to your laboratory for PT ordering purposes, contact the ASHI PT Coordinator at chartman@ashi-hla.org before proceeding.

Step-by-Step Guide for Placing PT Orders in the Lab Center

Go to the PT page of the ASHI website (<https://www.ashi-hla.org/page/PT>) and click the “PT Lab Center” link to access the Lab Center. Login with your **LAB’s** username and password.

ACCESS THE PT LAB CENTER TO:

- Place 2019 PT Orders
- Enter PT Results
- View Archived Performance and Summary Reports

After logging in, click drop-down arrow next to Orders.

To ensure your lab receives the correct number of modules for 2019, click “View Orders” first to see if any other orders were placed by your laboratory for the 2019 PT year. If no invoices are listed for 2019, select Place Order.

Click the Item name (in blue) - or the View button - for a detailed description of each item. **Please note:** Only 2019 items should be selected. If any other year appears on your list, please contact info@ashi-hla.org before proceeding.

Place Order

Cart (0)

	2019 AC HLA Antibody Screening/Identification & Crossmatching One AC order includes 2 shipments of AC samples for one calendar year. AC samples will be shipped in April and October. Each shipment inc...	Price: \$1,285.00 View
	2019 ACC Supplemental Whole Blood Volume (must be ordered with AC Module) One supplemental whole blood ACC order includes 2 shipments of ACC samples per calendar year. ACC samples will be shipped, along with AC...	Price: \$510.00 View

Select the 2019 modules - and quantity of each - you wish to order. **Please note:** A quantity of 1 means 2 shipments of that module will be shipped to your laboratory in one calendar year, typically 1 shipment in the spring and 1 in the fall. See the description for additional details, including the number of samples and ml contained in each module.

Item Options

Price: \$1,260.00

Quantity:

Do you want results for this module sent to CAP?:

Add Item

Description

One AC order includes 2 shipments per PT year - in April and October. Each shipment includes five 1.0 ml serum samples and two 8.0 ml whole blood samples in ACD.

These samples can be used to assess laboratory performance in HLA Class I and Class II serum screening/antibody detection, and HLA antibody identification and crossmatching (T-cells and B-cells).

If your laboratory is located in the United States or Canada and you wish to have your PT results sent to CAP, answer Yes to the CAP question for each modules' results you want sent to CAP.

Quantity:

Do you want results for this module sent to CAP?:

Add Item

Please note: Each laboratory answering Yes to the CAP question must download, print, sign, scan, and upload the signed CAP Release form to the appropriate section of the PT Lab Center. (See further instructions below.)

To Download a copy of the CAP Release form, select the CAP option on the Menu bar and choose "Release form". Proceed according to the instructions listed for downloading the form and uploading a signed copy to the PT Lab Center. Only one CAP form per laboratory is required to be on file in the Lab Center for each PT calendar year.

Home Orders Reports **CAP** Contact Us

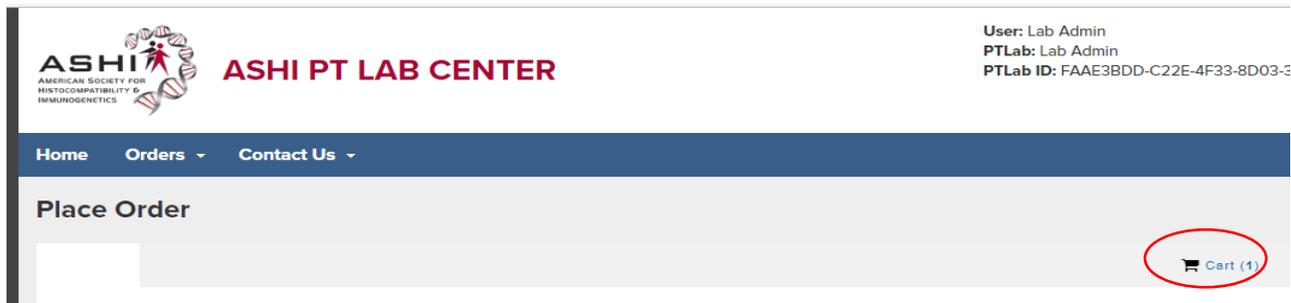
Dashboard

Release Form

To see the items currently in your cart, click Cart.

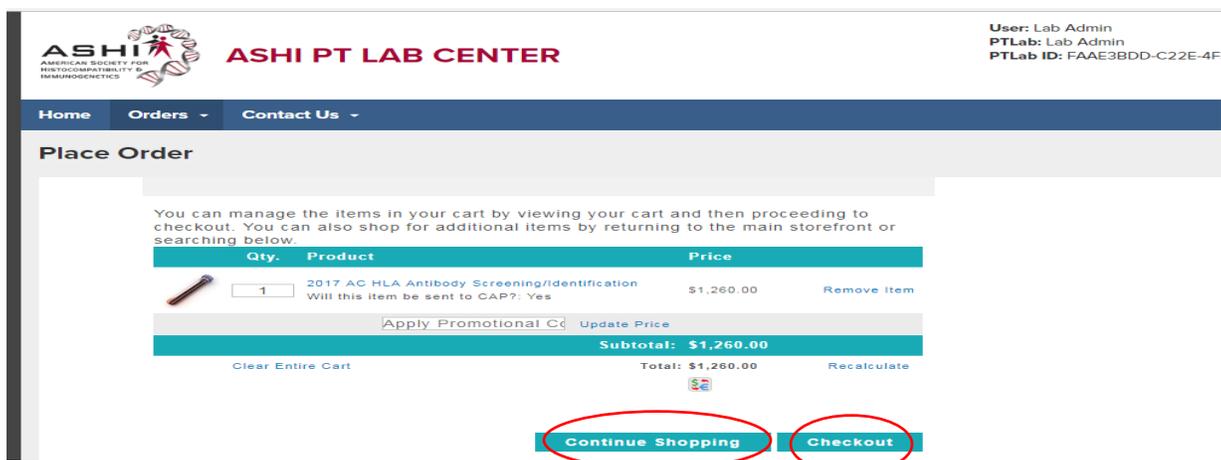
Review the items listed to ensure accuracy of your PT order.

Please note: Canadian laboratories and international laboratories will also need to review shipping charges for accuracy.

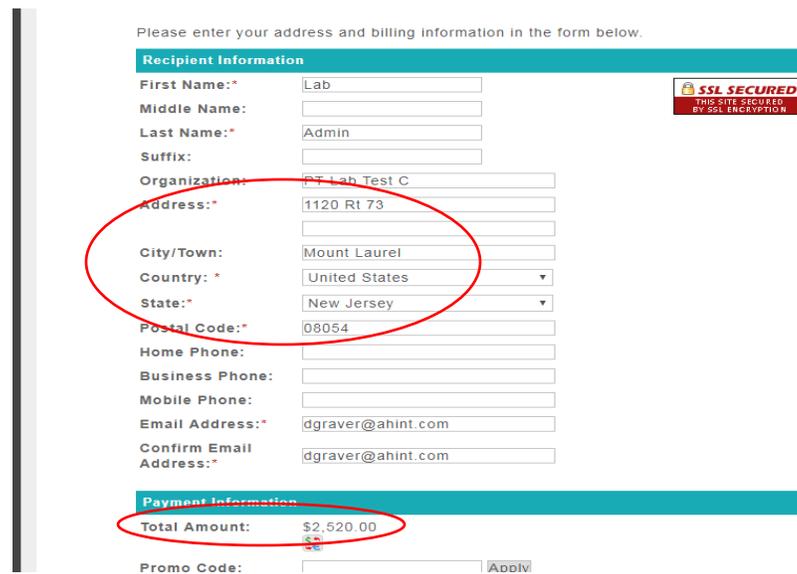


Click Continue Shopping to add more items.

Click Checkout to proceed to payment information.



Your PT order will be shipped to the address as it is listed on the Order/Checkout page so carefully review the lab address and update accordingly. It is the sole responsibility of the laboratory to provide the correct address to ASHI for shipping purposes.



The Total Amount listed on the address/payment page should include shipping charges if your laboratory is located outside the U.S.

Choose "Bill Me" if you are using a PO# (Purchase Order#), or are paying by check or wire transfer. If your order has already been issued a Purchase Order# by your institution, please include it in the PO field located under the billing address and phone number.

The screenshot shows a payment form with the following fields and options:

- Payment Type:** Radio buttons for "Bill Me" (selected) and "Credit Card".
- Card Type:** A dropdown menu.
- Card Number:** A text input field.
- Exp. Date:** A date selector (mm/yyyy).
- Check here if the billing address is the same as the recipient information.
- Name on Card:** Two text input fields.
- Organization:** Text input field with "PT Lab Test C" entered.
- Address:** Three stacked text input fields.
- City/Town:** Text input field.
- Country:** Dropdown menu.
- Location:** Text input field.
- Postal Code:** Text input field.
- Phone:** Text input field.
- PO:** Text input field, highlighted with a red circle. Below it is the text "Only Alphanumeric Characters Allowed".

A teal button labeled "Additional Customer Information" is located at the bottom of the form.

If paying by credit card, choose "Credit Card" and enter the credit card and billing information in the appropriate fields.

The screenshot shows the same payment form as above, but with the "Credit Card" radio button selected. The "Card Type", "Card Number", and "Exp. Date" fields are highlighted with a red circle.

Please note: The Location field is a required field in the Billing address section. U.S. labs can enter the name of their state. International labs can enter the name of their province, territory, etc.

The screenshot shows the "Additional Customer Information" section of the form. The "Location" field is highlighted with a red circle. Other fields include "Postal Code", "Phone", and "PO".

Once payment information has been entered, include any special comments in the "Additional Customer Information" section. **Please note:** Special comments or instructions should also be sent to info@ashi-hla.org to ensure the ASHI office is aware of any special requests at the time the order is placed.

The screenshot shows the "Additional Customer Information" section of the form. The teal button labeled "Additional Customer Information" is highlighted with a red circle. Below it is a text input field labeled "Please Enter Comments Below".

Click "Proceed to Confirmation" to continue processing the order.

Postal Code:**
Phone:**
PO: Only Alphanumeric Characters Allowed

Additional Customer Information
Please Enter Comments Below:

Proceed To Confirmation >>

After clicking Proceed, if you receive a message that says "Are you a member?...", the online system likely signed you out of your session automatically if you left the ordering page open or were called away to another task for a prolonged period of time.

To continue ordering, click "sign in" and re-enter the lab's username and password.

Place Order

You can manage the items in your cart by viewing your cart and then proceeding to checkout. You can also shop for additional items by returning to the main storefront or searching below. Promotional code only applies in specific instances. ASHI staff will provide you with a promotional code, if necessary.

ARE YOU A MEMBER?

You are not currently signed in. If you are a member, please [sign in](#) before proceeding.

There is nothing in your cart.

After entering the lab's login (username and password), uncheck the Remember Me box, so your computer does not "remember" you as the lab the next time you sign into the Lab Center.

Place Order

Welcome to the online community. Because of the built-in s accessing many site sections. If you are not a member of th community.

REGIONAL WORKSHOPS/ANNUAL M

In order to register for the Regional Workshops or Annual M

If you are not a current ASHI member or you would like to r membership, please click the Non-Member link below. Plea

If you would like to become an ASHI member before registe Become a Member button below. Becoming an ASHI membi you have been approved as an ASHI member, you will then

Become a Member

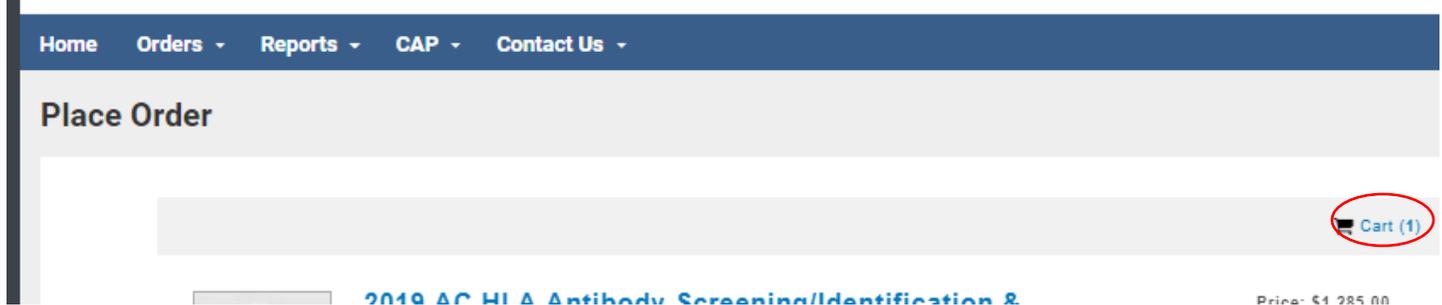
Non-Member Registr

LabUsername

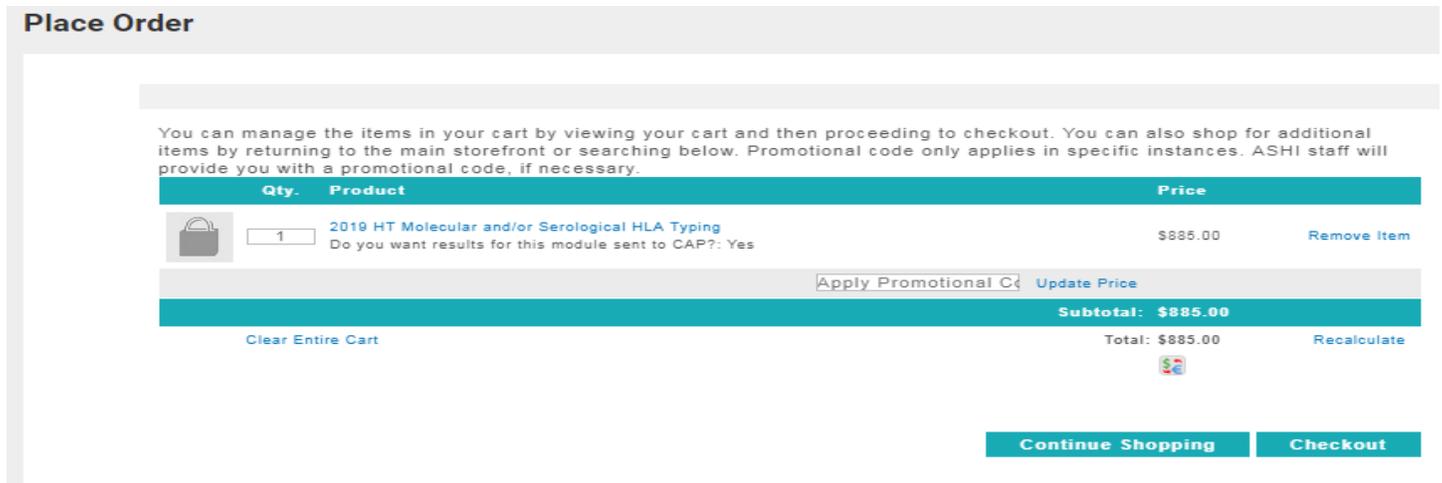
Remember Me

Sign In 

Before proceeding with your order, click the Cart to see if any items were carried over from your last session.



Review the list of items in the cart and proceed accordingly. "Continue Shopping" will allow you to add more items.



You can manage the items in your cart by viewing your cart and then proceeding to checkout. You can also shop for additional items by returning to the main storefront or searching below. Promotional code only applies in specific instances. ASHI staff will provide you with a promotional code, if necessary.

Qty.	Product	Price
1	2019 HT Molecular and/or Serological HLA Typing Do you want results for this module sent to CAP?: Yes	\$885.00

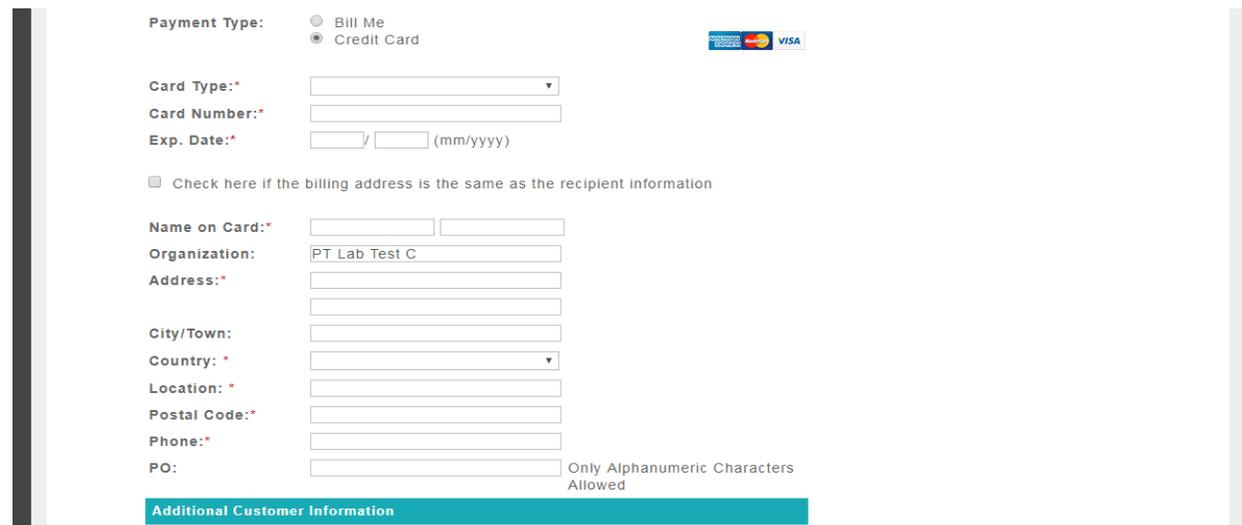
Apply Promotional Code Update Price

Subtotal: \$885.00
Total: \$885.00

Clear Entire Cart Recalculate

Continue Shopping Checkout

Selecting "Checkout" will take you to the Address and Payment page. Information on this page may not have carried over from the expired session so please review and make the necessary updates to the payment information.



Payment Type: Bill Me Credit Card

Card Type:*

Card Number:*

Exp. Date:* / (mm/yyyy)

Check here if the billing address is the same as the recipient information

Name on Card:*

Organization:

Address:*

City/Town:

Country: *

Location: *

Postal Code:*

Phone:*

PO: Only Alphanumeric Characters Allowed

Additional Customer Information

Click "Proceed to Confirmation" after making the necessary updates. The confirmation page allows you to review and/or edit information as needed before submitting the order.

To edit, click the page icon on the top left of the section you wish to edit.

Please enter your address and billing information in the form below.

Before finalizing your order, please verify the information below. Then click the "Complete Order" button to complete the checkout process.

 Recipient Information

First Name: Scott
Middle Name:
Last Name: Stoll
Suffix:
Address: Histocompatibility Lab; Room 1-252
5777 E. Mayo Blvd.
City/Town: Phoenix
Location: Arizona
Postal Code: 85054
Country: United States
Organization: Mayo Clinic Arizona
Home Phone:
Business Phone:
Mobile Phone:
Email Address: stoll.scott@mayo.edu



 Payment Information

Bill To Name: Marisa Hanson
Organization: Mayo Clinic Arizona
Address: 13400 E. Shea Blvd.
City: Scottsdale
Location: Arizona
Postal Code: 85259
Country: United States
Phone: 480-301-4002
PO: MCH010719

 Additional Customer Information

Billing contact email: Hanson.Marisa@mayo.edu

To submit the order, click Complete Order.

Postal Code: 05209
Country: United States
Phone: 480-301-4002
PO: MCH010719

 Additional Customer Information

Billing contact email: Hanson.Marisa@mayo.edu

Qty.	Product	Price
1	2019 HT Molecular and/or Serological HLA Typing Do you want results for this module sent to CAP?: Yes	\$885.00
Subtotal:		\$885.00

Grand Total: \$885.00 [Edit Cart](#)

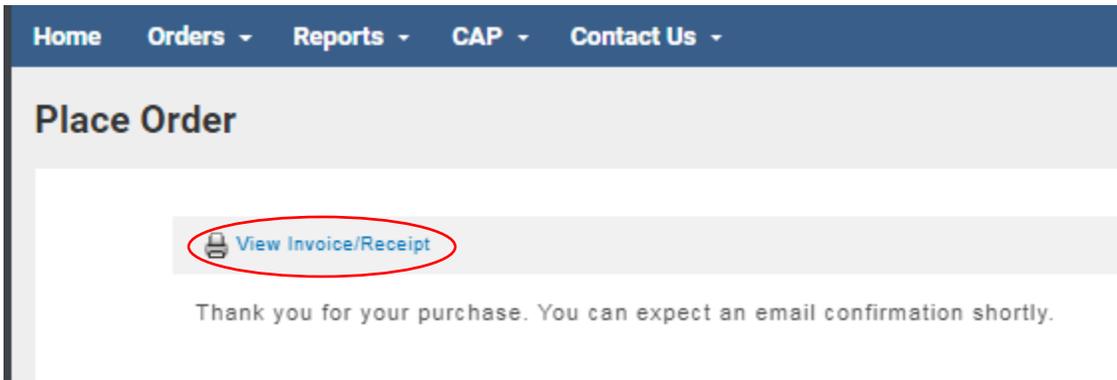


Complete Order

If you receive a "blank" page after selecting Complete Order, you may have to use the scroll bar to go to the top of the page and view the Invoice.



To print or save a copy of the invoice, click on View Invoice/Receipt.



The screenshot shows a navigation bar with 'Home', 'Orders', 'Reports', 'CAP', and 'Contact Us'. Below the navigation bar is a large 'Place Order' heading. A button labeled 'View Invoice/Receipt' with a printer icon is circled in red. Below the button, a message reads: 'Thank you for your purchase. You can expect an email confirmation shortly.'

Click the Log Out button to fully out of the LAB Account PT Ordering session.



The screenshot shows the top of the website. On the left is the ASHI logo (American Society for Histocompatibility & Immunogenetics) and the text 'ASHI PT LAB CENTER'. On the right, user information is displayed: 'User: Lab Admin', 'PTLab: Lab Admin', and 'PTLab ID: FAAE3BDD-C22E-4F33-8D03-3EDE538D2CF'. A 'Log Out' button is circled in red. Below this is a navigation bar with 'Home', 'Orders', and 'Contact Us', and a 'Place Order' button.

Further Payment Information

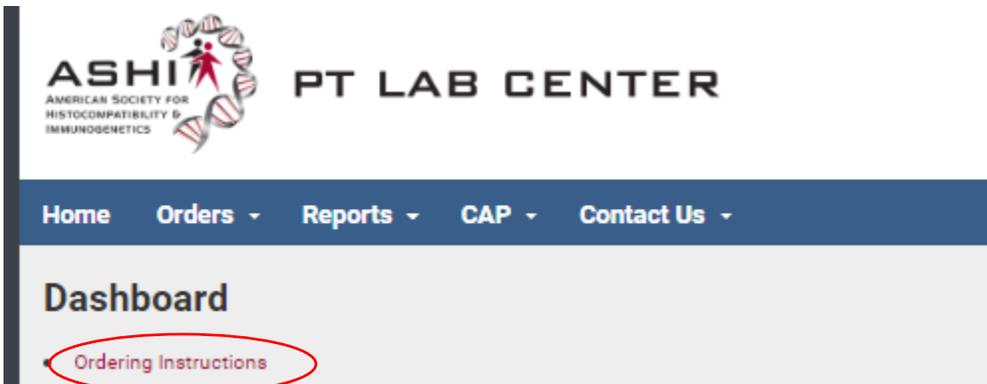
PO

If your laboratory selected the Bill Me option and will be using a PO# as part of the process, please forward a copy of the invoice with the PO# to your accounting department for payment after completing your PT order.

***Wire Transfer**

If paying by Wire Transfer, please be sure to include a \$25 wire fee with payment.

For wire payment account details, log into the PT Lab Center and select "Ordering Instructions". Payment details for wire transfers are on the last page of the Ordering Instructions posted in the PT Lab Center.



The screenshot shows the ASHI logo and 'PT LAB CENTER' text. Below is a navigation bar with 'Home', 'Orders', 'Reports', 'CAP', and 'Contact Us'. The main heading is 'Dashboard'. A link labeled 'Ordering Instructions' is circled in red.