



Texas Animal Health Commission (TAHC)

Texas State-Federal Laboratory System Account Set-up Form

Instructions

The purpose of this form is to:

- Verify that the Texas State-Federal Laboratory has your correct information on file
- Set up web portal access to view your results conveniently online

Online Result Reporting: Each person who needs access to results via our website should set up their own login. If you would like to view results from multiple vets, please indicate that preference on the form. Example: A practice manager might have their own login where they can view results from all vets in the practice. Each vet should also set up their own login.

IMPORTANT NOTE: Once you set up your web portal using that email address, it is not easy to change, so it should be a *permanent* email address.

Please print legibly or type all information.

1. The name of a vet that will be submitting samples. The name should be as it appears on charts you submit. Fill in additional rows for each vet that will be submitting samples.
2. Fill in the USDA accreditation number – it is all-numeric such as 012345, not the older alpha-numeric vet code such as H4N2.
3. Email address that will be used as the veterinarian's web portal login.
4. Each veterinarian must sign in this box.
5. If part of a veterinary clinic, please provide the name of the clinic.
6. Business/mailling address will be used to mail test charts.
7. Fill out the physical address if it is different than the mailing address (such as a P.O. Box).
8. Please include a phone number where the vet(s) can be reached. If there are multiple phone lines available, note if they are work or cell.
9. Optional — include additional contacts such as an office manager.
10. If this additional contact will need internet access to the accounts of all vets included in numbers 1-3, provide their email address.



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1. Veterinarian's Full Name	2. USDA Accreditation #	3. Email address	4. Veterinarian's Signature
5. Veterinary Clinic Name			
6. Business/Mailing Address			
7. Physical Address			
8. Business Phone			
9. Additional Contact		10. Additional Contact's e-mail address if web portal access is needed	

Please return completed Account Setup Form by mail or fax below, or email to LabMgmt@tahc.texas.gov

Texas State-Federal Laboratory, Austin

8200 Cameron Road Suite A186

Austin, TX 78754

Phone: 512-832-6580

Fax: 512-832-6803