

Contents

Log in to Lead Upload Account Management: 2

Submitting Blood Lead Results for Multiple Sites/Clinics: 3

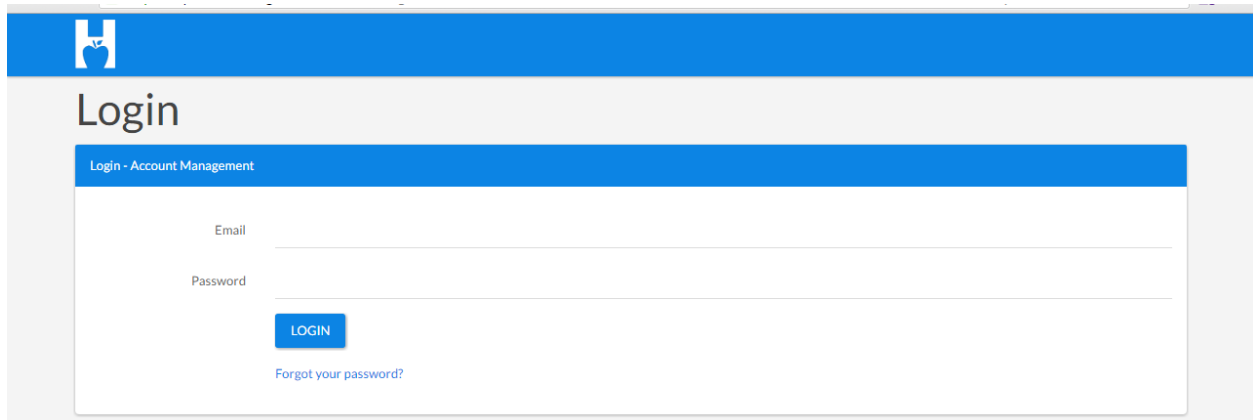
How to Upload Your Lead Excel File: 4

Email Notifications following File Upload: 4

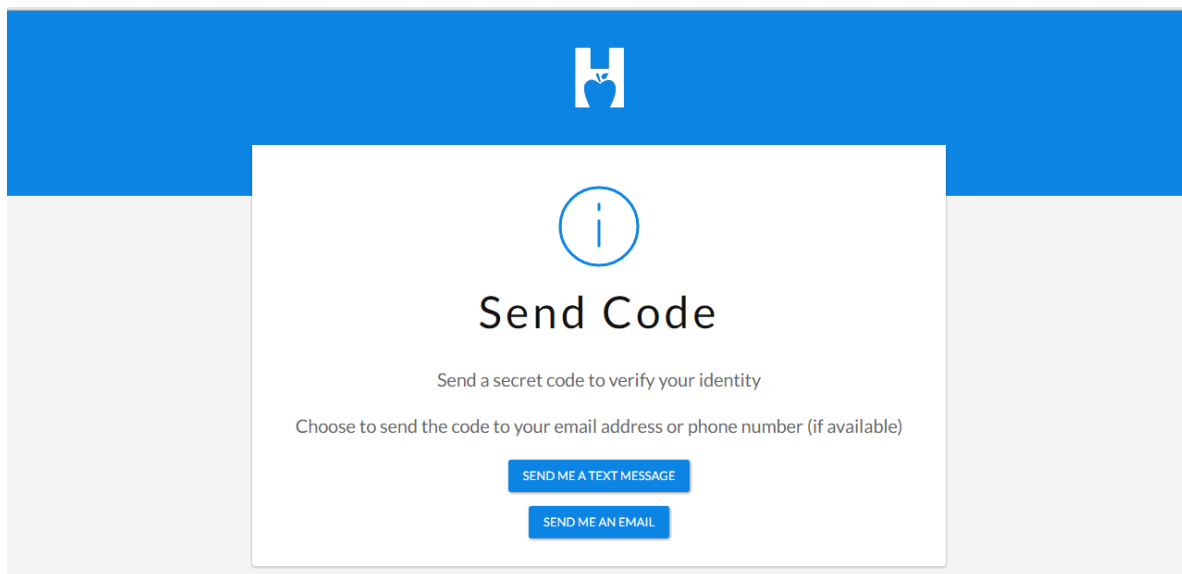
Manage Account Settings: 5

Log in to Lead Upload Account Management:

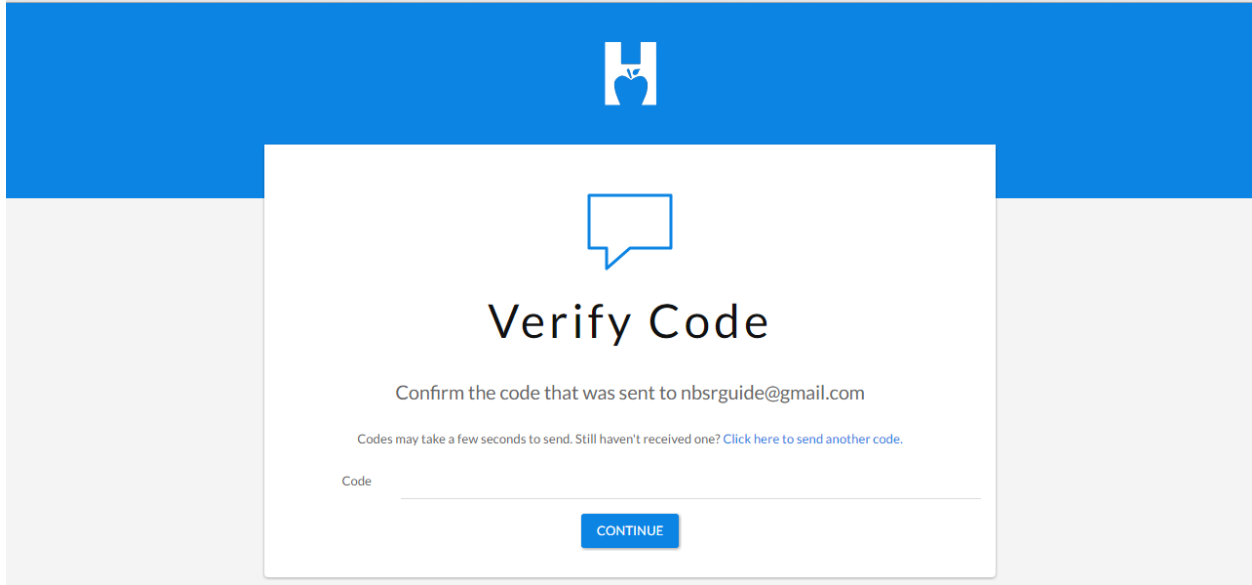
1. To access the Lead Upload Account Management system, visit <https://leadreporting.health.ok.gov>
 - The system supports the following browsers: Internet Explorer 11 or higher, Google Chrome and Firefox.
2. Enter your email and password then click on the **LOGIN** button. If you do not remember your password click on the “Forgot your password?” link, and enter your email address to recover your account.
 - The first time you login to the system, type **PASSWORD** into the password box. After you receive your verification code (*Step 4*), you will be directed to change your password and the new password will become your permanent password.
 - As an added security measure, you may be asked to satisfy a reCAPTCHA challenge the first time that you login from a new device. You are given multiple tries to complete the challenge.



3. You may be prompted for secondary authentication via email or text message the first time you log in from a new device. The text message option only appears for users that have a validated SMS phone number associated with the account.

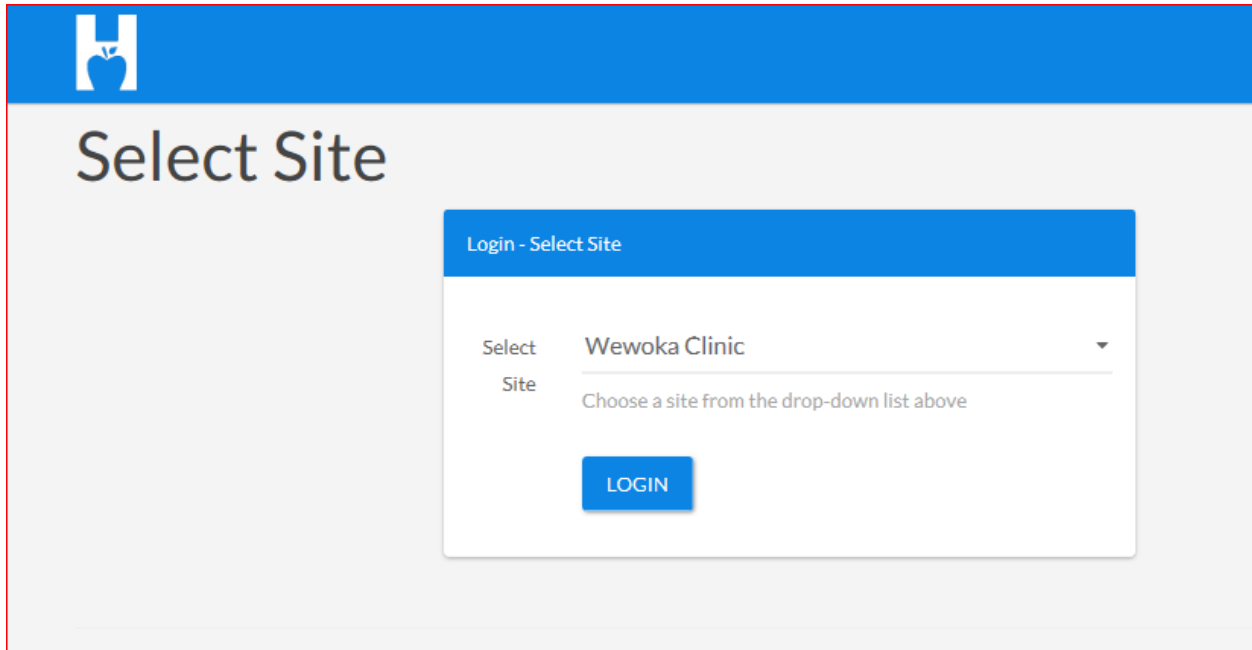


4. Choose to receive an email or text message and shortly afterwards you will receive a numeric code. Enter the code, and then click **CONTINUE**.



Submitting Blood Lead Results for Multiple Sites/Clinics:

1. If you have been set up to submit results for multiple sites (clinics), you will be requested to select which site to use before logging in. In other words, select which site the lead report is coming from.
 - If you wish to submit lead results for multiple sites at the same time, you will need log in under Site A and upload the blood lead result form. You will then have to log out and log back in under Site B to upload Site B's blood lead results.



How to Upload Your Lead Excel File:

1. Following login and authentication, you will be automatically redirected to the blood lead result upload webpage.

The screenshot shows the 'Oklahoma Lead Poisoning and Prevention Program' header. Below it is the title 'Upload Excel File to OSDH'. There is a form with a label 'Select an excel file' next to a text input field and a 'Browse...' button. Below the input field is a blue 'Upload' button. A light blue banner contains the text: 'You will receive an Email once your file has been processed by OSDH.' Below the banner, it says 'Your current site is: Bills Lead Battery Shop'. At the bottom of the banner is a blue button with the text 'Important Information, Download Excel File.'

2. To select the Lead file you wish to send (upload) to OSDH, click the **BROWSE** button and find it on your computer, and then click the **UPLOAD** button.
 - **Important:** The excel file template that **MUST BE** used can be downloaded to your computer by clicking the blue INFORMATION button as seen below. **ALTERNATE OR MODIFIED EXCEL TEMPLATES WILL NOT BE PROCESSED AND THE FILE WILL BE REQUIRED TO BE RESUBMITTED IN THE APPROPRIATE FORMAT.**

Important Information, Download Excel File.

Email Notifications following File Upload:

1. You will receive an email from OSDH (oklppp@health.ok.gov) once your excel file has been processed after you have uploaded it.
 - You will not receive an email immediately. The processing of uploaded Lead Excel files only happens periodically during the day at OSDH, it may be several hours for the email to be sent to you.
2. If the appropriate Excel template was used and there were no data validation errors, you will receive an email stating your file was successfully processed. No further action is required on your part.
3. If there was an error within the file that prevented it from being processed, you will receive an email detailing the data errors encountered. You will need to correct the identified errors and re-upload the corrected file.

4. If you need assistance at any time during the upload process, please contact the Oklahoma Childhood Lead Poisoning Prevention Program (OCLPPP) at oklppp@health.ok.gov or call (405)-271-6617.

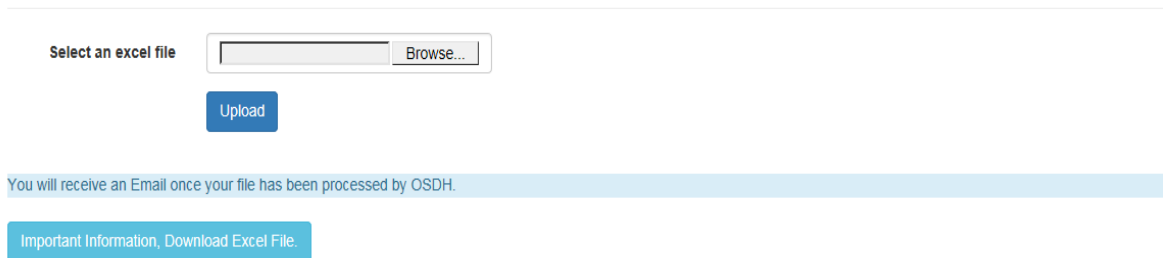
Manage Account Settings:

Each user has the ability to change their name, password, email address, and phone number from the Account Settings page.

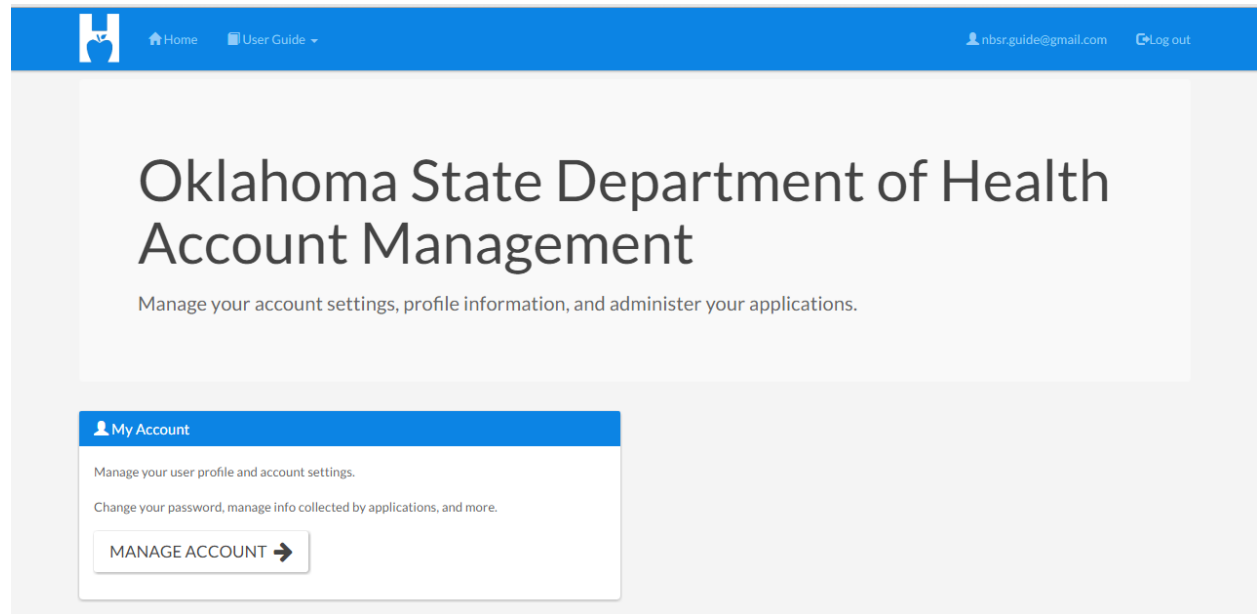
1. Log in to Lead Upload Account Management and click on your email address in the upper right hand corner of the screen.



Upload Excel File to OSDH



2. A new window will open in your browser, click on **MANAGE ACCOUNT**.



3. The following options can be managed from the Account Settings page.
- **EDIT PROFILE:** Change the First, Middle, and Last name associated with the account.
 - **CHANGE PASSWORD:** Change the password associated with the account.
 - **CHANGE EMAIL ADDRESS:** Change the email address associated with the account. This will generate a confirmation email with a link that the user must click on to verify the email address. Only one email address may be associated with an account. NOTE: The new email address will be used the next time the user logs in.
 - **ADD PHONE NUMBER:** Set up a SMS phone number to receive security codes via text message. The system will send a confirmation code to verify the phone number. This is an optional way to receive a secondary authentication code that you may be prompted for when logging in.

The screenshot shows the 'Account Settings' page of a web application. At the top, there is a blue navigation bar with a home icon, 'Home', 'User Guide', the user's email 'nbsr.guide@gmail.com', and a 'Log out' button. The main content area is titled 'Account Settings' and contains five sections, each with a blue header and a white body:

- User Profile:** Shows 'First Name: William', 'Middle Name', and 'Last Name: Thompson'. An 'EDIT PROFILE' button is at the bottom.
- Password:** Shows 'Last changed: 9/19/2016 12:00:08 PM'. A 'CHANGE PASSWORD' button is at the bottom.
- Email:** Shows 'Email Address: nbsr.guide@gmail.com'. A 'CHANGE EMAIL ADDRESS' button is at the bottom.
- Phone Number:** Includes instructions: 'Add a phone number to receive security codes as text messages.' and 'Security codes must be verified whenever signing-in from an unknown device.' An 'ADD PHONE NUMBER' button is at the bottom.
- My OSDH Applications:** This section is currently empty.