

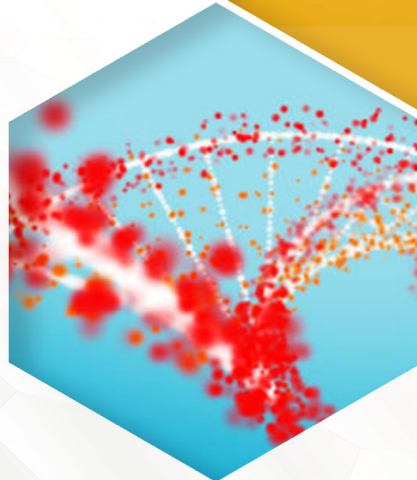
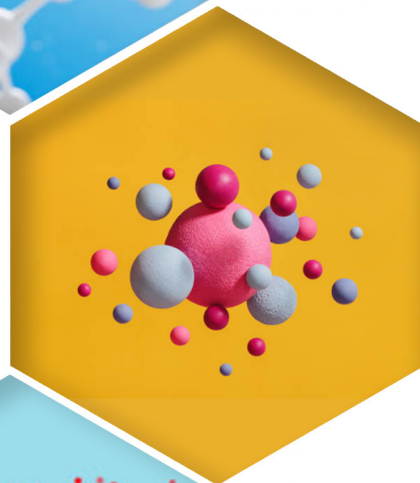
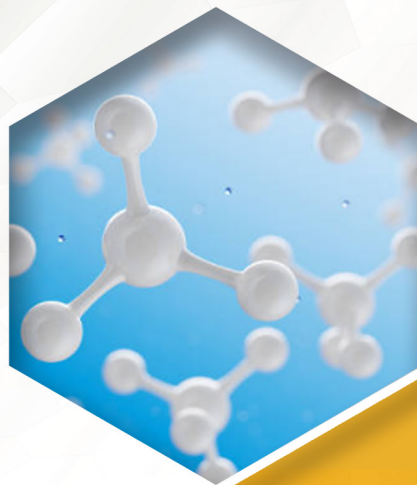


LABORATORY FIELD SERVICES

SEARCH AND LINK SITE

ONLINE APPLICATION SYSTEM
USER MANUAL

version 10.2020

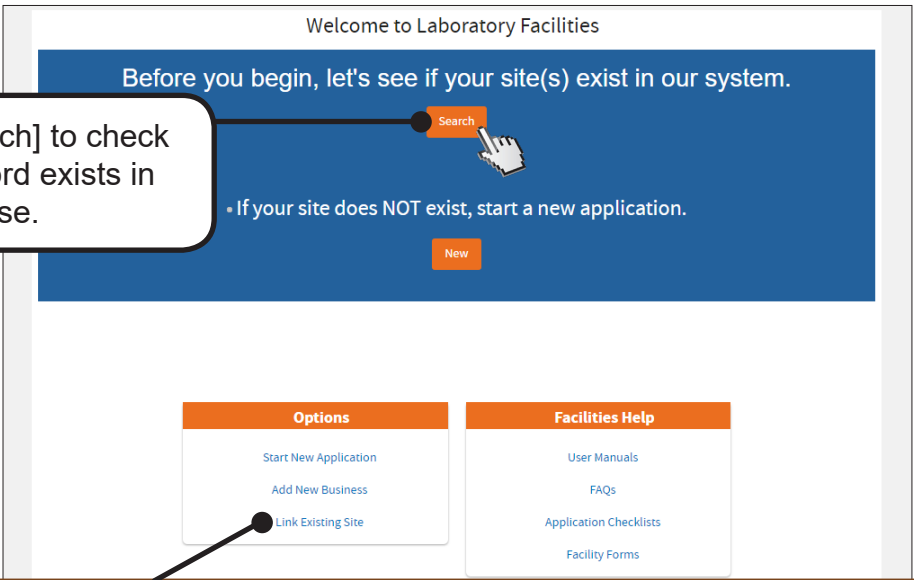


SEARCH AND LINK YOUR SITE

Link your Testing Site to your account before you can submit an application online.

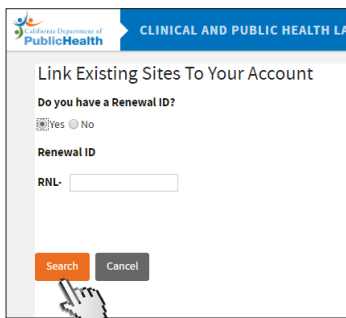
Do not click [New] at this point to avoid delays or additional fees.
If your State ID is not found in the search results contact LFScc@cdph.ca.gov

1 Click [Search] to check if your record exists in our database.

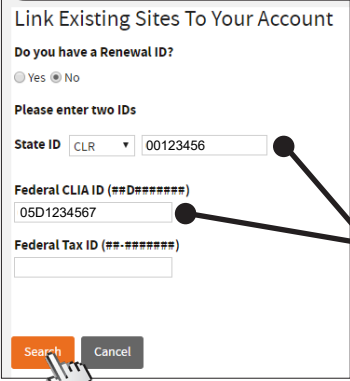


You will only see this screen the first time you log in. Clicking “Link Existing Site” under “Options” will also search and link your Testing Site.

2 a If you have a Renewal ID, enter it here, and click [Search]. Otherwise, click [No].



2 b If you do not have a Renewal ID, enter at least two IDs:
→ State ID
→ CLIA ID
→ Tax ID
Then click [Search].



In this example, we are searching using the State ID and CLIA ID.

Check carefully if the result is your facility. DO NOT link if it's not.

Link Existing Sites To Your Account

Do you have a Renewal ID?
 Yes No

Please enter two IDs

State ID

Federal CLIA ID (##D#####)

Federal Tax ID (##-#####)

Search Results

Legal Business Name	Address
SIMPLE CLINIC	850 MARINA BAY PKWY
Ownership Type	BLDG P
NonProfit	RICHMOND, CA, 94804-6403
	CONTRA COSTA, USA

In this example, we searched using the State ID and CLIA ID.

3 Click the [Link Site] button to link this site to your account. If this is a primary site, all of its secondary sites will be linked jointly to your account.


Confirmation

Are you sure you want to link to this site?

4 Click [Yes] to link this site to your account. Then, click [No] if you have no other facilities to link.

Welcome to Laboratory Facilities

My Business - Select a business to begin renewal



SIMPLE CLINIC 22-2222222

Options


- [Start New Application](#)
- [Add New Business](#)
- [Link Existing Site](#)

Facilities Help

- [User Manuals](#)
- [FAQs](#)
- [Application Checklists](#)
- [Facility Forms](#)

5 Click the linked Business name to view the Testing Site(s).

Click any tab to view more information.



Business Name
SIMPLE CLINIC

Federal Tax ID
22-2222222

License Summary

Business Information

Ownership Information

Laboratory Testing Site(s)

Incomplete Laboratory Testing Sites

Active Licenses

State ID	Testing Site Name	License Type	Issue Date	Effective Date	Expiration Date	Actions
CLR- 00123456	SIMPLE CLINIC PRIMARY SITE	Registration	Mar 11, 2019	Mar 11, 2020	Mar 10, 2021	<div style="background-color: #0070c0; color: white; padding: 2px; display: inline-block;">Add Secondary Site</div> <div style="background-color: #0070c0; color: white; padding: 2px; display: inline-block;">Print License Certificate</div>

Options

- [Start New Application](#)
- [Print License Certificate](#)
- [View Shopping Cart](#)

Facilities Help

- [User Manuals](#)
- [FAQs](#)
- [Application Checklists](#)

-END-

For more information, please visit the LFS website:
www.cdph.ca.gov/LFS
 Go to "Laboratory Facilities."