MAIL-IN VAULT HEALTH COVID-19 TEST KIT INSTRUCTIONS

*IMPORTANT: Do NOT discard any items in your test kit as you will need them for the return shipping.

1. Access your testing email called "**Spring Semester Updates**".

Click on your enclosed personal link to order your test.

2. At your earliest convenience order your test by logging into your Vault account and answering the questions on the screen.

A. You will need to have your driver's license ID or BuckID handy for the ordering process.

B. If prompted to provide payment or insurance information for this test, **STOP do not** provide that information and email **shs-covidtesting@osu.edu**.

C. You will receive your test kit 3-6 days after you place your order.

3. 5-7 days before you travel to campus take your test.

A. Unpack all of the items you received and find the instruction manual.

- **Do NOT discard any items as you will need them for the return shipping.**

B. Go to **covidtest.vaulthealth.com** to meet a Vault test supervisor to conduct your test.

- Follow the instructions on the screen to use utilize Zoom to conduct your test.

IMPORTANT POST-TEST INFORMATION:

1. You will package your specimen tube into the biohazard bag that has been provided.

2. You will place the sealed biohazard bag into the original box or padded shipping envelope that held your test.

3. Place the box or padded envelope into the UPS Laboratory Pak prepaid return shipping package.

4. Use the alcohol wipes you were provided to wipe down the outside of your shipping package.

5. Locate a UPS drop off location by going to **https://www.ups.com/dropoff/?loc=en_US**

6. Your specimen must be dropped off to be shipped within 24 hours.

Results will be processed within 48-72 hours from the time the test is received. Results will be emailed to your university email account from Vault Health and are also available via the Vault Health website/app.

Issues and problems during testing, please call 212-880-5494 or email covid@vaulthealth.com.

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