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## Getting Started

- 1. Invitation to Register:** You will receive an email invitation to register from [donotreply@testedandprotected.org](mailto:donotreply@testedandprotected.org). Please check your spam folder.
- 2. Creating Your Account:**
  - Click on the **link** in your email to setup your account or navigate to **testedandprotected.org** and click **login** at the top right of the page.
  - Click **Sign up now**, below the Sign in button to setup your account.
  - Enter your **email address** and **invitation code** you received in your email.
  - Create your own password.
- 3. Two-factor Authentication:** Enter your phone number. Click either Send Code or Call me.
  - **Send Code:** The service will text you a verification code. Enter the code online to complete verification. Click Send Another Code if needed.
  - **Call Me:** The service will call your number. Answer the call and push the # key to complete verification.
- 4. Registration is Complete:** You will now be directed to the Midwest Coordination Center homepage. Navigate to the resources tab to view helpful User Guides and How-to videos. To login again, navigate to [testedandprotected.org](https://testedandprotected.org) and click login.

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**First time Site Administrators:** Following account activation, you will be directed to the organization registration process. Registration is only required once.

**Note:** Site Administrators may not invite users or add Sampling Sites until the contract is signed and registration is complete. If registration is not complete, you will be prompted to continue the registration process upon login.

- 1. Site Administrator Information:** Review and verify the Site Administrator information. Click **Next**.

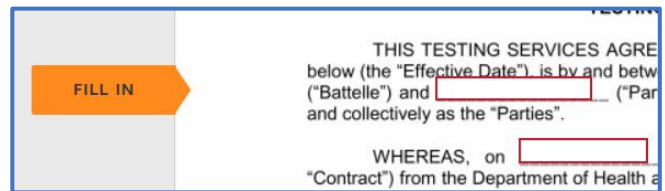
2. **Organization and Contact Information:** Review and update the Organization and Primary Contact Information. Click **Next**.
3. **Sign and Submit:** Review the DocuSign Contract instructions. Provide the First and Last Name and email of the Signing Authority for the organization. You may enter yourself or another individual as the Signing Authority. Check the box for confirmation. Click **Submit**.

### DocuSign: Midwest Coordination Center Testing Services Agreement

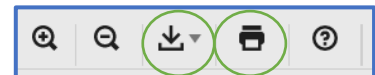
1. The Signing Authority will receive an email from DocuSign with the subject line Midwest Coordination Center Testing Services Agreement. Click the **Review Document** button. You will be directed to review the agreement in a browser window.
2. **Check the box** to agree to use electronic records and signatures and click **Continue**.



3. Click the orange **Start** button and follow the Fill In arrow to identify the required information outlined in red. Type in the required information and complete your signature.



4. Click **Finish** when complete.
5. It is not required to create a DocuSign account. Download or print the signed document using the **Download** or **Printer** icons at the top of the page.



6. The Authorized Signer will receive a confirmation email with a copy of the signed agreement upon completion.