



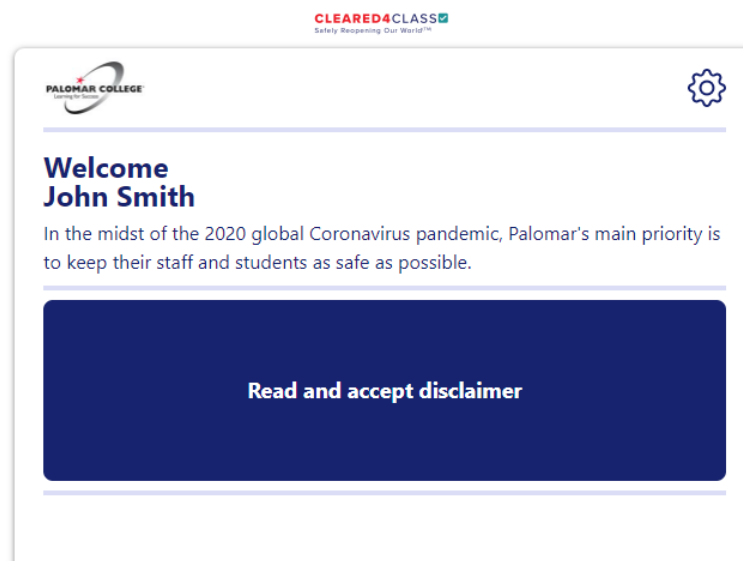
HOW TO SUBMIT COVID-19 TEST RESULTS THROUGH CLEARED4

INSTRUCTIONS

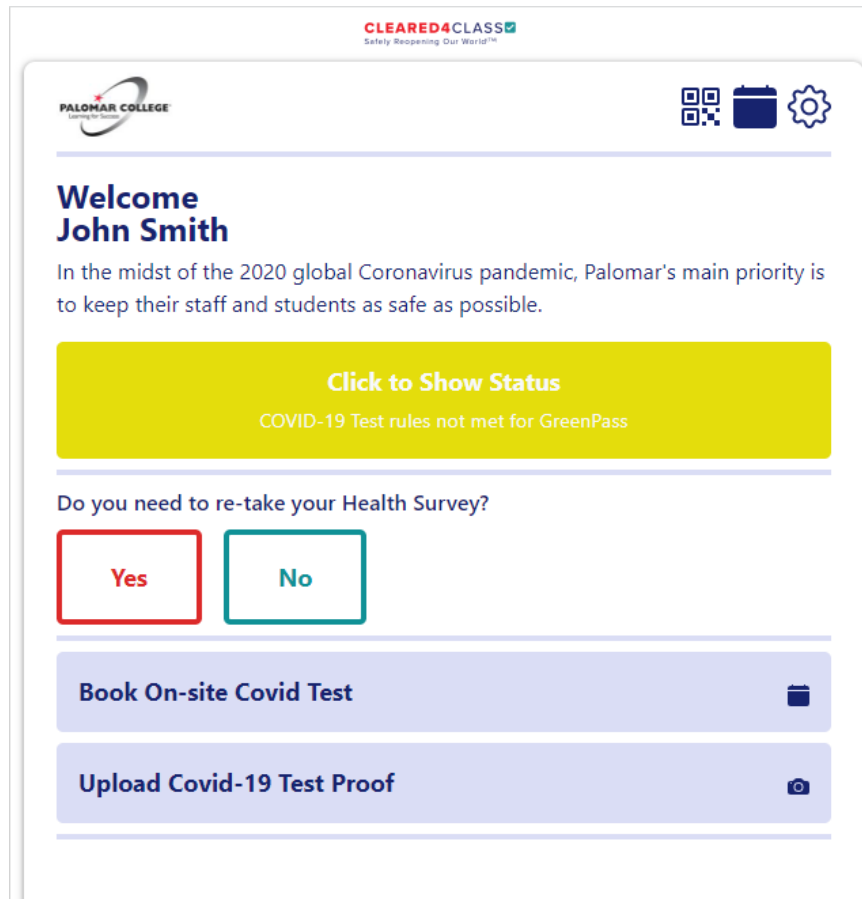
These instructions provide the steps to submit your third party COVID-19 test results in the Cleared4 system. This process is intended for use when you are unable to be tested during the testing hours onsite at the main campus or one of the education centers, or when the testing sites are closed during winter and spring break.

STEP	Instructions
1)	Log into Biocept Cleared4 using your unique link. Please check your palomar.edu email for your link. If you are unable to find your unique link, please contact helpdesk@palomar.edu to receive your link.

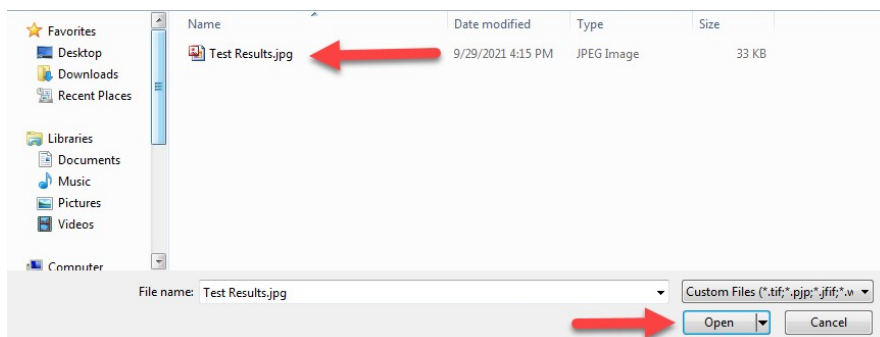
STEP	Instructions
2)	Read and accept the disclaimer on the login page if prompted to do so.



STEP	Instructions
3)	Select Upload Covid-19 Test Proof to attach your test results. Make sure you have a photo of your test results close at hand.



STEP	Instructions
4)	When prompted to do so, select your testing documentation and select open.



STEP	Instructions
5)	Populate the Test name, Covid result, Test type, Sampled date, and Result date. Although optional, please include the Lab name. Please do not include any special characters (ex, %^\$#@). Select Add when complete.

The screenshot shows a web form with the following fields and values:

- Test name***: Covid-19 Test
- Covid result***: Negative
- Test Type***: PCR
- Sampled date***: 09/29/2021 04:05 PM
- Result date***: 09/29/2021 04:05 PM
- Lab name**: Enter lab name
- Button**: Add

STEP	Instructions
6)	Upon successful upload of your test results, select Ok. If you have opted in to receiving notifications, you may receive an email or SMS upon approval of your test results.

