

## Setting up your on line Wibby Environmental PT Account

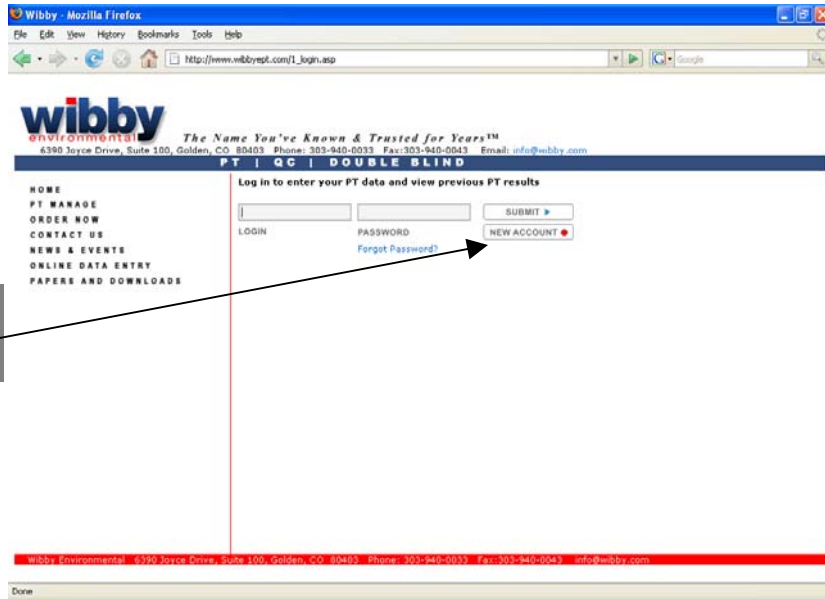
1. Log onto [www.wibby.com](http://www.wibby.com).

2. Click the "Online Date Entry" link.

NOTE: By clicking on the "Read More" button on the "Helpful PT Information" screen you can access a wealth of information about your PT standards including concentration ranges, Proficiency Testing Reporting Limits (PTRLs), the current PT schedule and much more.



3. Click the "New Account" link.





4. Enter your Wibby Environmental Account # here. The Account Number is case sensitive.

Log in to enter your PT data and view previous PT results

AGE  
NOW  
T US

NEWS & EVENTS  
ONLINE DATA ENTRY  
PAPERS AND DOWNLOADS

LOGIN  PASSWORD

Forgot Password?

**For Laboratories:**  
Enter your Wibby Environmental Account number in the text box below, and then click "SUBMIT" to create a new user account. Your Account number can be found on your invoice packing list, or data reporting sheets received with your standards. Or call Wibby Environmental at 303-942-0033 for assistance.

ACCOUNT NUMBER

**For Corporate Accounts:**  
If you are creating a corporate oversight account, enter "corp" in the text box above then click "Submit".

5. Then click "Submit".

Your account number can be found on the cover sheet sent with your PT standards. The format is "XYZ-100". You can also call 1-866-WibbyPT (866-942-2978) and ask for the account number.

New account

Your unique username and password is a legal electronic signature for any information sent to Wibby Environmental via electronic data entry. Further, any data entered and submitted is legally signed by the person designated as the contact for your company. The electronic signature authorizes Wibby Environmental to submit copies of the final report to the entities indicated during the data entry for each study. Your signature attests the standards were analyzed in your facility in a manner consistent with the applicable requirements of your facility's standard operating procedures. Further, your signature attests that the results and/or any other aspect of the PT study neither has been or will be revealed to any unauthorized person or other laboratory until the PT study has closed.

Labels: To edit the entities that are allowed to view your study data, please [Click Here](#).

Tab Info: Below is your currently listed information. Items in **bold** are required. If the information listed below is correct, click the "Submit" button to continue.

Wibby Account Number: **NVL-188**

Login:

Password:

Confirms Password:

Company Name: XYZ Laboratory

EPA ID: C000001

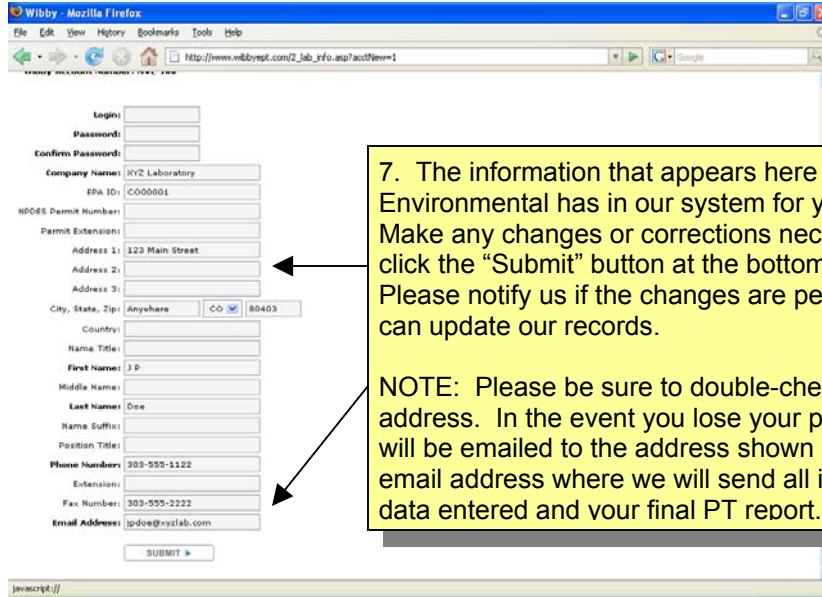
HDDES Permit Number:

Permit Extension:

Address 1: 123 Main Street

6. Enter your "Login" and "Password" here.

The choice for your Login and Password are entirely up to you. Use something you will easily remember.

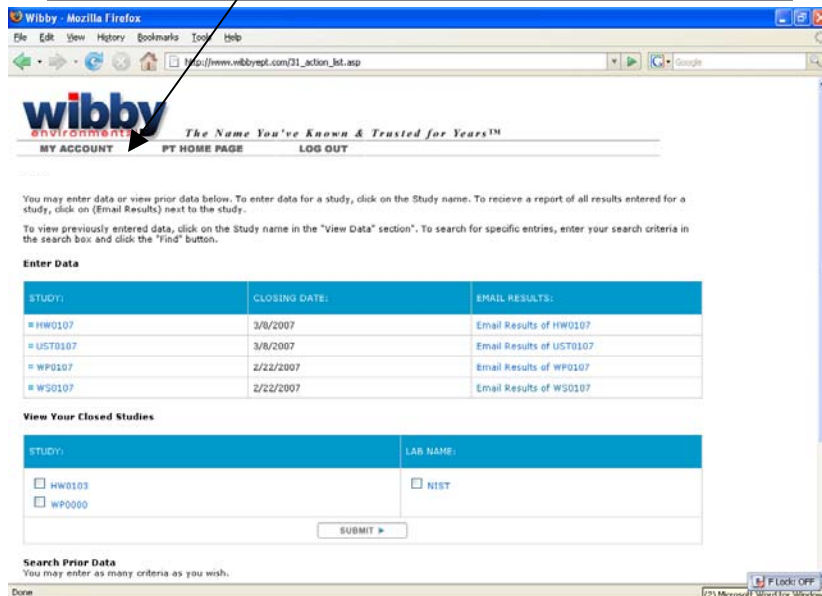


7. The information that appears here is what Wibby Environmental has in our system for your laboratory. Make any changes or corrections necessary and then click the "Submit" button at the bottom of the page. Please notify us if the changes are permanent so that we can update our records.

NOTE: Please be sure to double-check the email address. In the event you lose your password or ID, it will be emailed to the address shown here. It is also the email address where we will send all information on PT data entered and your final PT report.

8. After clicking on the submit button, you will be taken to the PT Home Page (shown below) where you can begin to enter PT data and view and search your historical PT data.

If you ever need to change your account information, click on the "My Account" link on the PT Home Page.



**Enter Data**

STUDY:	CLOSING DATE:	EMAIL RESULTS:
HW0107	3/8/2007	Email Results of HW0107
UST0107	3/8/2007	Email Results of UST0107
WP0107	2/22/2007	Email Results of WP0107
WS0107	2/22/2007	Email Results of WS0107

**View Your Closed Studies**

STUDY:	LAB NAME:
<input type="checkbox"/> HW0103	<input type="checkbox"/> NIST
<input type="checkbox"/> WP0000	

**Search Prior Data**  
You may enter as many criteria as you wish.