CeGaT

The 7 Steps For Ordering Using The myCeGaT Portal

Before Ordering: Sign Up or Login

myCeGaT

LOGIN

Email

Password

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*

* 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

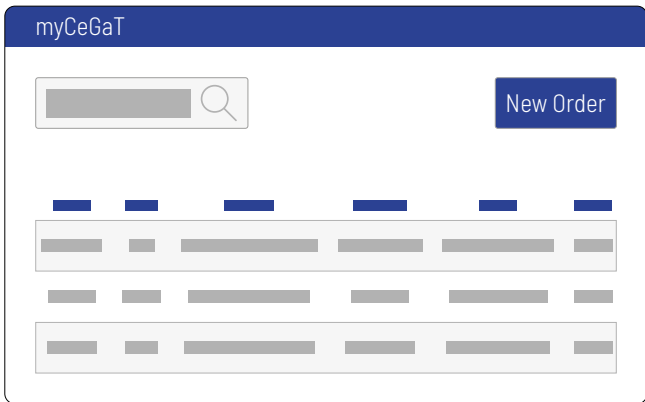My Profile

☐ Analysis in progress
☑ Report available

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

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® ⊗
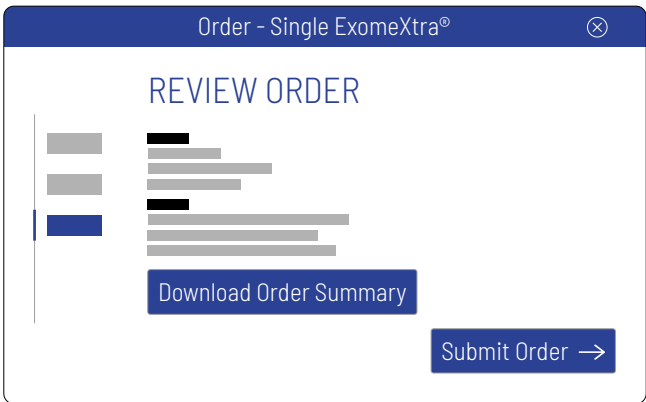
PATIENT DATA

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.

Order - Single ExomeXtra®   ⊗

REVIEW ORDER

[Download Order Summary]

[Submit Order →]

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 INFO

✓ ████████████████████████████

████████████████
████████████████████████

█████████████████
┌─────────────────────────────────┐
│ Language   │
└─────────────────────────────────┘

Patient consent: Download

Order - Single ExomeXtra®   ⊗
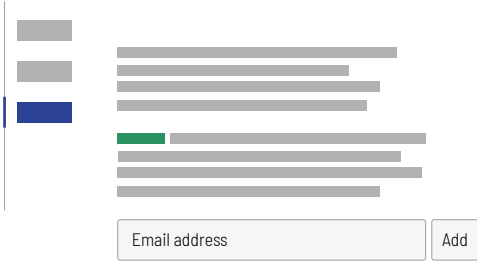
After submitting the order,
you will receive information on
your next steps.

*Here you can download the
patient consent once more.*
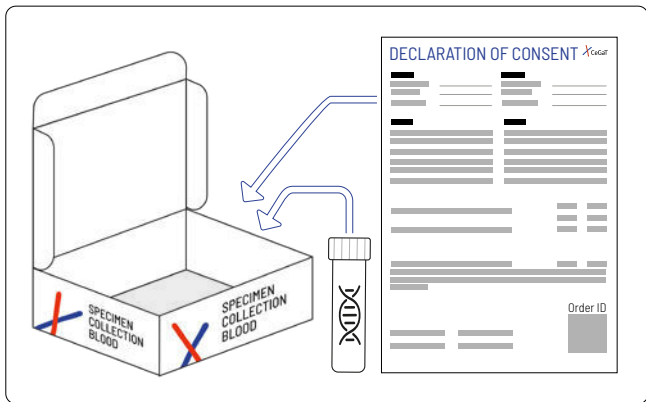
Order – Single ExomeXtra®

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
mentioning the
myCeGaT Order ID and
the tracking number.

Ordering Step 6: Track Your Order

myCeGaT

New Order

Analysis in progress

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

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New Order

Report available

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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COLLEGE of AMERICAN PATHOLOGISTS

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