Proficiency Testing
PO’s, Paper Forms, and Problems Logging in

1. PO’s
Supplying a Purchase Order number or submitting a copy of an order form to ASHI is not the same as submitting a PT Order. PT orders must be submitted online in the NEW PT Lab Center using your lab’s main account or they won’t be registered for the 2018 PT year.

2. Paper forms
Unless your lab is new to the ASHI PT program, your lab’s PT order should be placed online in the new PT Lab Center. Placing your order online will generate an invoice that can be supplied directly to your Accounting or Purchasing Department.

3. Problems logging in
   a. If you do not have your Lab’s login information, please contact Cheryl Hartman by email at chartman@ashi-hla.org. Please include the name of your lab in your email.

   b. “Place Order” option is missing
PT orders must be placed using your Lab’s main account since personal accounts cannot access the “Place Order” option in the new PT Lab Center. If you don’t know your lab’s main account username and password, please contact Cheryl Hartman by email at chartman@ashi-hla.org. Please include the name of your lab in your email.

   c. Can’t Login/Logout
When logging into the new PT Lab Center, you are logged into two sites simultaneously - the new PT Lab Center and the ASHI website - because the two sites are linked. To logout completely, you must logout of both accounts by taking the following steps:
   - Logout of PT Lab Center
   - Open a new tab
   - Go to the ASHI site: www.ashi-hla.org
   - Click “Sign Out” - found next to the Search field at the top of the ASHI page

4. Need help Ordering Online
Please refer to the step-by-step instructions provided when you received your login information. If you are still experiencing an issue, please send a screenshot of the issue and the name of your lab to Cheryl Hartman at chartman@ashi-hla.org.