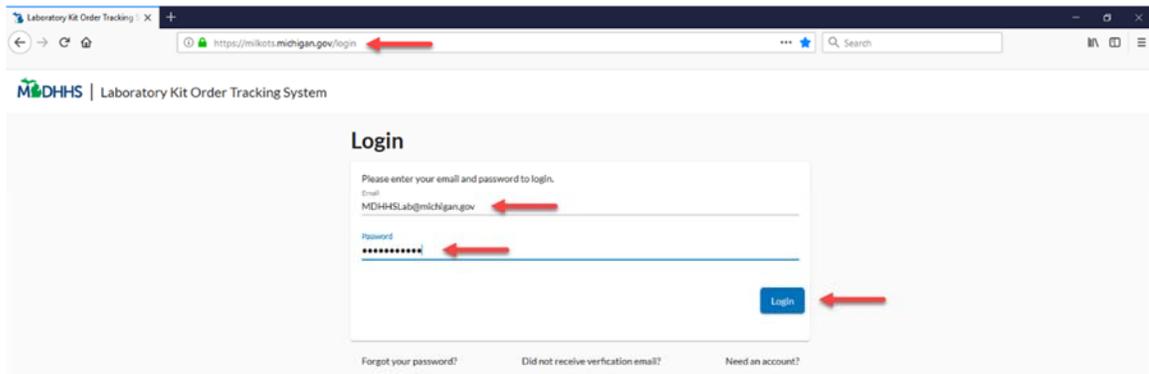


How to Place an order in LKOTS

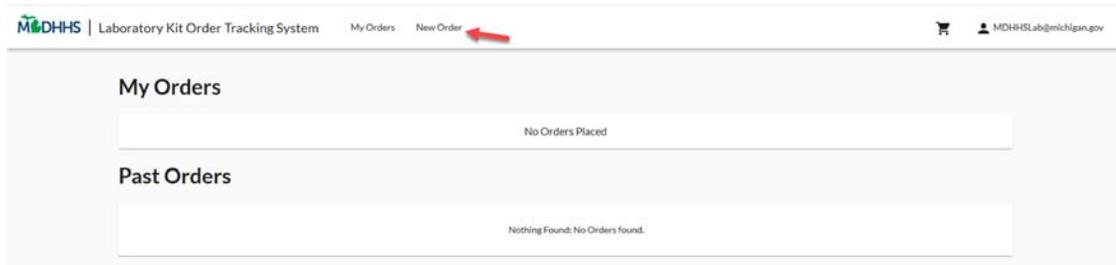
This guide is intended to show the steps required to place an order in the Michigan Department of Health and Human Services (MDHHS) Laboratory Kit Order Tracking System (LKOTS).

You must have an active account to create an order. If you do not have an active account, please create one using the “How to Create and Account in LKOTS” guide.

- I. Open your web browser and enter the url <https://milkots.michigan.gov/login>
- II. Enter your email and password. Click on “Login”.

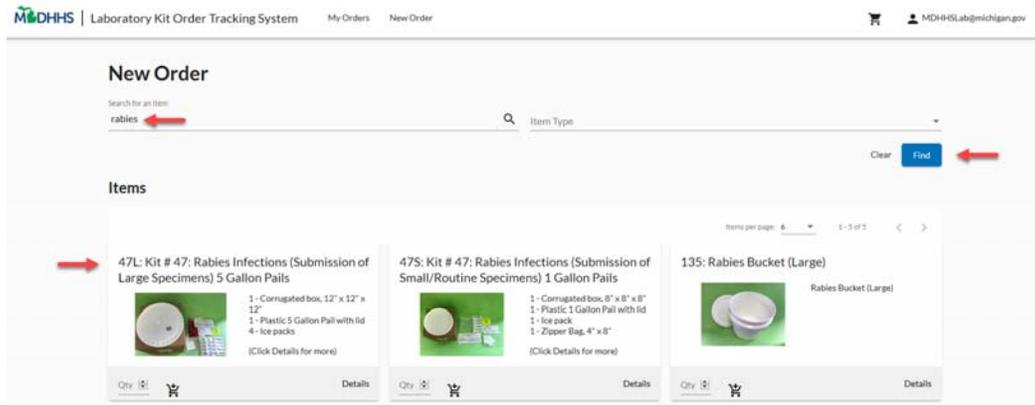


- III. On the home screen, click on “New Order”.



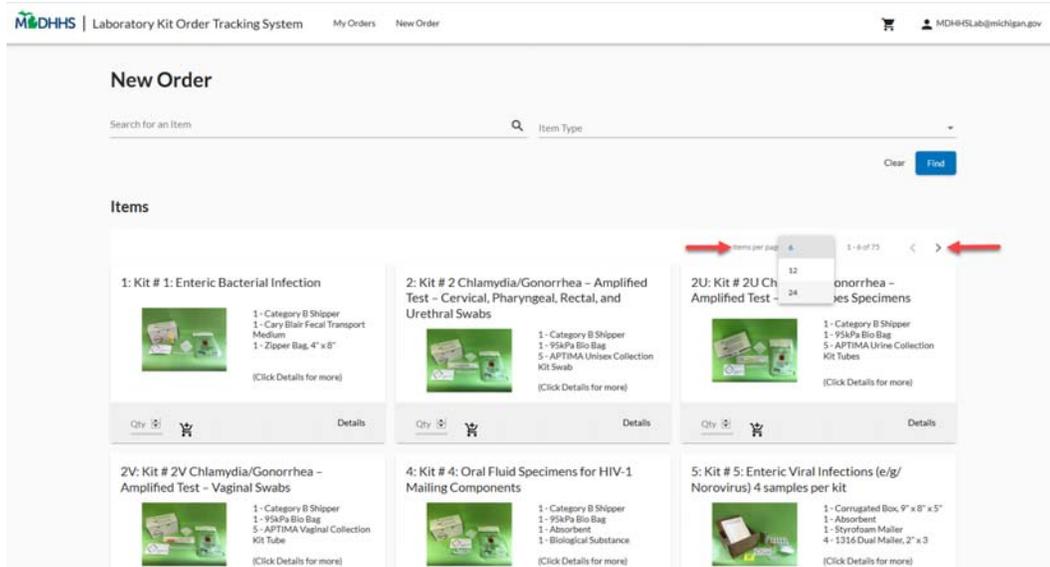
IV. Locate the item you wish to order.

- a. Use the search field by entering a keyword and clicking on “Find”.

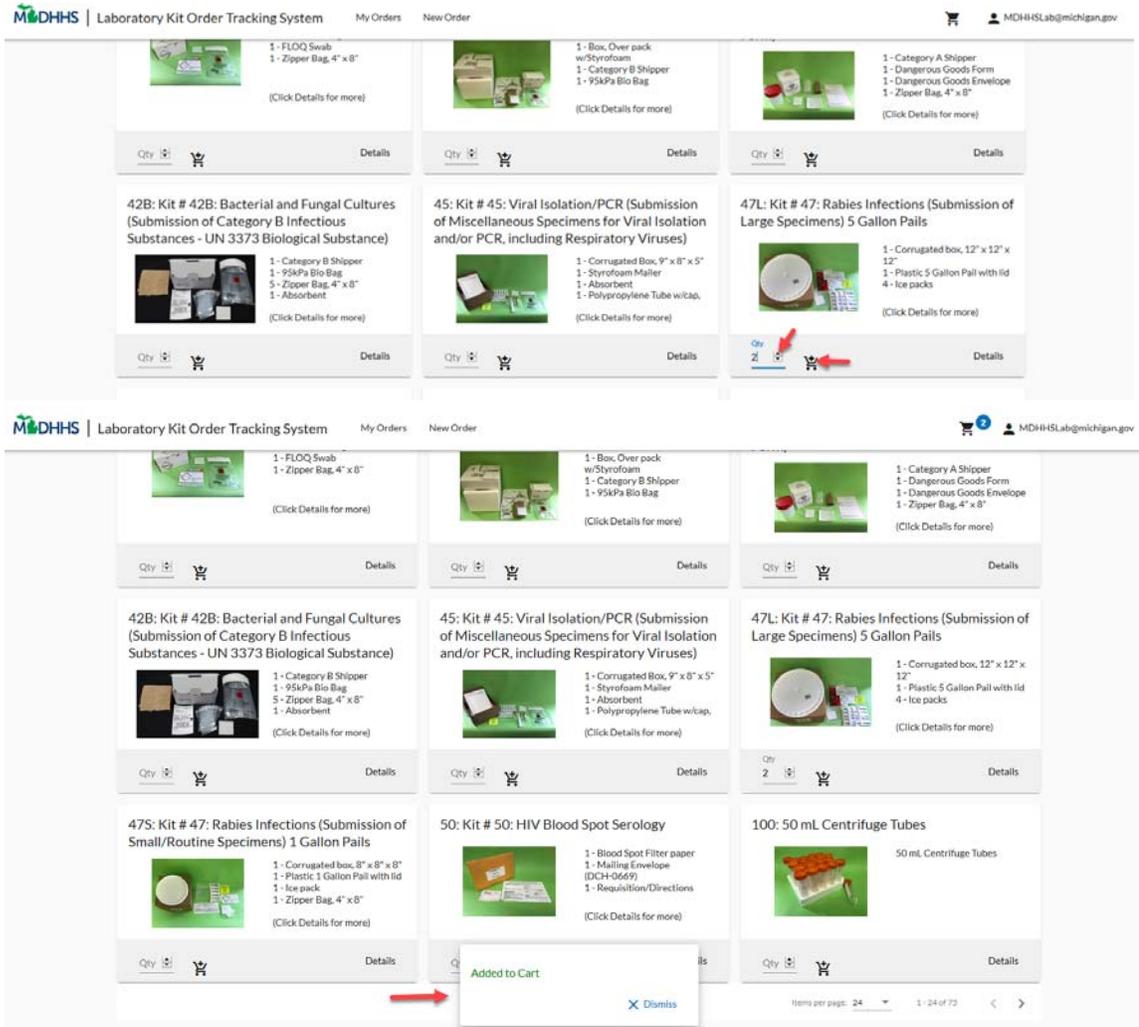


Or

- b. Choose the number of items you wish to view on each page and use the scroll buttons to move through the items until you locate the one you need.



V. When you have located the item, enter the quantity, then click on the add-to-cart icon .

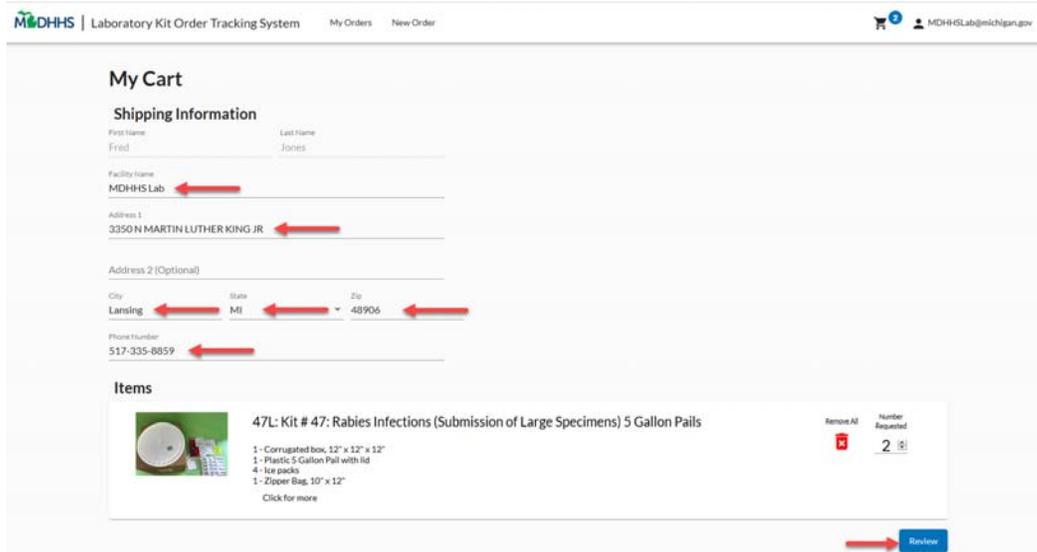


VI. When you are finished adding items, click on the shopping cart icon.



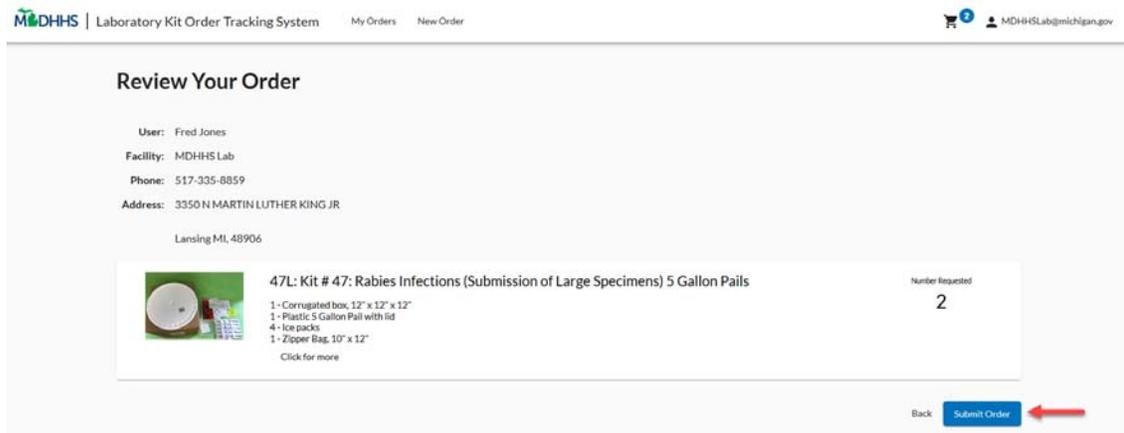
- a. Enter:
 - i. Full facility name
 - ii. Shipping address for order
 - iii. Contact phone number

ALL FIELDS ARE REQUIRED



- b. Click on "Review"

VII. Review the order. If correct, click “Submit”. If incorrect, click on “Back” and edit the order before submitting.



VIII. You will receive a confirmation email that your order has been submitted.