

September 13, 2019

Participant Name
Address
City, State, Zip

Dear Participant Name:

You have selected Affinity eHealth as your alcohol/drug testing service provider for the Missouri State Board of Nursing. This package contains the following documents:

- Missouri State Board of Nursing Program letter
- Affinity Welcome Letter (3 pages)
- SPECTRUM Activation Guide
- Refer a Collection Site form
- Avoiding Dilute Urine – Note from our MRO
- Custody and Control Forms (6 included)

Please set aside some time to carefully review these documents. Your account must be activated. Should you require assistance, please contact Affinity Care at 1-877-267-4304 between the hours of 5:30am CST to 7:00pm CST, Monday through Friday and 8:00am CST to 4:00pm CST Saturday and Sunday.

Thank you.

Sincerely,
Affinity Care
1-877-267-4304

Getting Started with SPECTRUM

Activating Your SPECTRUM Account

You can activate your SPECTRUM account on your computer or your mobile device at www.spectrum360.com or via the SPECTRUM Compliance mobile app available for both Android and iOS devices.

A unique **10-digit PIN number** has been provided to you and is shown below. For more information on activating your account, see the enclosed SPECTRUM **Activation Guide** for step-by-step instructions.

Once your account has been Activated, login to SPECTRUM and click *Profile* from the drop-down menu available under your name and verify your date of birth (DOB) and all other demographic information is correct.

Everything that you need to know to effectively use SPECTRUM is available from the *Guides and Documents* tab under the Helpdesk Menu. Each document can be read online or printed for your reference.

Affinity Care (Help Desk)

Should you require assistance, please contact Affinity Care at 1-877-267-4304 between the hours of 5:30am CST to 7:00pm CST, Monday through Friday and 8:00am CST to 4:00pm CST, Saturday and Sunday. Alternatively, you may contact us by sending an online message through your SPECTRUM account.

Important Information to Keep on Hand

Be sure to fill in and keep the following information on hand at all times:

SPECTRUM & Check-In URL: www.spectrum360.com

Affinity Care (Help Desk) and Check-In Phone Number: **1-877-267-4304**

Your Name:	Participant Name	
Your Username:		(You create during activation)
Your Password:		(You create during activation)
Your Unique PIN #:	1234567890	(Account activation & phone check-in)
Your 4-digit DOB on file (mm/yy)	11/11	(Required when checking-in thru phone)
Your full DOB on file (mm/dd/yyyy)	11/11/1111	(Required for one-time only account activation)

Drug Testing with SPECTRUM

Checking In With SPECTRUM

Review your Missouri State Board of Nursing Contract agreement to confirm if Check-In is required.

The check-in window is, **seven (7) days per week**, every day between the hours of **5:00 am CST to 4:00pm CST** for your testing notification. You can choose to check-in via any one of the following:

- **By Phone:** Dial **1-877-267-4304** and be prepared to enter your **10-digit PIN#**, plus 2 digits for your **month** and 2 digits for your **year of birth**, then press 1 to check-in.
- **By Computer:** Go to www.spectrum360.com and enter your **username** and **password** you created during your Activation process. Once logged in, press the **Check-in** button.
- **By Mobile App:** Launch the SPECTRUM Compliance App and enter your **username** and **password** you created during your Activation process. Once logged in, press the **Check-in** button. Note: To download the SPECTRUM Compliance App on your device, go to the Apple App Store (iOS) or Google Play Store (Android), and enter "SPECTRUM COMPLIANCE" in the search field.

What To Do When You Are Selected For a Test

If during the check-in procedure, you are notified that you have been selected to test that day, you need to press the **Activate Test** button to complete the process. During this process, you will:

- 1) Inform SPECTRUM of the collection site you will use to provide the specimen.
- 2) Complete the payment for the test.
- 3) Receive an Authorization code and Test Panel name that you must provide at the collection site.

Custody and Control forms (CCF)

There are six (6) CCF forms in this package. You will need to carry these forms with you when testing at all sites. Please do not fill out your form prior to providing your specimen at the collection site. When you require more forms, they can be ordered through SPECTRUM.

Adding a New Collection Site to SPECTRUM

If you are aware of a convenient collection site which is not in our network of collection sites, please use the enclosed **Refer a Collection Site** form or send an online message through SPECTRUM to Affinity Care. We will contact the site and determine if it can be added to our network. If you are selected to test and this collection site is not currently in our network, you must choose another site to provide your specimen that day.

Important Information to Keep on Hand

Be sure to fill in and keep the following information on hand at all times:

SPECTRUM & Check-In URL: www.spectrum360.com

Affinity Care (Help Desk) & Check-In Phone Number: **1-877-267-4304**

Activation Guide

Welcome to Affinity eHealth. Your participation in the SPECTRUM system is about to commence. To begin, you must activate your account through the SPECTRUM Online Portal or through the SPECTRUM Compliance App prior to your required start date.

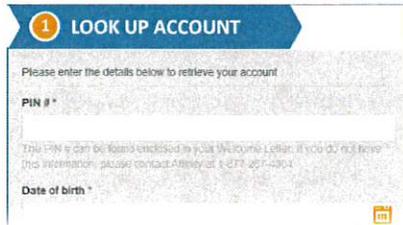
www.spectrum360.com



5 Easy Steps to activate your account

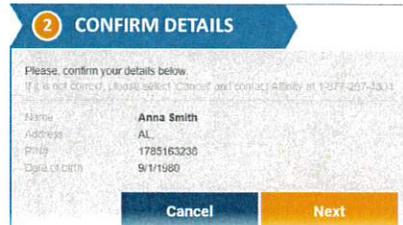
To use SPECTRUM, a one-time activation process is required. Once activated, you will have the ability to login to SPECTRUM, or if you require assistance, you can call Affinity Care at **1-877-267-4304**.

To begin, go to the www.spectrum360.com home page or the SPECTRUM Compliance App on your mobile device. Click the **ACTIVATE ACCOUNT** link to display the **Account Activation** page. Note: To download the app on your device, go to the Apple App Store (iOS) or Google Play Store (Android) and enter Spectrum Compliance in the search field.



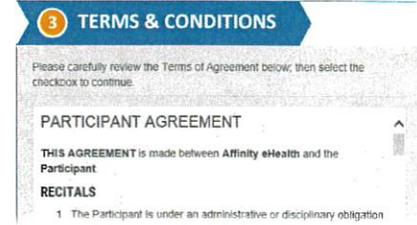
On the **Look Up Account** tab, enter the PIN# provided to you in your welcome letter.

Specify your date of birth by clicking the calendar icon, and selecting the appropriate year, month and date in the drop-downs that appear. Click **Next** to continue.

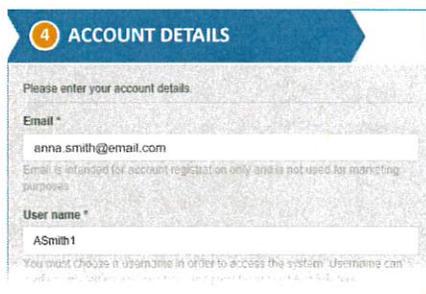


Review your name, address, PIN# and date of birth. Confirm they are correct by clicking **Next**.

If you notice an error, click **Cancel** and contact Affinity Care at 1-877-267-4304.



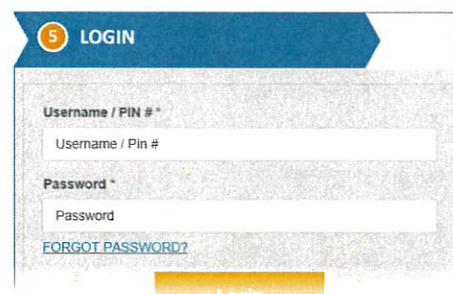
Carefully read the **Terms of Agreement** and, if acceptable, check **I accept the Terms of Agreement**. Click **Next**.



Enter your login details. Make sure your username and password adhere to the guidelines shown onscreen, and write them down for future reference.

Enter a Security Question and Answer for password retrieval. Click **Activate Account**.

Note that your email is stored in your user profile for purposes such as password retrieval. It is not used for marketing purposes.



Once activated, use your account login credentials to login. After login, see **Guides and Documents** under the **Helpdesk** menu for a guide to using system features.

Refer a Collection Site Form

Instructions: If you are aware of a collection site that is not currently listed in SPECTRUM, we invite you to fill out the form below with as much information as possible and email the form to collectionsite@affinitysolutions.com.

Affinity Care will contact the site, and if it meets the necessary criteria, it will be added to our collection site database.

We thank you for your assistance and will notify you of the outcome of your referral via online message.

NOTE:

As collection site requests may not be fulfilled immediately, please choose a site that currently exists in our database to provide your specimen if you are selected to test. You will be provided with an on-line message once the site request has been fulfilled.

Site Contact Information	
Collection Site Name	
Address	
City, State, Zip	
Phone Number	
Fax Number	
Contact Name	
Hours of Operation	
Your Full Name	
Your PIN Number	
Your Phone Number	

■ Avoiding a Dilute Urine

Urine samples are called **Abnormal** if the creatinine is less than 20mg/dl and **Dilute** if, in addition to the low creatinine, the specific gravity is <1.0030 and >1.0010 . Both abnormal and dilute screens are of significance. These numbers are somewhat arbitrary but were chosen because most subjects must consume significant amounts of water to produce a specimen with a creatinine lower than 20 mg/dl. It has been noted that small muscle mass, being female, and exercise (when followed by increased water consumption) have been associated with lower urine creatinine levels. Urine dilution is of interest only because consuming large amounts of water in order to dilute urine with hopes of having negative urine is a common method to avoid detection. Dilution is also the method by which most of the OTC urine cleaners work. The problem with assuming that dilute urine is always due to attempted cheating is that many individuals drink large amounts of water for health reasons or simply to “be prepared” to provide a urine sample.

Since dilute urines can be used to mask using, it is imperative to follow up on them. As a participant providing a urine sample, you can follow some simple guidelines to avoid providing dilute urine. These are:

- Avoid all diuretics—including caffeine—the day of the selection until AFTER the collection is done.
- Go to the collection site while the first morning urine is still in your bladder to use this as the specimen.
- If this is NOT possible then you should empty your bladder approximately 2 hours prior to your planned arrival at the collection site.
- During that time, you should NOT consume more than 24 oz. of fluid and the fluid you do consume should be a substantial fluid—milk, smoothie, tomato juice—and/or you eat a high protein meal or snack—egg, cheese, meat.

By following these guidelines, you will help to avoid dilute and abnormal urines and ensure that the result of your test provides a valid indicator of your sobriety.

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