

Rabies Submissions to the NCSLPH Electronic Test Order Form (ETOR)

Step-by-Step: Submitting a Rabies Test Order

Log in to the Lab web Portal (LWP)

lwp-web.aimsplatform.com/nc/#/

- Sign in with your NCID username and password
- Complete multi-factor authentication

Start a Test Order

- Select "Order Tests" from the menu on the left margin
- Select "NC Rabies Testing"

Complete all required fields

- Required fields appear in **red**
- All required fields must show a **green check mark** before you can print

Submit and Certify

- Click "submit" at the bottom of the screen
- In the Certification of Test Order window, click "agree"

Print the test order

- A window will open displaying your Test Order Number
- Click "print" and print the test order

Sample Submission - REQUIRED

The printed test order MUST be included with the sample

- This printout replaces the Rabies Examination Form
- If submitting multiple samples in one shipment: each sample must be labeled with its Order ID number

Requirements for Use

- Laptop or desktop with internet access
- NCID username and password
- Printer

Verify all information before submitting.

Quick Checklist (Before Shipping)

- All required ETOR fields completed (green check marks)
- Test order submitted and certified
- Test order printed
- Printout included with sample
- Sample labeled with correct Order ID number
- Packaged according to standard procedures

Reminder: Samples received without the printed ETOR or without proper labeling may delay testing.

Package the sample per standard procedures and submit to the laboratory.

Track Your Submission

- Log back into the Lab Web Portal to monitor status
- Status updates will show when samples are received and resulted

Call NCSLPH Customer Service at 919-733-3937 for any questions related to specimen collection, storage, and shipment.

