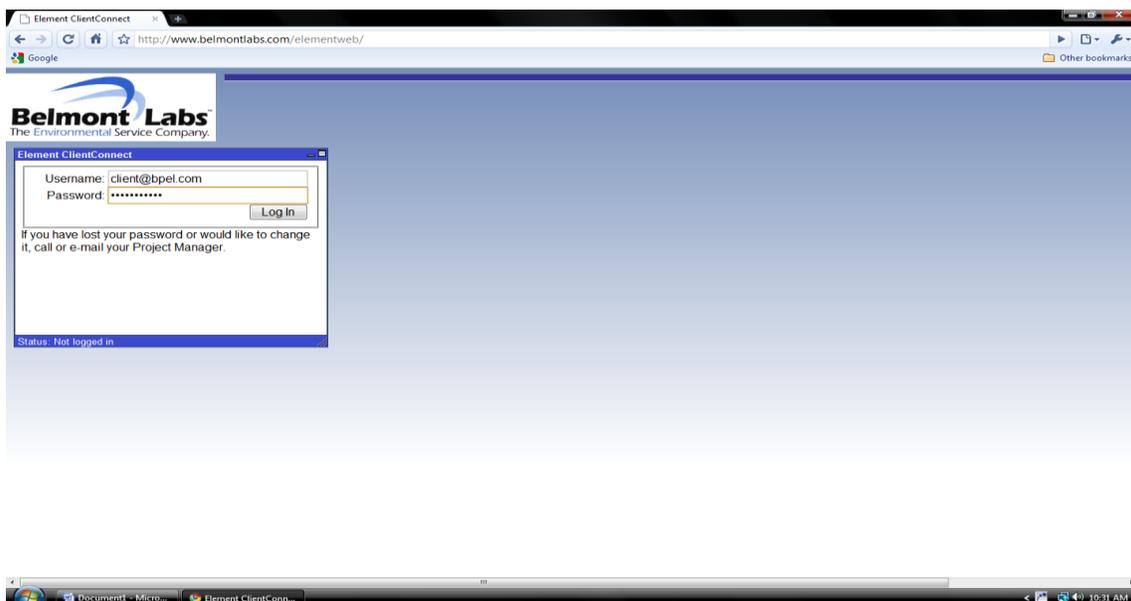


## Instructions for Accessing Data Using Client Connect

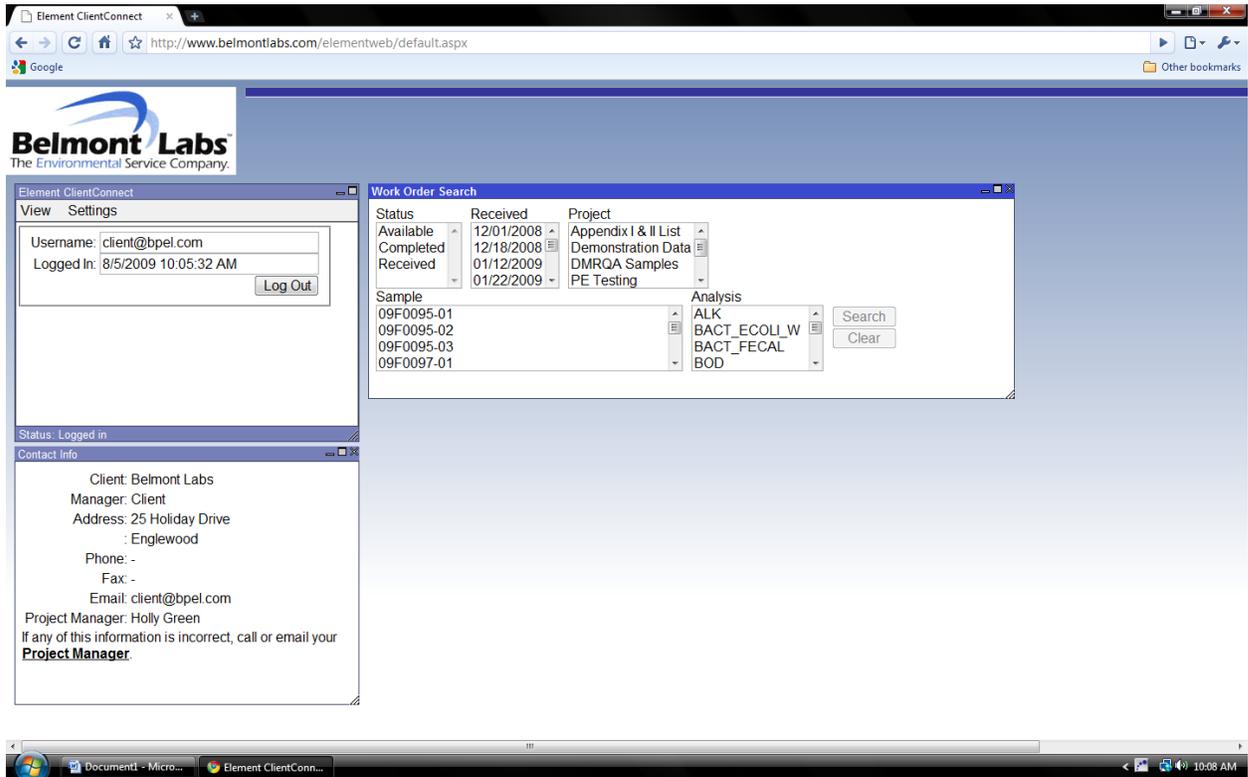
1. First contact your project manager to ensure that a login name and password has been assigned to you. If you do not have an assigned project manager, please call 1-800-723-5227 for assistance.
2. Navigate to the following URL: <http://www.belmontlabs.com>, and click on the 'Click Here To Log In' button.



3. Log into the website using the username and password provided by your project manager.



- Once logged in you will see the following screen giving you various search options for retrieving new or archived data.



- You have the option to search for data by status, date received at the lab, project ID, sample ID, specific analysis, or any combination of these options. If you select an option that you do not want, simply click the “Clear” button to start over. Once you have your search options selected click the “Search” button.
- Once your results have been retrieved you will see the following screen which gives you three options for viewing information regarding your data. These options are “info”, “results”, and “final (pdf)”. Please note that the “results” and “final (pdf)” options are not available until after the work order has been completed. Work orders that are incomplete will only display the “info” option.
  - The “info” option displays contact information, provided site information, sample statuses, and other client related information.
  - The “results” option (when available) displays the final results for the selected set of samples and/or work orders.
  - The “final (pdf)” option (when available) is a link that begins an automatic download of the final report in pdf form to your desktop.

**Belmont Labs**  
The Environmental Service Company.

Element ClientConnect  
View Settings  
Username: client@bpel.com  
Logged In: 8/5/2009 10:05:32 AM  
Log Out

Status: Logged in  
Contact Info  
Client: Belmont Labs  
Manager: Client  
Address: 25 Holiday Drive  
Englewood  
Phone: -  
Fax: -  
Email: client@bpel.com  
Project Manager: Holly Green  
If any of this information is incorrect, call or email your **Project Manager**.

Work Order Search  
Last search found 3 matches  
Status: Received  
Project: Appendix I & II List  
Available: 06/09/2009  
Completed: 07/01/2009  
Received: 07/06/2009  
DMRQA Samples  
PE Testing  
Analysis: ALK, BACT\_ECOLI\_W, BACT\_FECAL, BOD  
Sample: 09F0095-01, 09F0095-02, 09F0095-03, 09F0097-01  
Search  
Clear

Work Order List  
Info Style: Base  
Results Style: Base  
**Sample History**  
09G0387 [Info](#) [Results](#) [Final \(pdf\)](#)  
09G0386 [Info](#)  
09G0385 [Info](#)

7. When finished simply click the “log out” button.
8. If you have any questions or problems accessing any of the features above do not hesitate to call us at 1-800-723-5227.