

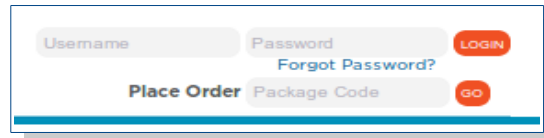
Duke University - School of Medicine  
Instructions for Order Placement

## Welcome to CertifiedProfile!

When you place your initial order, you will be prompted to create your secure CertifiedProfile account. From within your CertifiedProfile, you will be able to:

- ✓ View your order results
- ✓ Manage the requirements specific to your program
- ✓ Complete tasks as directed to meet deadlines
- ✓ Upload and store important documents and records
- ✓ Place additional orders as needed

to place your order, go to [www.certifiedprofile.com](http://www.certifiedprofile.com)



The screenshot shows a login form with fields for 'Username' and 'Password'. A 'LOGIN' button is to the right of the password field. Below the password field is a link for 'Forgot Password?'. At the bottom, there is a 'Place Order' button and a 'Package Code' field with a 'GO' button.

In the "Place Order" field, enter the following package code specific to your school and program:

- DU45sing** – Singapore International Search, Drug Test, & Medical Document Manager
- DU45germ** – Germany International Search, Drug Test, & Medical Document Manager
- DU45leb** – Lebanon International Search, Drug Test, & Medical Document Manager
- DU45tai** – Taiwan International Search, Drug Test, & Medical Document Manager
- DU45nor** – Norway International Search & Medical Document Manager
- DU45jap** – Japan International Search, Drug Test, & Medical Document Manager
- DU45swz** – Switzerland International Search, Drug Test, & Medical Document Manager
- DU45isr** – Israel International Search, Drug Test, & Medical Document Manager

During order placement you will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed.

The email address you use when placing your order will become your username for your CertifiedProfile and will be the primary form of communication for alerts and messages. Payment methods include: MasterCard, Visa, debit card, electronic check, money order, and installment payment.

### TO-DO LISTS

You can respond to any active alerts or To-Do List items now, or return

later by logging into your CertifiedProfile. You will receive alerts if information is needed to process your order and as requirements approach

their due dates. Access your CertifiedProfile anytime to view order status and completed results. Authorized users at your school will have access to view your requirements and compliance status from a separate CertifiedBackground portal.

Your CertifiedProfile Service Desk is available to assist you via phone, chat and email  
Monday-Friday 8am-8pm & Sunday 10am- 6:30pm EST  
888-914-7279 or [cpservicedesk@certifiedprofile.com](mailto:cpservicedesk@certifiedprofile.com)