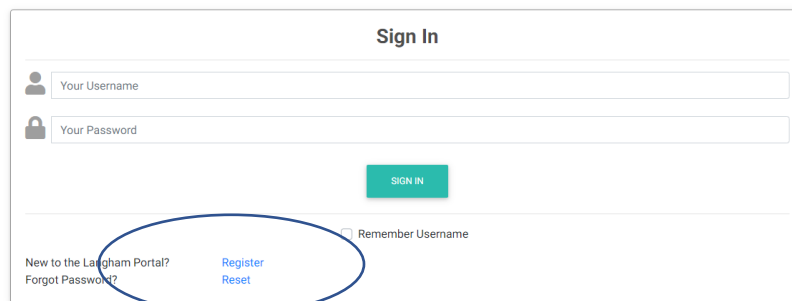




IDOH ORDER ENTRY PORTAL GUIDE INSTRUCTIONS

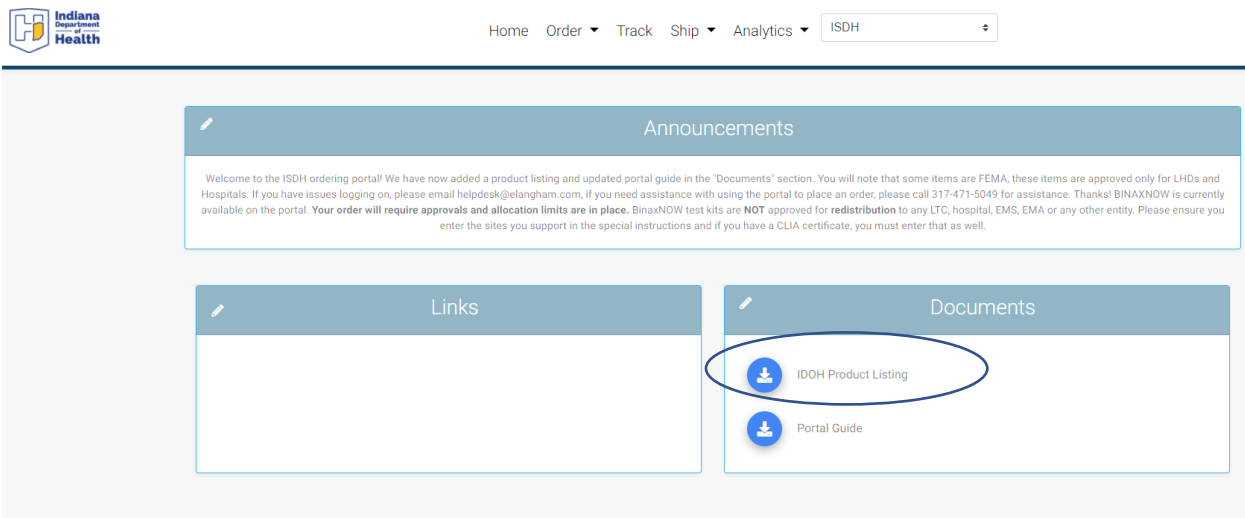
Link to access portal: [Sign In | Langham Portal \(elangham.com\)](https://elangham.com)

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.**



The image shows a 'Sign In' form. It has two input fields: 'Your Username' and 'Your Password'. Below these is a green 'SIGN IN' button. At the bottom left, there are links for 'New to the Langham Portal?' and 'Forgot Password?'. At the bottom right, there is a 'Remember Username' checkbox. A blue circle highlights the 'Register' and 'Reset' links located between the 'Forgot Password?' link and the 'Remember Username' checkbox.

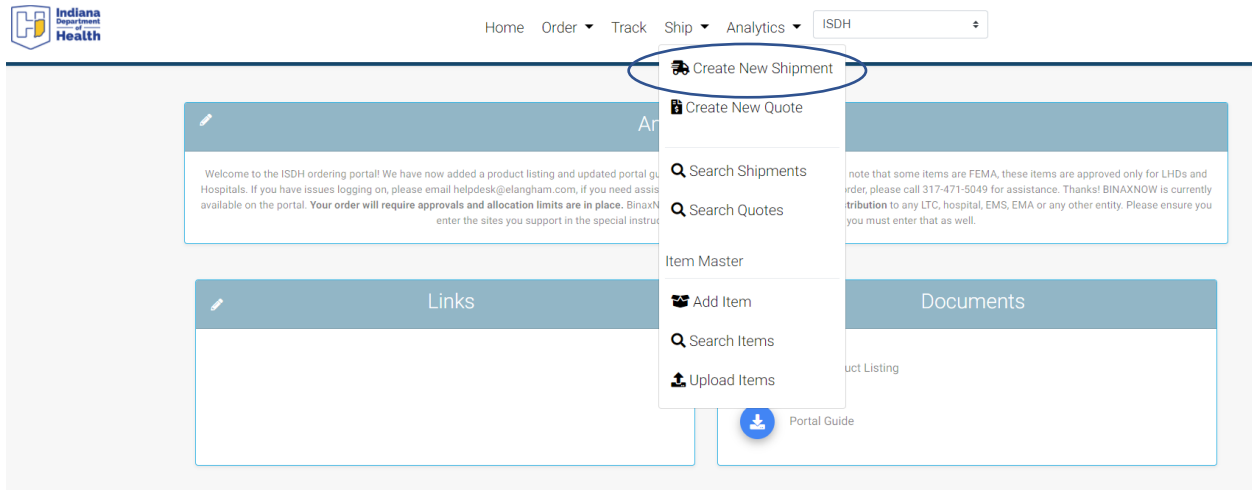
Once you log in, you will be on the Home Page or Dashboard. In the Documents section you will notice there is a link to a portal guide (this document) and a product listing. The product listing should be reviewed or downloaded for reference on what items you can order and in what increments the item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



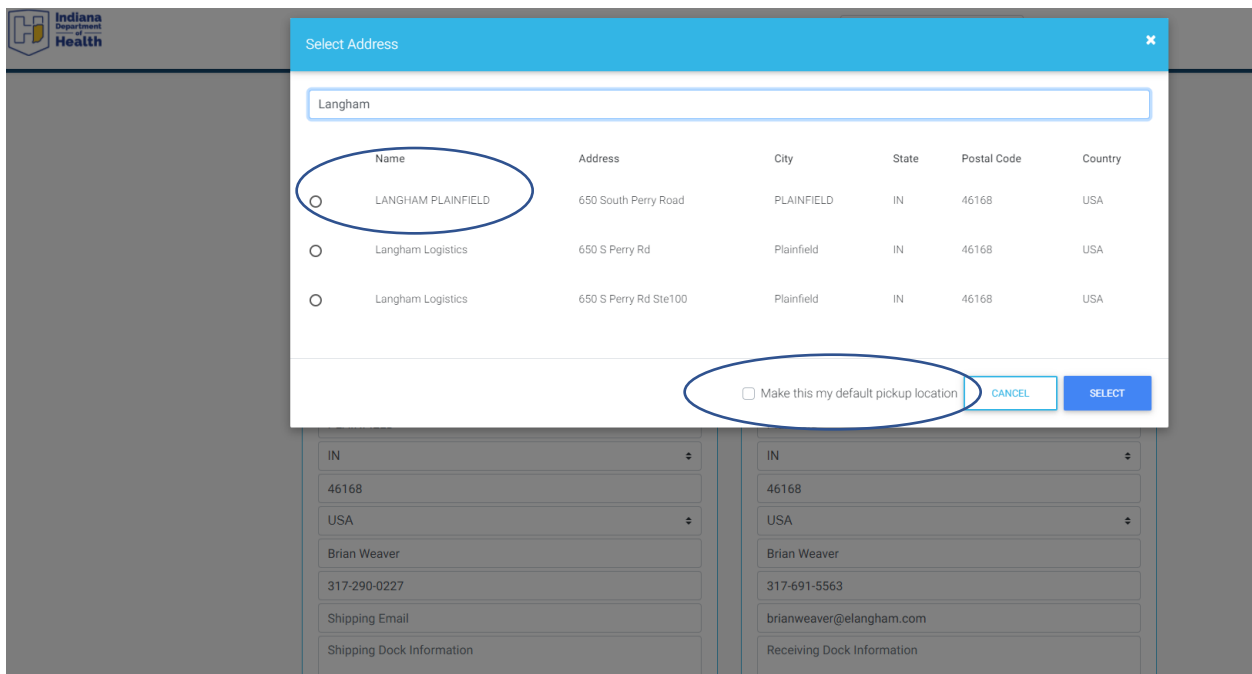
The image shows a dashboard header with the Indiana Department of Health logo on the left and navigation links (Home, Order, Track, Ship, Analytics) and a dropdown menu (ISDH) on the right. Below the header, there are three main sections: 'Announcements', 'Links', and 'Documents'. The 'Announcements' section contains a welcome message. The 'Links' section is empty. The 'Documents' section contains two links: 'IDOH Product Listing' and 'Portal Guide'. A blue circle highlights the 'IDOH Product Listing' link.



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 accessories as all orders come via a courier.



[Home](#)
[Order](#)
[Track](#)
[Ship](#)
[Analytics](#)

☒ Addresses
 ☐ References
 ☐ Items
 ☐ Finish

Pickup

Pickup Date

Ready

Close

01/18/2021

08:00

17:00

LANGHAM PLAINFIELD

650 South Perry Road

Building, Suite Number

PLAINFIELD

IN

46168

USA

Brian Weaver

317-290-0227

Shipping Email

Shipping Dock Information

☐ Inside Pickup
 ☐ Liftgate
 ☐ Limited Access
 ☐ Residential

Delivery

Delivery Date

Open

Deliver By

01/18/2021

08:00

17:00

Langham Logistics

650 S Perry Rd

Building, Suite Number

Plainfield

IN

46168

USA

Brian Weaver

317-691-5563

brianweaver@elangham.com

Receiving Dock Information

☐ Appt Required
 ☐ Inside Delivery
 ☐ Liftgate
 ☐ Limited Access

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.


Home Order ▾ Track Ship ▾ Analytics ▾ ISDH ▾

Addresses References Items Finish

References

*Choose a Required Reference ▾

*Choose a Required Reference ▾

*Choose a Required Reference ▾

Additional Reference

Additional Reference

Additional Reference

Additional Reference

Additional Reference

Customer Reference ▾

Customer Reference ▾

Customer Reference ▾

CLIA Waiver # ▾

CLIA Waiver # ▾

CLIA Waiver # ▾

CLIA Waiver # ▾

CLIA Waiver # ▾

BACK

NEXT

*Choose a Required Reference ▾

*Choose a Required Reference

FQHC CHC

Other - Drug Rehab Facilities

Jails

LHD Test Site

Hospital Testing

LTC Site

*Choose a Required Reference ▾

*Choose a Required Reference

CLIA Waiver - Yes

CLIA Waiver - No

Additional Reference

*Choose a Required Reference ▾

*Choose a Required Reference ▾

*Choose a Required Reference ▾

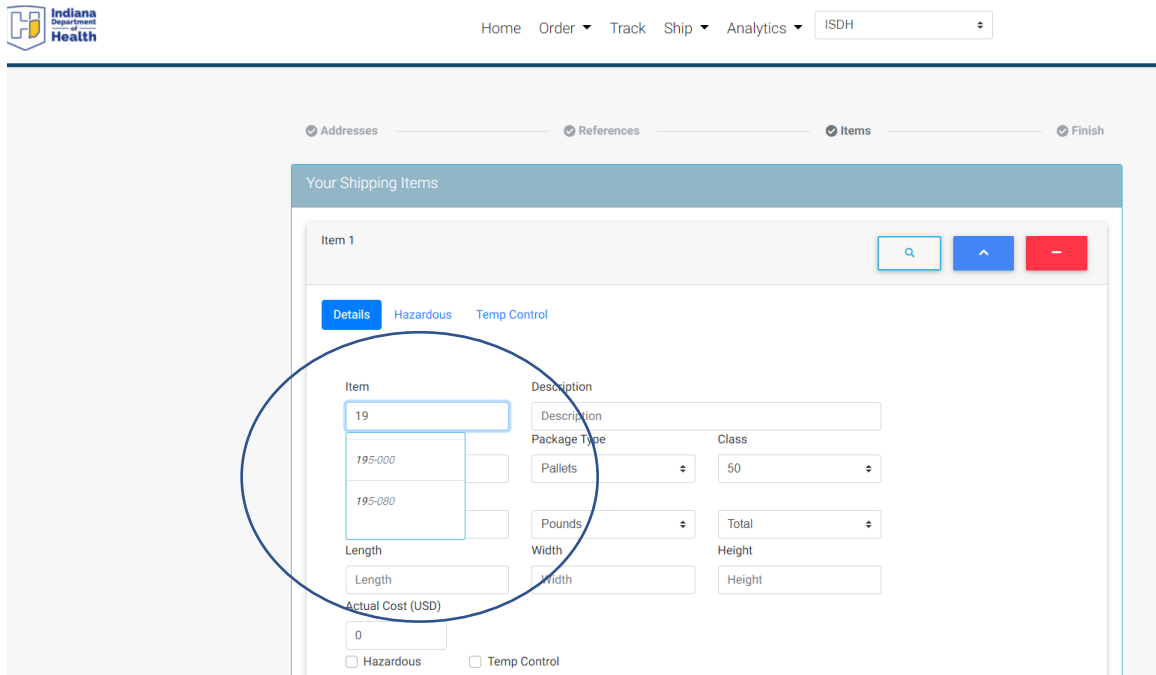
*Choose a Required Reference

RedCap Reporting - Yes

RedCap Reporting - No

Additional Reference

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.



Home Order Track Ship Analytics ISDH

Addresses References Items Finish

Your Shipping Items

Item 1

Details Hazardous Temp Control

Item: 19
195-000
195-080

Description: Description
Package Type: Pallets
Class: 50
Pounds: Pounds
Total: Total
Length: Length
Width: Width
Height: Height
Actual Cost (USD): 0
Hazardous Temp Control

One item is selected, hit the tab key and all the cells will populate, except for the quantity cell. Enter in your desired amount.

Item	Description	
195-000	BinaxNOW™ Cards (FEMA) 1 EA = 40 Card Kits	
Quantity	Package Type	Class
Quantity	Eaches	50
Weight	Pounds	Total
1.81		
Length	Width	Height
1.4	1	1.3
Actual Cost (USD)		
0		



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.

Details Hazardous Temp Control

Item 195-000 Description BinaxNOWTM Cards (FEMA) 1 EA = 40 Card Kits

Quantity Package Type Eaches Class 50

Weight 1.81 Pounds Total

Length 1.4 Width 1 Height 1.3

Actual Cost (USD) 0

☐ Hazardous ☐ Temp Control

Item 2

Details Hazardous Temp Control

Item Description

Enter Item Code... Description

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.

Addresses References Items Finish

Pickup

L000017788
LANGHAM PLAINFIELD
650 South Perry Road
PLAINFIELD, IN 46168 USA
Shipping Contact: Brian Weaver
Phone 317-290-0227
Email
Ship: 01/18/2021 08:00 - 17:00

Delivery

L000017865
Langham Logistics
650 S Perry Rd
Plainfield, IN 46168 USA
Receiving Contact: Brian Weaver
Phone 317-691-5563
Email brianweaver@elangham.com
Deliver: 01/18/2021 08:00 - 17:00

References

Customer Reference	Other - Drug Rehab Facilities
Customer Reference	CLIA Waiver - No
Customer Reference	RedCap Reporting - Yes

Shipping Items

Item	Description	Qty	Weight	Class	Dimensions	Temp Control	Hazmat
195-000	BinaxNOWTM Cards (FEMA) 1 EA = 40 Card Kits	5 EA	1.81 Total	50	1.4 x 1 x 1.3		

Special Instructions

BACK FINISH