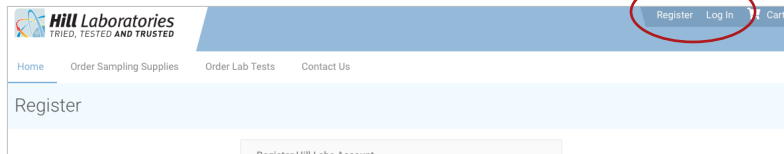
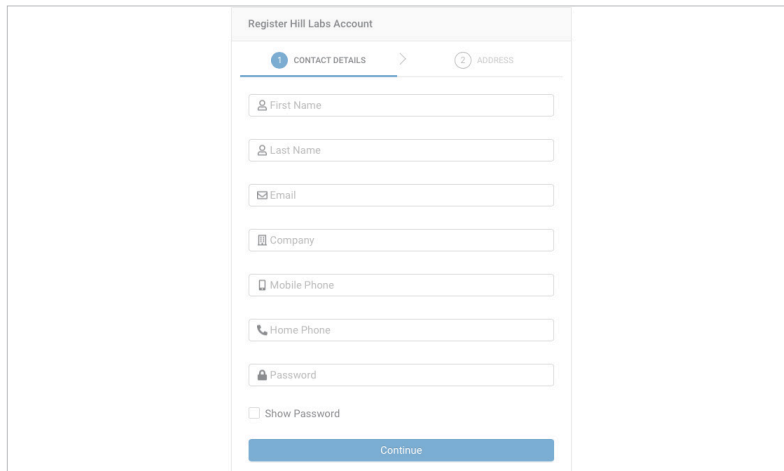


**1** Go to <https://portal.hill-laboratories.com/>

**2** Existing users - Click 'Log In'



**New users** - Click on 'Register' and complete the relevant fields as prompted. Once registered, move to step 3



Register Hill Labs Account

CONTACT DETAILS > ADDRESS

First Name

Last Name

Email

Company

Mobile Phone

Home Phone

Password

Show Password

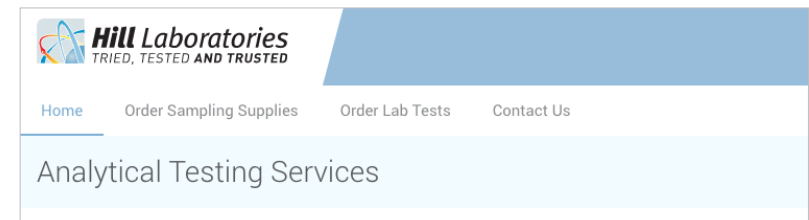
Continue

**3** Enter your email address and password and click 'Log In'

If you have forgotten your password, you can reset it by clicking 'Forgot your password?'

**4** Once you have logged in, you will see a screen with the following tabs:

1. Order Sampling Supplies: Order kits, courier bags, etc here
2. Order Lab Tests: Pre-register your job information for analytical tests
3. Contact Us: Details of how to contact us via phone, email, post, and more

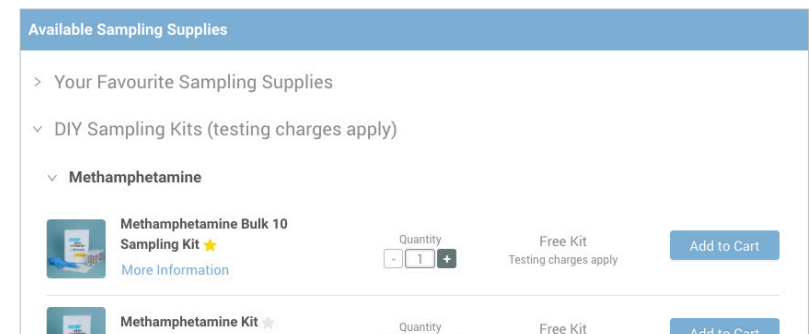


Click on 'Order Sampling Supplies'

**5** You will then see two available options:

1. Your Favourite Sampling Supplies
2. DIY Sampling Kits (testing charges apply), which will show you the sampling kits applicable for your account

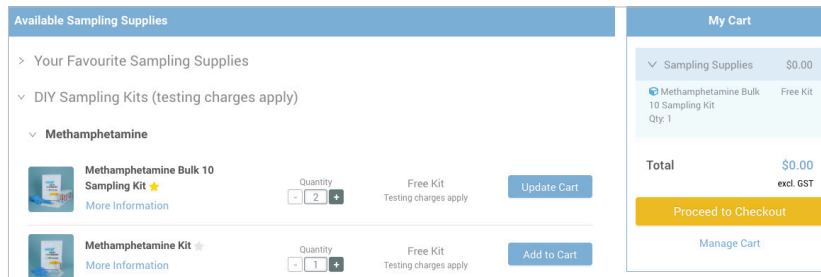
**6** Upon clicking 'DIY Sampling Kits' a drop-down menu will appear, with each available category. Inside it, are the kits available



**7** You can adjust the quantity of kits you require by using the '+' and '-' buttons

**8** Once you have set the relevant quantity, click 'Add to Cart'

**9** You will then see the items on the right-hand side under 'My Cart'



The screenshot shows the 'Available Sampling Supplies' section on the left and the 'My Cart' section on the right. Under 'Available Sampling Supplies', there are two items: 'Methamphetamine Bulk 10 Sampling Kit' with a quantity of 2 and 'Methamphetamine Kit' with a quantity of 1. Both are marked as 'Free Kit' and 'Testing charges apply'. The 'My Cart' section shows the same items with a total of \$0.00 (excl. GST) and a 'Proceed to Checkout' button.

**10** Review your entire cart by simply clicking the 'Manage Cart' button

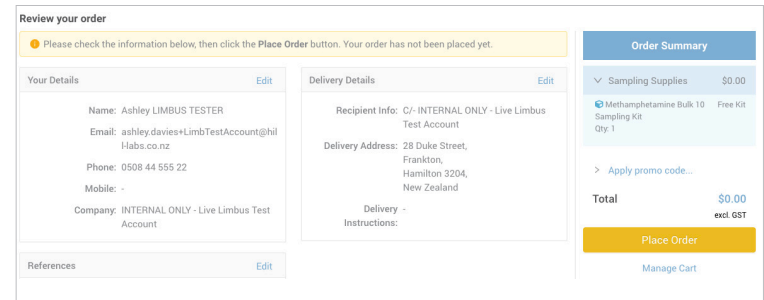
**11** On the 'Order Summary' screen you can adjust quantities, read more information about your order, or remove any relevant sampling supplies

**12** When you are happy with your order, click 'Proceed to Checkout'

**13** 'Review your order' will then appear. Here you will see:

1. Your Details
2. Delivery Details, including any special delivery instructions
3. References, including your order reference and purchase order numbers

Please note that all these sections can be edited, if required, by clicking 'Edit' in the appropriate section



The screenshot shows the 'Review your order' screen. It includes a warning message: 'Please check the information below, then click the Place Order button. Your order has not been placed yet.' The screen is divided into three main sections: 'Your Details', 'Delivery Details', and 'Order Summary'. 'Your Details' shows the user's name, email, phone, and company. 'Delivery Details' shows the recipient info and delivery address. 'Order Summary' shows the items in the cart and the total amount. There are 'Edit' buttons for each section and a 'Place Order' button at the bottom right.

**14** Once you are happy with your order, click the 'Place Order' button on the right-hand side. All done!

Your order will be received by our dispatch team and sent out to you as soon as possible