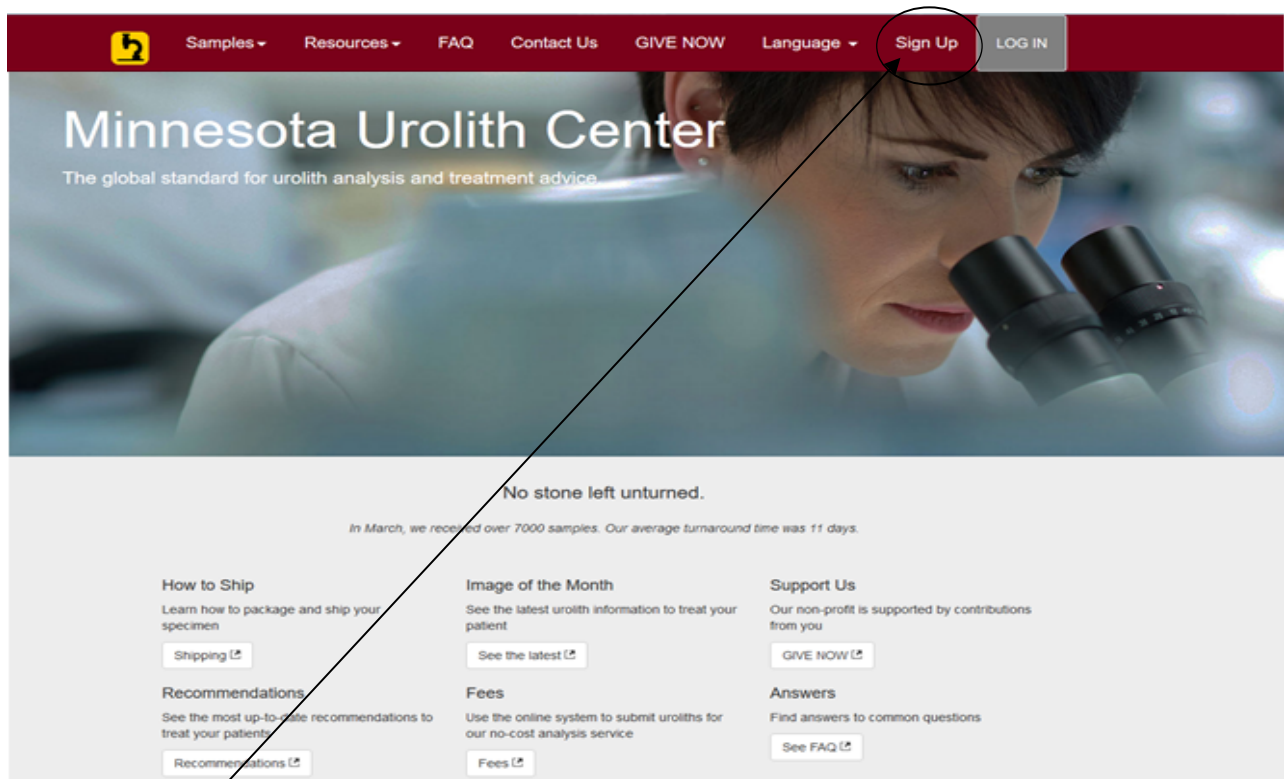


### Overview

To access our online submission and results retrieval program your clinic will need to set up a user name and password. Each clinic can have multiple users that can access the account to enter information and retrieve results. When you submit the sample information online a packing slip with the patient information and our laboratory address is generated for you to send with the sample to our lab. Your clinic will receive email notification when the sample information is submitted, when the sample is received in our laboratory, as well as the completed results with recommendations. You can also log into the system to see when the samples have arrived and view/print results and recommendations at your convenience.

### Setting up a user account

You will need to create a user account to login and access your submissions and results. Go to our login screen – urolithcenter.org



Select "Sign Up"

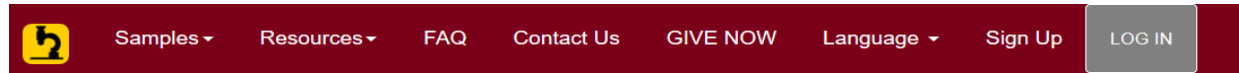
Four options are available for account setup:

- Option 1 – I know my clinic ID.
- Option 2 – I do not know my Clinic ID. I need to look it up.
- Option 3 – I want to create a brand new Clinic ID (Applies ONLY if you have never submitted samples before. Look up your clinic using the button above.)
- Option 4 -- I am a pet owner and do not work at a veterinary clinic.

### Option 1

- I know my clinic ID.

**\*\*If your clinic has ever submitted samples to us in the past via mail or online, you will have a clinic ID. You can find this on previous urolith reports at the top by your clinic name. If you are unable to find your clinic ID – please choose the second option to look up your clinic id or email us at support@urolithcenter.org.**



## Set up Account

First, choose one of the following options:

*To use our online system, you must have a Clinic ID.*

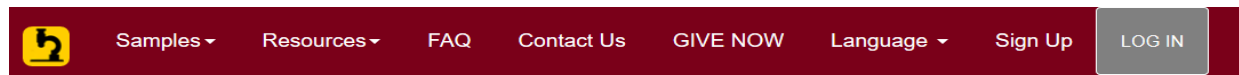
- I know my clinic ID.
- I do not know my Clinic ID. I need to look it up.
- I want to create a brand new Clinic ID. (Applies ONLY if you have never submitted samples before. Look up your clinic using the button above.)
- I am a pet owner and do not work at a veterinary clinic.

Next

**Enter your clinic id** – This is the 5 digit code at the top of urolith results after the clinic name.

**Enter your postal code**

**Select Country** – if outside the United States.



## Confirm Clinic ID

Clinic Details

Clinic ID

111XX

Postal Code\*\*

12345

*\*\* If your country does not have postal codes, leave this blank. Otherwise it is required.*

Country

United States

Next

Enter the information and **Select** → **NEXT**.

This is the last page of user setup. The top section shows your 5 digit clinic id, clinic fax and email address, if on file.

Clinic ID Verified: I Kitty Clinic, Anytown, United States

## Create a New User Account

**Clinic Details**

ID: 111XX  
Fax: 8230000000  
Clinic Email - where results will be sent: Youremail@hotmail.com

*If you would like to modify your clinic information, you may do so in the 'My Clinic' section after you log in.*

**User Details**

Email (Please use your email. This will be used for password resets and login only -- results will be sent to main clinic email)  
Note: emails with uppercase letters will be automatically converted to lowercase. For example, ABC@xyz.com will be converted to abc@xyz.com.

Use only lowercase letters

First Name

Last Name

Password

Confirm Password

Language  
English

I am the clinic owner or employee of the above business. I am authorized to access and view urolith analysis reports for the purpose of patient care. I am authorized to access and modify clinic information for report transmission. I understand that if I am not an employee of the above company, accessing and modifying these records violates this site's terms of use. I agree to this site's terms and conditions.  
[Terms and Conditions](#)

I would like to receive important news and updates from the Minnesota Urolith Center via email (1-4 times/year).

I agree to have the Minnesota Urolith Center share my email address with Hill's Pet Nutrition in my country in order to receive newsletters, and invitations to educational conferences and webinars from Hill's via email.

Submit

**Enter User Details:** The email address you enter will be your user name. Enter your password – case sensitive. Please select the box that confirms you are the clinic owner or employee and have read the **Terms and Conditions** statement.

**Select → SUBMIT** You have successfully set up your user account.

You will then be returned to the initial log-in screen. You will now need to enter your user name and password to log-in to the system.

## Option 2

- I do not know my Clinic ID. I need to look it up.

### Look up Clinic

Enter at least 3 characters of your clinic name – see example below.

Enter your zip/postal code

Select your country

Is the clinic listed your clinic?

If yes, and you want to use the associated email listed to login - but do not know the password – use **the recover password** link to have a temporary password emailed to that email address.

If yes and you want to setup a new login username and password - Select the **Use this Clinic** link under actions and you can create a new login username and password for your clinic.

**If your clinic is not listed** – you can search again – or choose option 3 – I need to create a new Clinic ID/Account.

### Option 3

- I want to create a brand new Clinic ID. (Use this option only if you are a brand new clinic or have never used our laboratory, or if you have searched for your clinic and do not find it listed.)

First, choose one of the following options:

To use our online system, you must have a Clinic ID.

- I know my clinic ID.
- I do not know my Clinic ID. I need to look it up.
- I want to create a brand new Clinic ID. (Applies ONLY if you have never submitted samples before. Look up your clinic using the button above.)
- I am a pet owner and do not work at a veterinary clinic.

Next

You will be taken to the **Create Clinic Account** screen where you will enter your clinic and user information.

**Create Clinic Account**

Clinic Details

Organization type: Select

Clinic Name: [Text Field]

Address 1: [Text Field]

Address 2: [Text Field]

City: [Text Field]

State/Province: [Text Field] (Use 2 digit state abbreviation in US)

Postal Code: [Text Field]

Country: Select

Phone: [Text Field]

Fax: [Text Field]

Clinic Email Communication

Clinic Email - where results will be sent: [Text Field] *Important: Email address(es) entered in this box should be authorized for receiving private medical record information. Modifying, adding, or removing emails in this field will alter the recipient of future medical record information.*

Email Notification Language: English

I agree to have the Minnesota Urolith Center share my clinic email address(es) with Hill's Pet Nutrition in my country in order to receive newsletters, and invitations to educational conferences and webinars from Hill's via email.

User Details

**First Name**

**Last Name**

**Email**

**Language**

**Password**

**Confirm Password**

I am the clinic owner or employee of the above business. I am authorized to access and view urolith analysis reports for the purpose of patient care. I am authorized to access and modify clinic information for report transmission. I understand that if I am not an employee of the above company, accessing and modifying these records violates this site's terms of use. I agree to this site's terms and conditions.  
[Terms and Conditions](#)

I would like to receive important news and updates from the Minnesota Urolith Center via email (1-4 times/year).

I agree to have the Minnesota Urolith Center share my email address with Hill's Pet Nutrition in my country in order to receive newsletters, and invitations to educational conferences and webinars from Hill's via email.

*Please note: The e-mail used here can be the same or different than the clinic e-mail above. This e-mail is collected as a unique username for login purposes and password resets. This is not the e-mail where urolith analysis results will be sent (unless it is the same as the clinic e-mail).*

*Note: emails with uppercase letters will be automatically converted to lowercase. For example, ABC@xyz.com will be converted to abc@xyz.com.*

Fill in the **Clinic Details** section. If you want the results emailed to more than one email address, each email address must be separated with a comma and a space.

**Enter User Details:** The email address you enter will be your user name. This is a unique field and cannot be used for more than one user. Enter your password – case sensitive. Please read the **Terms and Conditions** statement. Select the box for site use terms and conditions.

**Select → SUBMIT** You have successfully set up your user account.

You will then be returned to the initial log-in screen. You will now need to enter your user name and password to log-in to the system.

#### Option 4

- I am a pet owner and do not work at a veterinary clinic.

h
Samples ▾
Resources ▾
FAQ
Contact Us
GIVE NOW
Language ▾
Sign Up
LOG IN

## Set up Account

First, choose one of the following options:

*To use our online system, you must have a Clinic ID.*

I know my clinic ID.

I do not know my Clinic ID. I need to look it up.

I want to create a brand new Clinic ID. (Applies ONLY if you have never submitted samples before. Look up your clinic using the button above.)

I am a pet owner and do not work at a veterinary clinic.

If you select this option - you will receive this message:

We are sorry but we do not accept submissions directly from pet owners. You, in partnership with your veterinarian, are the best team to determine patient management based on your pets individual medical concerns. Please contact the veterinary team managing the health care of your pet to submit a sample for analysis.