

# DAILY CHECK-IN INSTRUCTION SHEET

Daily check-in's for drug test appearance are available by phone or on the web. Failure to check in will be tracked in the system as a missed test. Below are instructions on how to check-in by phone or internet. Both options are available in English and Spanish. Be sure to have your Call-In Code/PIN available when checking in. This code is provided to you by your testing facility. **The same code may be used for phone or web check-in.**

## PHONE CHECK-IN INSTRUCTIONS

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DIAL: (800) 494-1250

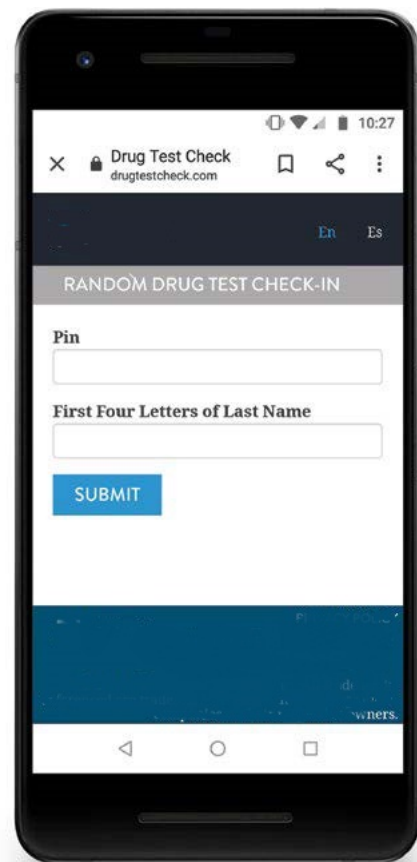
- When prompted, enter the Call-In Code
- Press #
- Verify the first four (4) letters of your last name, or fewer letters if under four (4) in length
- Press #
- The system will indicate if you are required to test
- Instructions are for the current day only – **you must check-in each day**

## WEB-BASED CHECK-IN INSTRUCTIONS

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<https://www.drugtestcheck.com/>

- Open an internet browser
- Enter **drugtestcheck.com**
- Enter your assigned Pin number
- Verify the first four (4) letters of your last name, or fewer letters if under four (4) in length
- Hit the Submit button
- The system will indicate if you are required to test
- Instructions are for the current day only – **you must check-in each day**



FOR MORE INFORMATION, CONTACT YOUR DRUG TESTING COORDINATOR.