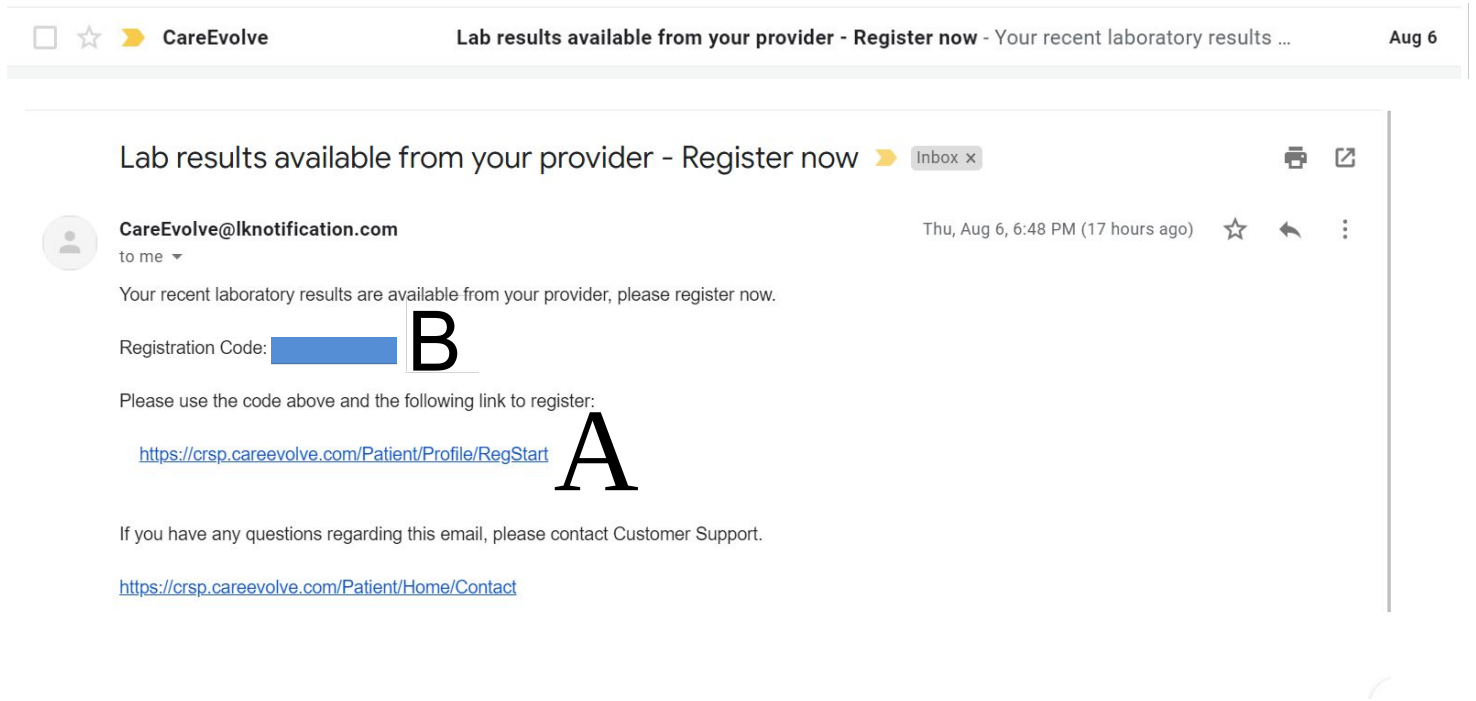
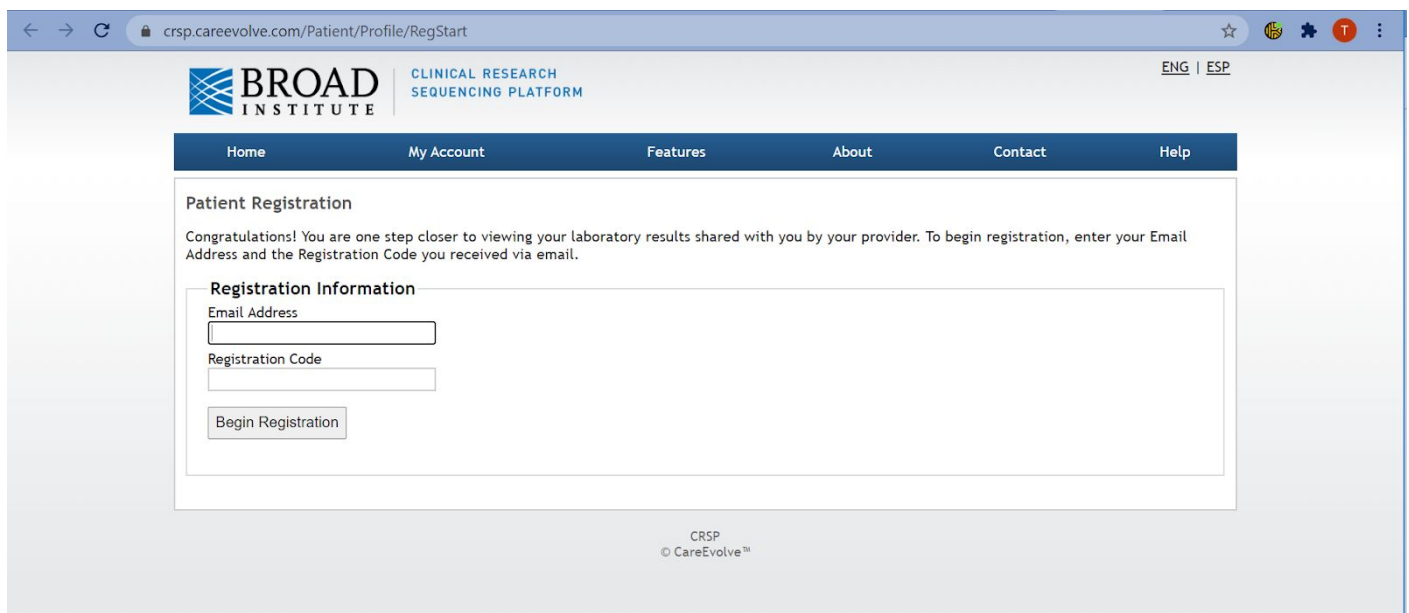


COVID-19 Staff Results Guide

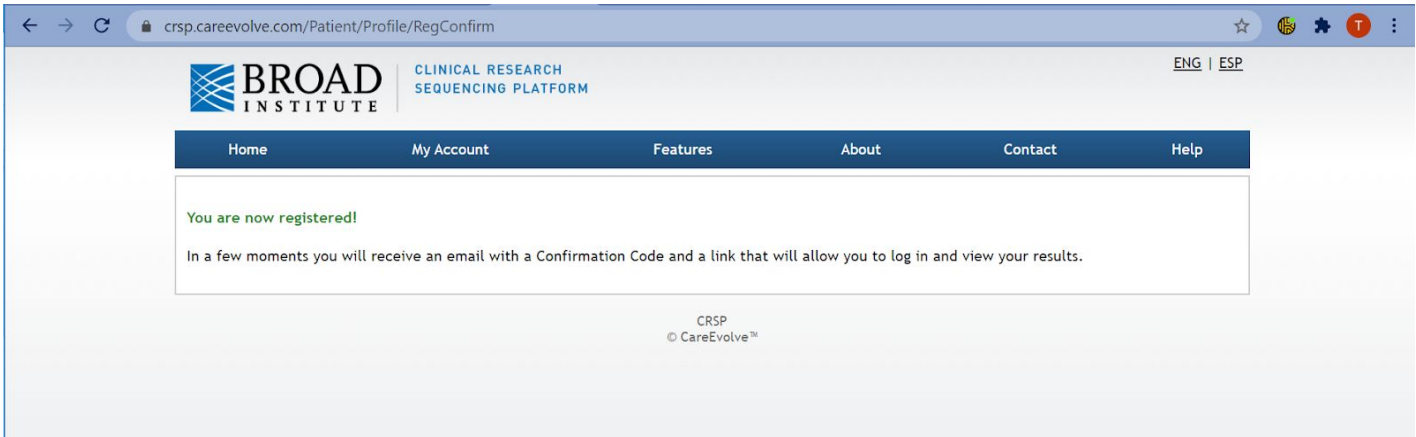
STEP 1 : Each staff member will receive an email from CareEvolve that contains instructions to make an account & view their own negative test result. This initial email will look like the following subject line & contents. Please click on the 1st link **(A)**.



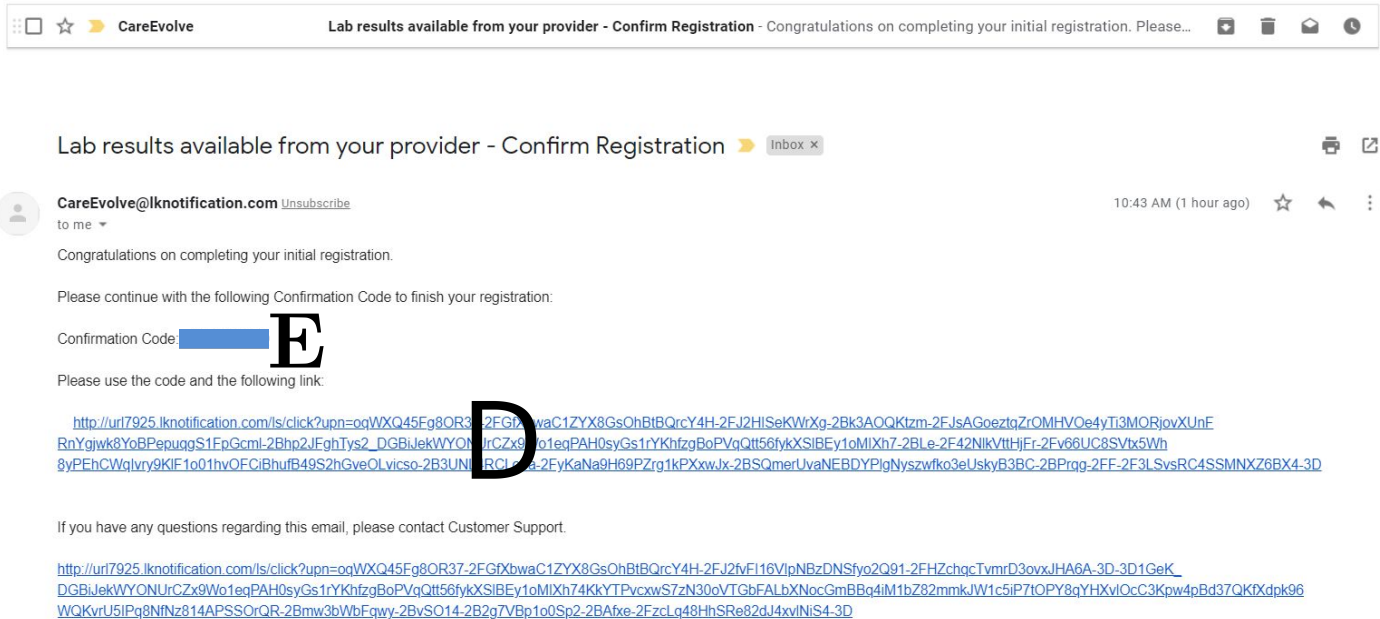
STEP 2: Link (A) will bring you to the following page. On this page please enter your email & the Registration Code **(B)** provided in the initial email from CareEvolve.



STEP 3 : Once you enter the Registration Code & your email, you will see the following webpage, and you will receive another email asking you to confirm your registration.



STEP 4 : The confirmation email subject line and email contents will look like the following. Please click the first link **(D)**.



August 7, 2020

STEP 5 : This link will bring you to the page below, where you should enter the Confirmation Code (**E**, in the email from Step 4) & check the “I’m not a robot” box. You will then be prompted to enter your personal information for your account & to create security questions/a password. Once completed, you will be able to view your negative test results.

