**IDOH ORDER ENTRY PORTAL GUIDE INSTRUCTIONS**

Link to access portal:  [Sign In | Langham Portal (elangham.com)](elangham.com)

If you are a first time user, you will need to click “Register” and fill out the required information to be granted access. The registration key is ISDH21.

Once you log in, you will be on the Home Page or Dashboard. In the Documents section you will notice there is a link to a portal guide (this document) and a product listing. The product listing should be reviewed or downloaded for reference on what items you can order and in what increments the item needs to be ordered in.
Once you are ready to place your order, you will go to "ship" and choose "Create New Shipment".

On the next screen, you will see Pickup & Delivery. On the pickup side, select the magnifying glass and search "Langham". Choose the Langham Plainfield location. Before clicking "Select", choose, "Make this my default pickup location". Once you do that, the pickup side will always be filled in after you log into the portal.
Then, on the delivery side, you will enter where you want the shipment to be delivered to. You do not need to select or change the delivery date. Name, phone & email are required. You do not need to choose any of the accessorials as all orders come via a courier.
The next step is to answer the required references. First choose your site type, second reference is to answer yes or no as to whether you have a CLIA waiver # (required for Binax orders) and then third reference is to state yes or no if you are reporting in RedCap. Examples of how this looks is posted below. If you have a CLIA Waiver, the number, starting with 15D, should be entered in the "Additional Reference" section.
The “Items” screen, which is next, is where you order your materials. Please reference the product listing from the Home page. Once you begin entering the item code, you will see it as an option on your screen to select.

One item is selected, hit the tab key and all the cells will populate, except for the quantity cell. Enter in your desired amount.
If you want to order more than one item, click the plus sign at the bottom of this screen and then a secondary location to enter your next item will appear.

Click Next and the last screen is a summary of what you ordered. Please review prior to clicking “Finish”. Once the order is finished, you will receive an order confirmation in your email within 2-3 minutes.