



# The 7 Steps For Ordering Using The myCeGaT Portal



## Before Ordering: Sign Up or Login

myCeGaT

LOGIN

Login

Sign Up

To access the myCeGaT Portal  
please visit



***my.cegat.de***


You require an account for  
using the portal. If you are not  
registered yet click on the  
***“Sign Up”*** button and fill in your  
data. You will need a functioning  
email address and access to this  
email for logging in.

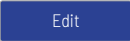
## Before Ordering: Complete Personal Data\*


myCeGaT

### PERSONAL DATA

My Profile 

 Edit

 Next →

\* This step is only required once.

Please complete your personal data under **"My Profile"** via the **"Edit"** button. During each order process you can then simply select your predefined personal data.

*Please note:  
You can also add additional email addresses to your account using the "Account" section in "My Profile".*

## Before Ordering: Define Notification Preferences\*

myCeGaT

### NOTIFICATIONS

- [Redacted]
- [Redacted]
- [Redacted]
- Analysis in progress
- Report available
- [Redacted]
- [Redacted]

My Profile

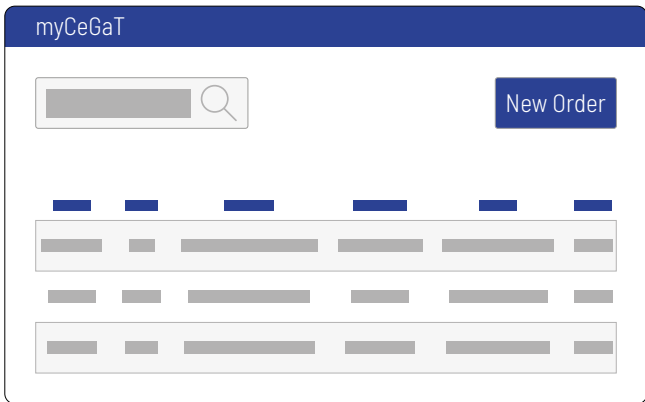
Next →

\* This step is only required once.

You can define which email notifications you want to receive for all orders (by default). For this, go to the **"Notifications"** section in **"My Profile"**.

*Please note:  
After ordering, you can adjust the email notifications  
for each order individually.*

## Ordering Step 1: Start a New Order



To start a new order, please click the **"New Order"** button on the upper right side in the portal.

*You can also order directly from the website by clicking on the "Order Now" button next to the test of your interest.*



## Ordering Step 2: Select Diagnostic Test

The screenshot shows a web interface titled "New Order: Select Diagnostic" with a close button (X) in the top right corner. The main heading is "EXOME". On the left, there is a vertical sidebar with a list of test categories represented by horizontal bars; the second bar from the top is highlighted in blue. The main content area displays a list of diagnostic tests, each with a grey bar representing the test name and a blue bar representing the test code. The first test has a blue bar and an upward-pointing arrow (^). The second test has a grey bar and a blue button labeled "EXM01" with a right-pointing arrow (→). The third test has a grey bar and a blue button labeled "EXM01FOCUS" with a right-pointing arrow (→). The fourth test has a blue bar and a downward-pointing arrow (v). A horizontal line separates the second and third tests.

Select the appropriate test from the test menu and start the ordering process by clicking on the arrow symbol next to the test you wish to order.

### Ordering Step 3: Complete the Order Form

Order - Single ExomeXtra® ⓧ

## PATIENT DATA

[Redacted]  
[Redacted]  
[Redacted]

First name

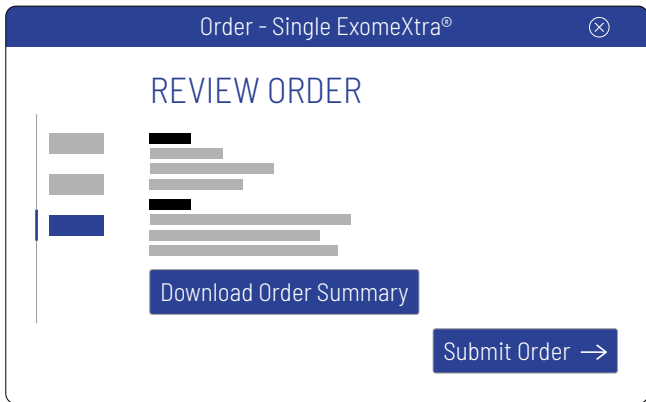
Last name

Date of birth

Next →

Please be as detailed as possible. You can upload medical reports, pictures, and supporting documents within several steps during the order process. The draft is automatically saved, and you can complete it at a later stage.

*Please download and print the consent form! This document needs to be added to the sample shipment.*



At the end of the ordering process  
click "**Submit Order**".

*Please note:  
After submitting your order, you will  
not be able to edit the order any longer.*

## Ordering Step 4: Complete the Order

Order - Single ExomeXtra®

### ORDER INFO

✓

Language

Patient consent: [Download](#)

After submitting the order, you will receive information on your next steps.

*Here you can download the patient consent once more.*

Order - Single ExomeXtra®

## SHARE ORDER

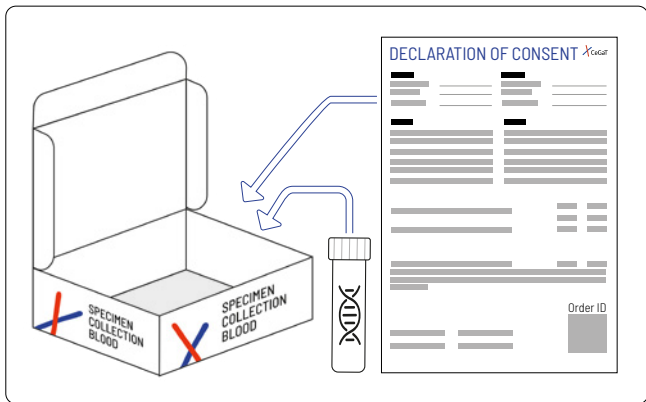
Email address

Add

In case you have colleagues that should be informed about the analysis, you can add these colleagues here.

*The invited colleague will have access to the documents you submitted (order summary and additional uploaded files) and, once available, to the medical report.*

## Ordering Step 5: Shipment



*Package list:*

- ✓ Sample(s)
- ✓ Patient consent showing the myCeGaT Order ID

*Please send the samples,  
together with the  
patient consent to:*

CeGaT GmbH  
Paul-Ehrlich-Straße 23  
72076 Tübingen  
Germany

**For urgent cases:**

Send an email to  
[diagnostic-support@cegat.com](mailto:diagnostic-support@cegat.com)  
mentioning the  
myCeGaT Order ID and  
the tracking number.




## Ordering Step 6: Track Your Order

The screenshot displays the 'myCeGaT' web interface. At the top, a dark blue header contains the text 'myCeGaT'. Below the header, there is a search bar with a magnifying glass icon and a 'New Order' button. The main content area features a progress bar with six segments, each topped with a blue bar. The second segment from the left is highlighted in grey and contains the text 'Analysis in progress' and a three-dot menu icon. Below the progress bar, there are three rows of grey rectangular bars, representing data or order details.



After submitting your order, you can track the progress within the portal. After you finalized the order in the portal the first status is **"Order submitted"**. As soon as we receive the samples and process the order the status will change into **"Analysis in progress"**.

*You can adjust the email notifications for each order by clicking on the  symbol and choose "Order notifications".*

## Ordering Step 7: Download the Report

The screenshot displays the myCeGaT web interface. At the top left, the text "myCeGaT" is visible. Below it is a search bar with a magnifying glass icon. To the right of the search bar is a blue button labeled "New Order". Below these elements is a table with six columns. The first five columns contain grey rectangular placeholders. The sixth column contains the text "Report available" and a download icon (a square with a downward arrow). Below the table, there are two more rows of grey rectangular placeholders, suggesting a continuation of the data.

When the medical report becomes available the status of the order will change to **"Report available"** and a download icon is shown. Here you can download the medical report(s) for your order.

*We keep the reports for a long period of time. You can easily find your orders by using the search bar.*



## Contact & Address

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