

# Laboratory Certification Document Submittal User Instructions (Form 197)

Version: 1.1, 9/29/2021

## Important Notes: Please read carefully prior to submission

The *Laboratory Certification Document Submittal* (Form 197) is for the submission of any Laboratory Certification data. This eForm was created to provide Laboratories with an online solution to submitting required documentation that is usually submitted as a paper document through the mail.

**Please note: Online payments are now available! Please see page 3 for more instruction.**

The following instructions are for completing the *Laboratory Certification Document Submittal eForm*. The Laboratory Certification Document Submittal eForm is available on the EEC eForms application, which requires a Kentucky Online Gateway (KOG) account. The links below will offer some assistance in setting up a KOG account.

It is important to note that any uploaded documentation that would normally receive a signature is submitted with its signature. Electronic signatures in Adobe Acrobat or Microsoft Office programs are acceptable. If you cannot sign electronically, the document should be printed, signed, and scanned for upload. The eForm does not act as a signature. **Assistance on how to provide an electronic signature can be found [here](#).**

**For information concerning KOG account creation, please visit:**

**<https://kog.chfs.ky.gov/public/FAQ>**

**For information about EEC eForms, please visit:**

**<https://dep.gateway.ky.gov/eForms/Account/HelpCenter.aspx>**

### **EEC eForms – Account Creation/Sign on**

- EEC eForms home page is located at <https://dep.gateway.ky.gov/eForms/Account/Home.aspx>
- You may navigate to the eForms Home, Contact Us, and Help Center pages without an account. To submit information to our agency, you must first register a KOG account.
- If you already have an account, continue to the next section “EEC eForm – Finding and Creating a new Form”, this step will require you to sign into your KOG account if you are not already signed on.
- You may create a KOG account by clicking the request account from the home page, or by using this link: <https://kog.chfs.ky.gov/public/requestaccount/>
- After you have registered your KOG account, you will need to sign into the account before proceeding to EEC eForms.
- Once you are logged into KOG, return to EEC eForms using the following link: <https://dep.gateway.ky.gov/eForms/Account/Home.aspx>

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## EEC eForm – Finding and Creating a new Form

- From the EEC eForms page, select “Forms” menu from the blue ribbon at the top of the page
- The *Laboratory Certification Document Submittal Form* can be found within the “List of available eForms”
- You may choose to Search for the eForm in the “Form Name” field within the list or you may choose to search for the eForm by the Form Id, 197
- To search for the eForm by the Form Id, 197, type 197 into the “Form Id” field and click on the Filter icon next to the field
- Select “EqualTo” in the dropdown menu
- When the *Laboratory Certification Document Submittal Form* has been located, click the + to the left of the title, under the “Add Form” column

## eForm Screen – Agency/Laboratory Information

- Once you have opened the *Laboratory Certification Document Submittal Form*, you may begin by entering in the Laboratory ID in the top-left field
- The form will begin to auto-populate the **Agency/Laboratory Information** based on the Laboratory ID once you press Tab or clicking out of the field.
- Most of the Agency/Laboratory Information should be filled out for you; however, you should review this information before proceeding to the **Submittal of Report By Section**

## eForm Screen – Submittal of Report by Section

- The **Submittal of Report By** section is a required section that should contain the contact information of the data provider and eForm user.

## eForm – File Uploads

- The **File Uploads** section of the eForm is the section where you will be able to upload the Laboratory’s documents
- Click on the “Upload file” button and navigate to the location of the desired document to submitted
- **NOTE:** Multiple documents can be uploaded to one eForm

## Submitting the eForm

- If you are finished completing the eForm, select the “Click to Submit to EEC” button
- If you would like to return to this eForm and complete it at another time, select the “Click to Save Values for Future Retrieval” button
  - Please note, by choosing this option, any file uploads made on the eForm will be lost and will need to be uploaded again before selecting the “Click to Submit to EEC” button

**Please continue to the next page for more information**

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## Forms Screen – Form Details

- After submitting the eForm to EEC, you will return to the Forms screen. The first box displayed is the Form Details box, which contains information pertaining to the eForm that was submitted. This information will also be available through your dashboard, but it is recommended to keep a copy for your records.
- Once you have submitted this eForm previously, you may select your submission from your User Dashboard under “Completed Forms”.
- After you select your submission from the list, you may select the option “Create a new eForm with values from this previously saved/submitted eForm” to create a new eForm that is auto-populated with your previous submission’s information.

## Online Payment Information

The KYDOW Laboratory Certification Section is now using the KY DEP eSearch website for online payments. **To visit the KY DEP eSearch website, please use this link:**

<https://dep.gateway.ky.gov/esearch/>

## Online Payment Process

- After your Laboratory has submitted their application through eForm 197, the Laboratory contacts will be emailed an invoice that includes an Invoice Number.
  - **Note:** Please allow 7 days after eForm submittal to receive the invoice email.
- Navigate to the KY DEP eSearch website, <https://dep.gateway.ky.gov/esearch/>, and click on the “Invoice Search” option under the “Search Agency Interest Data” list.
- Once you are on the Invoice Search webpage, [https://dep.gateway.ky.gov/eSearch/Search\\_Invoice.aspx](https://dep.gateway.ky.gov/eSearch/Search_Invoice.aspx), enter the Invoice Number into the cell to the right of “Invoice #”.
- Click the “Search” button.
- The Invoice Search Results will display below. Please confirm all search result information.
- Click on the “Add to Shopping Cart” link to the right of the search result.
- If you have other invoices to pay, you may select “Continue Shopping” and you will be returned to the Invoice Search webpage.
- When you are finished adding invoices to your cart, select “Continue to Payment”.
- Verify the summary to the right of the webpage and select your payment type. Payment types include:
  - ACH/Electronic Check
  - Credit Card
  - Debit/Prepaid Card
    - **Note:** There is a \$0.35 service fee for Electronic Checks and a 3% service fee for Credit Card and Debit Card payments.
- Complete the Payment Details and be sure to enter your email address to receive a copy of your receipt.
- Click “Next” and complete your payment.