

PHEL Orders and Reporting

How to Create an Account

Step 1: Identify within your facility who needs access to test ordering only, and who will need access to BOTH test ordering and viewing results. This is entirely up to you and your patient data access policies.

Step 2: Once you have everyone's name, phone, email address, and designated access level, **click [here](#)**, fill out and submit the form and wait for a follow-up email from our IT team.

Note: if you are submitting more than one person's information, you can submit **one** form and add a Word Document or Excel Sheet of everyone's name, phone, email address, and designated access level.

Step 3: Our IT team will process your form and create accounts for each of your staff members.

Step 4: Once your accounts have been created, each member of your team will receive 2 emails. Please assure that each person on your team follows up with the email instructions.

1. Email from MyNJ with instructions on how to create a MyNJ account and add the PHEL Orders and Reporting application to your account using the authorization code provided.
2. Email with step-by-step instructions on how to submit an order.

Step 5: At the end of this process, each person within your facility that you have listed will have a MyNJ account and a PHEL Orders and Reporting account. The PHEL Orders and Reporting account is accessed through the MyNJ portal. Passwords can be reset as needed.

Once you have made your account, a user instruction document will be sent to you with detailed descriptions of how to create new test orders.



For additional help with online ordering, email LIMSIT-Services@doh.nj.gov